

**ILLINOIS STATE POLICE DIRECTIVE
ADM-140, ADMINISTRATIVE REPORTING REQUIREMENTS**

RESCINDS: ADM-140, 2014-021, revised 04-08-2014.	REVISED: 12-20-2018 2018-029
RELATED DOCUMENTS: ADM-137	RELATED CALEA STANDARDS: 11.4.1, 11.4.3

I. POLICY

The Illinois State Police (ISP) will establish guidelines for administrative reports to provide information, evaluate programs, and identify departmental concerns and needs.

II. PROCEDURES

II.A. Report submission

Commanders and/or supervisors will:

- II.A.1. Generate and/or review and approve all reports submitted by subordinates, for accuracy, timeliness, completeness, appropriateness of content, and compliance with applicable reporting requirements.
- II.A.2. Ensure all approved reports are disseminated properly.

II.B. Centralized records

Commanders and supervisors in charge of a centralized record-keeping function will:

- II.B.1. File, forward, and/or disseminate the record as required.
- II.B.2. Maintain records in a safe, secure manner to facilitate the retrieval of needed information by authorized personnel.
- II.B.3. Develop and maintain records retention and destruction schedules for all reports/documents defined as records by the State Records Act. For additional information, refer to ISP Directive ADM-137, "Records Retention/Destruction Schedules."

II.C. Automated reports

The Colonel of the Division of Administration will ensure development and maintenance of automated systems to capture and retrieve data to assist in the development of enforcement techniques, program planning, personnel allocation and utilization, and program evaluation. These actions will be done in accordance with applicable statutes and department directives.

- II.D. An Administrative Report Listing is found in Addendum 1 of this directive. The Department may add or delete other reports as deemed necessary by the Department or applicable statute.

-End of Directive-

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ADDENDUM 1, ADMINISTRATIVE REPORT LISTING**

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NOTE: This report listing is sorted by the report title (found in the first column).

REPORT	PREPARED BY	RECIPIENT	FREQUENCY	AUTHORITY
Accuracy Check Tickets (from breath test instruments)	DOA: Academy: Alcohol and Substance Testing Section Technicians	Supervisor, Alcohol and Substance Testing Section	Monthly, not to exceed 62 days	ILL.ADMIN.CODE tit.20 §1286.200
After Action Critique of a hostage/barricaded subject incident	DOO: Incident Commander	Region Commander	Within 30 days following a hostage/barricade incident (to be forwarded to the Colonel, DOO, who will forward to the Director and other Colonels)	OPS-047
Annual DNA Testing Accountability Report	DFS: Forensics Services Command	Office of the Governor, both houses of the General Assembly, and website	Annually, by August 1	730 ILCS 5/5-4-3a
Annual Division Report on Outstanding Audit Findings	Division Audit Liaison (DAL)	Inspection & Audits/Director/Division	Annually (TBD)	ADM-002
Annual Missing Children Report	DOO: Statewide Terrorism and Intelligence Center (STIC)	Director/Governor/ General Assembly (GA)	Annually, by June 30	325 ILCS 40/8
Annual Program Analysis Report	DOO: (STIC)	Colonels	Annually, by March 1	ADM-136
Annual Property/Inventory Report	Property custodian/manager	Public Safety Shared Services Center (PSSSC)	Annually, by March 15	ADM-128, OOF
CALEA Compliance Report	DIR: Office of Inspections	Director/Colonels	Annually, by February 1	ADM-020
Career Development Resource Guide (ISP 1-164)	Supervisors	(PSSSC)/Employee	Annually, during employee evaluation	PER-005,PER-014, PER-102

**ADM-140, Administrative Reporting Requirement
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REPORT	PREPARED BY	RECIPIENT	FREQUENCY	AUTHORITY
<i>Crime in Illinois</i>	DOA: Program Administration Bureau (PAB); Uniform Crime Reporting (UCR)	Governor/ GA/Public Information Office (PIO)	Annually, released by Governor	20 ILCS 2630/8
<i>Crime in Illinois – Executive Summary</i>	DOA: PAB: UCR Program	Governor/GA/PIO	Annually, released by Governor	20 ILCS 2630/8
Department Annual Report (Fiscal Year)	DIR: PIO and the Division of Administration (DOA)	Director/GA	Annually, 10 days prior to convening of the GA	30 ILCS 105/3
Dissemination of Hate Crime Information	DOA: PAB: UCR Program	Federal Bureau of Investigation (FBI)	Annually	FBI
District Tactical Plan	DOO: Commanders: District	Region Commanders	Annually, by August 1	OPS-074
District Traffic Crash Reduction Plan	DOO: Commanders: District	Region Commanders	Annually, by August 1	OPS-074
Diversity Report	DIR: Diversity Advisory Council	Director	Quarterly	PER-006 & PER-009
Division of Internal Investigation (DII) Annual Statistical Summary	DII Colonel	Director and PIO	Annually, prior to March 1	PER-030
Driver Certification For Civilians Assigned A State Vehicle (ISP 2-503)	Employees (as applicable)	DOA: Logistics Bureau	Annually, by July 31	EQP-002, 625 ILCS 5/7-60(c)
Drug Testing Program Report	Office of Human Resources	Director	Annually, by September 1	PER-057
Early Warning System Annual Report	OOD/EEO	Director	Annually, by April 1	SRV-017
Employee Grievances, Annual Analysis	DIR: Office of Labor Relations and Special Projects	Director	Annually, by April 1	PER-031 & PER-043
Employee Performance Evaluation, [CMS-201/CMS-201MC (for code employees); ISP 2-410 series (for sworn employees)]	Supervisors	PSSSC/Employee	As applicable by ISP directives	PER-005, PER-102

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Evidence Vault Inspection	Commanders: Region & Laboratory	Division Evidence Custodian & Property Facility Manager	Quarterly	OPS-203
Evidence Vault Tracking Report (ISP 5-738)	Evidence Custodians	Statewide Evidence Custodian & District/Zone Commander or Metropolitan Enforcement Group (MEG)/Task Force (TF) Director	Quarterly, by 5 th of month after qtr	OPS-200
Federal funding for state agencies, opportunities & strategies	DIR: Governmental Affairs Office	Congressional delegation, GA, State agencies	Annually	Governor's Federal Clearinghouse
Field Certification Report (Scale Operations)	DOO: Truck Weight Inspectors	Commercial Vehicle Enforcement Section	Monthly, by the 10th day	ENF-044
Firearm Owners Identification Reversal of Administrative Decisions	ISP Legal in coordination with DOA Firearms Services Bureau (FSB)	Governor	Annually, by March 1	430 ILCS 65/11
Firearms Incidents in Schools Annual Report	DOA: PAB: UCR Program	State Board of Education	Annually	105 ILCS 5/10-27.1A(c)
Grant Fiscal Reports	DIR: OOF, Grants & Financial Reporting Section	Funding agencies/contractors	As applicable by terms of grant agreement	ADM-124
Grant Fiscal Year Report	DIR: OOF, Grants & Financial Reporting Section	Director/Colonels	Annually, January 1	ADM-124
Inspection & Inventory Report Form (ISP 5-102)	Supervisors	Commanders: District/Region	1 st 6 mo. of year & 2 nd 6 mo. of year	ADM-006
ISP Final Legislative Proposals	DIR: Governmental Affairs Office	Governor's Legislative Office (G-Leg-O), Director's Office, and ISP Legislative Advisory Committee (LAC) members	Annually, prior to Spring Legislative Session	G-Leg-O
ISP Legislative Proposals	DIR: Governmental Affairs Office	G-Leg-O, Director's Office, and ISP LAC members	Annually, in January	G-Leg-O
ISP Liaison Report (ISP 1-123)	Employees (as applicable)	Colonel	Occurrence	PER-055

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ISP Strategic Plan	DIR: Research and Development (R&D)	Director/Governor's Office of Management & Budget (GOMB)	Every 4 Years	ADM-134
Juvenile Justice Quarterly Report	DOA: Bureau of Identification	Governor/GA	Quarterly, by 30 th of month after the end of the quarter	705 ILCS 405 20 ILCS 2605/2605-355
Juvenile Prevention and Enforcement Program Review	DOA: Academy: Statewide Juvenile Coordinator	Director	Quarterly, by the 15 th of the month after the end of the quarter	OPS-037
Juvenile Prevention and Enforcement Program Statistics	DOO: District/Zone Juvenile Coordinators	Statewide Juvenile Coordinator	Annually, by March 1	OPS-037
Laboratory Statistics Report	DFS: Forensic Services Command	Office of the Governor, the General Assembly, and website	Quarterly	730 ILCS 5/5-4-3a (c)
Legislative Update with Governor's Action (Final Report)	DIR: Governmental Affairs Office	Director's Office, LAC members, all divisions, all districts	Annually, August/September	G-Leg-O
Major Disorder Contingency Plan Review	DOO: Commanders, Region	Colonel: DOO	Annually, by December 31	OPS-103
Mobile Command Vehicle Inspection	DOO: Vehicle operators of mobile command vehicle	DOO-OSC	Monthly, by the 10 th of the following month	EQP-014
Monthly Program Status Report	Cost Center	Granting Agency	As applicable by terms of the grant agreement	Grantor
Monthly Reconciliation of Property Report	Property custodian	PSSSC	Due 15 days after date of letter	ADM-128
Official Advanced Funds Monthly Report	OAF Manager	OOF	Monthly, by 15 th of the month	OPS-044
Pursuit/Fleeing & Eluding Report Analysis	DOO: Statewide Patrol Support	Director/Colonels	Annually, by June 1	OPS-003
Quarterly Management Report of Strategic Management and Performance Measures	DIR: R&D	Director/GOMB	Quarterly, by 15 th of month after each quarter	ADM-134, Executive Order #7 (1999)
Quarterly Program Status Report	Cost Center	Granting Agency	As applicable by terms of the grant agreement	Grantor

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Records Retention/Destruction Schedules Annual Report	Colonels	Director and Legal Advisor	Annually, by August 1	ADM-137
Recruitment Program Plan	EEO Program Manager and Recruitment Section	Director	Annually, by February 1	PER-006
Report of Completed/Uncompleted Action Reports from Personnel Entered Into Early Warning System	Office of Human Resources	DIR: Chief of Staff	Annually, by April 1	SRV-017
Revenue Monthly Report	Cost Center	PSSSC	Monthly, by 15 th of the month	OOF
Secondary Employment Review	PSSSC	Supervisors	Semi-annually, Oct. 1 & April 1	PER-035
Semi-Annual Assessment of Privacy Policies, Agreements, and Memoranda of Understanding	DIR: ISP Privacy Officer	Director/Chief Legal Counsel	Annually by February 1 and July 1	ADM-022
Service Efforts & Accomplishments	DIR: R&D	Office of the Comptroller	Annually, in October	ADM-134
Sexual Assault Case Submissions per Agency	DFS: Forensics Services Command	Website	Quarterly	725 ILCS 202/42
Specialized Assignment Review	Commanders: District, Zone, Laboratory, Bureau	Office of Human Resources	Annually, by April 1	PER-019
State Assistance to Local Governments	DIR: OOF	State and local government agencies	Annually	Legislative Research Unit
Statement of Economic Interests (required by law)	Employees (as applicable)	Illinois Secretary of State	Annually, by May 1	PER-018 & 5 ILCS 420/4A-105
Statewide Traffic Crash Reduction Proposal	DOO: Commanders: Lieutenant Colonels and Regions	Colonel, DOO	Annually, by July 1	OPS-074
Statistical Report of Services Provided by Human Services	Office of Human Resources	DIR: Chief of Staff	Annually, by April 1	SRV-016
Suggestion Program Report	DIR: R&D	Director	Annually, by February 1	ADM-009

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Tables of Organization/Unit Mission Statement	Colonels	Office of Human Resources	Quarterly, by 10 th of month after qtr	ORG-004
Technical Services Annual Consensual Overhear Report	DOO: OSC: Statewide Investigative Support	Director/GA	Annually, by April 1	725 ILCS 5/108A-11 (c)
Technical Services Annual Non-Consensual Overhear Report	DOO: OSC: Statewide Investigative Support	Director/Governor/GA	Annually, by March 1	725 ILCS 5/108B-13
Use of Force Analysis Report	DOA: Academy: Use of Force Incident Review Committee	Academy Commander (by March 1) and then the Director and Colonels	Annually, by March 31	OPS-002, OPS-054
Vehicle Usage Report (ISP 2-6)	Employees (as applicable)	DOA: Logistics Bureau	Quarterly	Internal Revenue Code

-End of Addendum-