

**2017
ANNUAL REPORT
RECORDS SECTION**



**ADDISON POLICE
DEPARTMENT**

**Prepared by
Records Director Mike Tierney**

Introduction

This year was one of stability and organization for the Records Management Section. Two part-time call taker positions were eliminated, and one full-time position was created. With the one full-time call-taker, one part-time call taker and two full-time clerk typists with the ability to enter calls into the Printrak CAD system, Records was open from 0630 to 2100 hours Monday through Friday and 0800-1700 on the weekends.

In addition to call taking, the employees at those positions complete the transmittal on the weekends to comply with an Illinois Supreme Court rule. Additionally, clerks enter the patrol officer's daily activity sheets for manpower allocation purposes.

Records personnel do not hesitate to assist each other, other members of the Department, other Village employees or the citizens they interact with on a daily basis.

The Records Section is the repository for the data generated as a result of the activities of the other Police Department operational components. Personnel are learning new ways to accomplish their assigned tasks as the electronic age becomes more ingrained with police work.

Personnel

Mike Tierney – Director
Clerk Gail Haneberg
Clerk Debbie Pekosh
Clerk Sue Termini
Clerk Erin LaMantia
Clerk Cindy Lopez
Clerk Laura Lopez
Clerk Alexis Marckess
Clerk Joe Malatesta

Records Section Accomplishments

Imaging Training Manuals – Records continues imaging training manuals for detectives. This allows for destruction of the hard copies in the future.

Illinois Concealed Carry Permits – Records and Investigations were tasked with doing background checks on Addison residents requesting concealed carry permits. Several hundred were done and very few objections were made. Even fewer objections were sustained by the Illinois State Police.

Park District Reports – DCOP Maranowicz directed Records to compile crime statistics for the Addison Park District's "Eagle Eye" program to assist Crime Prevention. Clerk Haneberg was assigned that.

LEADER – A new transmittal process was instituted in 2015 by the DuPage County Circuit Court Clerk’s office. This process has a statewide database component where officers and investigators can locate citations and warnings issued to individual drivers. The database is searchable by person, vehicle, location and license plate. All municipalities using electronic citations in DuPage County have their stops uploaded to this database automatically. To assist in building this database, the Command Staff agreed Addison’s stop cards would be entered into this system. Patrol personnel were instructed to manually add information to the current stop cards to allow for the maximum information to be uploaded. With the majority of officers trained in electronic citations (VP2), this has made it easier to enter the tickets and warnings into this system. In 2017, more than 8,000 tickets were entered into this database. In 2018, all officers and telecommunicators will have the ability to search this database.

Record Scanning – Records continues to add records to the Laser Fiche database. As NetRMS will be obsolete by 2018 and with no clear information from ETSB and the DuPage County IT department as to how records from NetRMS will be accessed after Hexagon’s Intergraph product goes live in 2017, we continued scanning all records necessary to keep pursuant to the Illinois Secretary of State’s archives rules.

Electronic Citation IVC – In 2016, the Circuit Clerk’s office moved from the APS to the VP2 platform for electronic Illinois Vehicle Code tickets. We began testing the new program with Traffic officers. In 2017, all officers were trained to use the e-citation system.

NetRMS Report Writing – In 2017, Records retrained all officers in the report writing process. Errors decreased, but there will always be a need to have the reports reviewed in Records.

ACDC CALEA Assistance – A goal of the Department is to have ACDC CALEA certified. Accreditation Manager Weinbrenner has sought assistance with that project. It was determined a Records Clerk would be assigned to work with him beginning in 2016. Clerk Haneberg was assigned and continues to do a great job!

Westmont Police Department RMS – Director Tierney and Clerk LaMantia trained the entire Westmont Police Department on the NetRMS system due to their becoming members of ACDC.

Call Takers – Call takers work from 0630 to 2100 hours Monday through Friday and 0800 to 1600 hours on weekends answering non-emergency calls.

Miscellaneous Accomplishments

- On January 10, 2017, all of the 2016 Traffic Stop Study (Racial Profiling) data was uploaded to the Illinois Department of Transportation.
- In January 2017, it was determined all cannabis and paraphernalia arrests would be handled through Administrative Adjudication. This was due to the decriminalization of both of these offenses by the Illinois Legislature and sending them to field court would require they be submitted as civil offenses subject to expungement.
- ACDC Director Temes and Director Tierney created a plan for handling calls for service and crashes for Addison Officers assigned to the Village of Bloomingdale on January 24, 2017.
- Clerk LaMantia and Director Tierney began training Westmont officers, supervisors and civilians on NetRMS on January 26, 2017.
- Beginning February 11, 2017, the Kane County Youth Detention Center began hearing detentions seven days a week. A procedure was instituted to send “draft” only copies of reports to assist the States Attorney’s office for those hearings.
- On March 14, 2017, Director Tierney assisted the Elmhurst Police Department’s Administrative Assistant in understanding the Administrative Adjudication process that the Addison Police Department uses. This information was used by the Elmhurst Police Department to begin that process in their community.
- Beginning March 17, 2017, a procedure was implemented wherein patrol officers no longer needed to physically print the fingerprint cards from Livescan. Sergeants were given the ability to review the submissions remotely and Records Clerks were able to save them as .pdf documents saving paper and toner.
- Cash bail bond procedures were updated on March 22, 2017. The old mailbox was placed in the booking room hallway where all activity near it is video recorded. This was done in anticipation of ACDC moving to their new facility.
- ACDC personnel experienced issues in creating reports in NetRMS beginning April 12, 2017. Directors Temes and Tierney proposed eliminating telecommunicators from doing NetRMS reports and gave them search only rights in the system. It took the County RMS Coordinator several weeks to set this system up, but essentially ACDC became a new agency in NetRMS with search and view only ability.
- Once again, Records personnel assisted the Crime Prevention Unit with honoring the volunteers at their annual recognition dinner on April 20, 2017.
- Clerks Cindy Lopez and Laura Lopez assisted Crime Prevention on May 17, 2017, for the annual Law Enforcement Memorial service in the Village Rotunda.
- Beginning July 3, 2017, the Community Response Unit assisted the Records Section with the issuance of citations for failure to pay alarm permit fees. This superseded the former method of calling and sending letters to the scofflaws.
- The two-part warrant control card, in use since the 1980s, was eliminated on July 25, 2017, saving printing charges.
- On August 1, 2017, a patrol officer completed an electronic long form complaint on the Circuit Clerk’s website. Addison was named a beta tester for this system, which ultimately could replace Addison’s current complaint and warrant software. Sadly, this was the only complaint done while we beta tested the system in 2017.

- On September 13, 2017, new ergonomically correct chairs were delivered to every work station in Records.
- Beginning in September 2017, changes were made for the submission of audio and video recording requests to Evidence. MIS created a new drive where the files could be stored eliminating the need to put a physical CD or DVD into evidence.
- In anticipation of ACDC's move, Clerk LaMantia created a quick reference guide for all outside agencies using the Addison Police Department Lock-Up Facility that was put into effect on October 19, 2017. Director Tierney updated the audio visual download request form on the same date. CALEA Manager Weinbrenner will forward the forms to the Illinois State Police and provide training to them.
- A new plan for the holding of unsigned complaints and warrants was discussed due to several warrants from several years ago being found unsigned in ACDC on November 13, 2017. Records will hold the warrants and make follow up calls to officers in a timely manner.
- On November 28, 2017, Clerks Cindy Lopez and Laura Lopez assisted the Glendale Heights Police Department with instituting procedures for driver's license suspension notices to the Secretary of State's office.
- On December 5 and 12, 2017, Director Tierney spoke with patrol officers about the changes with juvenile cases effective January 1, 2018, and the automatic expungement of old records.
- Throughout the year, Director Tierney attended many meetings concerning the pending change from Motorola CAD/RMS to Hexagon (formerly Intergraph). Included were meetings with the Records managers to discuss the training needs for the new Intergraph CAD/RMS, site visits, review of the statement of work and demonstrations. This project is moving very slowly and is anticipated to go live some time in 2018.

Training

- Clerks LaMantia, Lopez, Lopez, Marckess, Pekosh and Termini attended a Customer Service Training at the Schaumburg Police Department on March 8, 2017.
- Director Tierney attended the bi-monthly LERMI meetings in February, April, August and November 2017.
- Director Tierney attended the DuPage County Records Managers meetings monthly in 2017.
- During February 2017, all Records Section personnel took and passed the critical incident test on blood borne pathogens.
- During April 2017, all Clerks successfully completed the mental illness and the ethics critical incident tests.
- Director Tierney completed the annual FOIA and Open Meetings Act training from the Illinois Attorney General's office on July 20, 2017.
- On July 24 and 26, 2017, all clerks responsible for the transmittal attended training regarding the new criminal complaints software used by the Circuit Clerk's office.
- All Clerks passed the biased-based police training in August 2017.

- All Records personnel took and passed the sexual harassment critical incident test in December 2017.

Volunteers in Policing (VIP)

Our volunteers continue to be a valuable asset to the Police Department and specifically to the Records Section. They perform a variety of tasks.

This past year, Addison volunteers donated 681 hours of their time to the Records Section. Our VIP program has been a valuable resource to our department since 1993 and our volunteers have donated more than 38,000 hours of service. Their loyalty and dedication are truly amazing. Though we had a number of volunteers unavailable for much of the year due to surgery, the other volunteers pitched in to assist when they could. We currently have seven regular volunteers in Records who perform a variety of tasks. We have many more volunteers in the police department who participate in an array of programs under the direction of the Crime Prevention Section.

Some of the volunteer tasks include: making copies of reports, making copies of various manuals and collating the materials, handling some of the tasks involved in the Citizen Satisfaction Survey Program, stuffing envelopes, conducting telephone surveys, assisting with police applicant mailings, assisting with maintenance of the accreditation files, filing tickets, reports and other records, doing data entry, and performing a variety of other special projects and routine tasks. All of our records clerks do a great job of making sure our volunteers feel appreciated and welcome.

2017 Goals

1. Digitizing Files. – We will continue working on this project carried over since 2011. We will follow the guidelines given by the Illinois State archives and continue to minimize the volume of paper in files.
Status: This goal continues to be met. Paperwork is digitized and is destroyed pursuant to approval from the Secretary of State's office.
2. Continue Preparation for Implementing New CAD/RMS. – Records will coordinate with ETSB and DuPage County IT to have personnel dedicated to the Hexagon implementation plan for the new CAD/RMS systems.
Status: This goal is in progress. The new program was worked on all last year and will need additional work before going live in the third quarter of 2018.
3. Implement the NIBRS Reporting System. – This system takes the current IUCR crime reporting system and enhances the type and amount of data sent to the State and Federal government. A clerk will be sent to training to become familiar with the reporting requirements.

Status: This goal is in progress. The Hexagon RMS group mapped all NIBRS codes to the new system. Training on the reporting will begin in 2018, with the Illinois State Police requiring it in 2020.

4. Implement Electronic Parking and Administrative Adjudication Enforcement Citations. – There are programs that interface with LEADS that would allow the electronic parking citations to be uploaded immediately to a searchable database. This could reduce errors and increase revenues. The goal would be to begin a pilot program with community service officers. A budget proposal was submitted for this goal.

Status: This goal was not met. Due to concerns with LEADS interfaces, it was abandoned in 2017. It may be resurrected after the implementation of the Hexagon RMS system.

5. Implement a New False Alarm Billing Program. – The current system runs only on the Windows XP platform. As Microsoft will no longer support that platform after April 2014, a new system may be needed. At the request of the Village's MIS manager, a budget proposal was submitted.

Status: This was not completed. The Village Finance Department is implementing a new billing system in 2018. It is believed this system will be capable of handling the false alarm billing.

6. Assist Westmont Police Department in Implementing NetRMS – The Westmont Police Department will become a customer of ACDC in 2017. They will need to migrate to NetRMS while the Intergraph software is built. We will train all Westmont Police Department personnel on the capabilities of NetRMS.

Status: This was completed.