

ILLINOIS STATE POLICE DIRECTIVE

ADM-140, ADMINISTRATIVE REPORTING REQUIREMENTS

RESCINDS: ADM-140, 2018-029, revised 12-20-2018	REVISED: 09-05-2024 2024-030
RELATED DOCUMENTS: ADM-137	RELATED CALEA STANDARDS (6th Edition): 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.A.3. Ensure a copy of all approved reports are forwarded to the Office of the Director (OOD), Office of Metrics, Accreditation, and Policy (MAP) through their respective Division Deputy Director for tracking and retention purposes.

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 Deputy Director of the Division of Justice Services (DJS) 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.

| Indicates new or revised items.

-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)	Division of the Academy and Training (DAT): 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	Division of Criminal Investigation (DCI): Incident Commander (IC) or Officer in Charge (OIC) of ISP personnel if IC is from another agency	Region Commander (RC)	Within 30 days following a hostage/barricade incident (to be forwarded to the Deputy Director, DCI, who will forward to the Director and other Deputy Directors)	OPS-101
Agency Report of Fixed Assets (C-15)	Office of Finance (OOF)/Property Control Manager	Illinois Office of Comptroller (IOC)	Quarterly, by end of month after the end of the quarter	15 ILCS 405/17
Annual DNA Testing Accountability Report	DFS: Forensic Sciences Command (FSC)	Office of the Governor, both houses of the General Assembly (GA), and website	Annually, by August 1	730 ILCS 5/5-4-3a
Annual Division Report on Outstanding Audit Findings	Division Audit Liaison (DAL)	Office of Inspection and Audits (OIA)/Director/Division	Annually (TBD)	ADM-002
Annual Inventory Reporting	OOF/Property Control Manager	Central Management Services (CMS)	Annually, by April 1	30 ILCS 605 & 44 IL Admin. Code, Section 5010.460
Annual Missing Children Report	DCI: Statewide Terrorism and Intelligence Center (STIC)	Director/Governor/GA	Annually, by June 30	325 ILCS 40/8
Annual Program Analysis Report	DCI: STIC	Deputy Directors	Annually, by March 1	ADM-136
Annual Property/Inventory Report	Property custodian/manager	OOF/Property	Annually, by March 1	ADM-128

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REPORT	PREPARED BY	RECIPIENT	FREQUENCY	AUTHORITY
Cannabis Control Office (CCO) Annual Report	DJS: Regulatory Services Bureau: CCO	GA/Governor's Office	Annually, by September 30	410 ILCS 705/55-80C
CALEA Compliance Report	OOD: Office of Metrics, Accreditation, and Policy (MAP)	Director/Deputy Directors	Annually, by February 1	ADM-020
Career Development Resource Guide (ISP 1-164)	Supervisors	OHR/Employee	Annually, during employee evaluation	PER-005, PER-014, PER-102
<i>Crime in Illinois</i>	DJS: 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 DJS: PAB: UCR Program	Governor/GA/PIO	Annually, released by Governor	20 ILCS 2630/8
Department Annual Report (Fiscal Year)	OOD: PIO and the Division of Justice Services (DJS)	Director/GA	Annually, 10 days prior to convening of the GA	30 ILCS 105/3
Hate Crime Information	DJS: PAB: UCR Program	Federal Bureau of Investigation (FBI)	Monthly	FBI
Troop Tactical Plan	DOP: Commanders: Troop	RCs	Annually, by August 1	OPS-101
Troop Traffic Crash Reduction Plan	DOP: Commanders: Troop	RCs	Annually, by August 1	OPS-101
Diversity Report	OOD: Diversity Advisory Council (DAC)	Director	Quarterly	PER-006, PER-009
Division of Internal Investigation (DII) Annual Statistical Summary	DII Deputy Director	Director and PIO	Annually, prior to March 1	PER-030
Driver Certification For Civilians Assigned A State Vehicle (ISP 2-503)	Employees (as applicable)	DJS: Logistics Bureau	Annually, by July 31	625 ILCS 5/7-60(c), EQP-002
Drug Testing Program Report	Office of Human Resources (OHR)	Director	Annually, by September 1	PER-057
Early Warning System Annual Report	OOD/ OHR	Director	Annually, by April 1	SRV-017

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Employee Grievances, Annual Analysis	OOD: Office of Labor Relations and Special Projects (OLR)	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	OHR/Employee	As applicable by Illinois State Police (ISP) Directives	PER-005, PER-102
Evidence Vault Inspection	Commanders: Region and Laboratory	Division Evidence Custodian (EC) and Property Facility Manager	Quarterly	OPS-203
Evidence Vault Tracking Report (ISP 5-738)	ECs	Statewide Evidence Custodian (SEC) and Troop/Zone Commander or Metropolitan Enforcement Group (MEG)/Task Force (TF) Director	Quarterly, by 5 th of month after qtr	OPS-200
Field Certification Report (Scale Operations)	DOP: Truck Weight Inspectors (TWIs)	Commercial Vehicle Enforcement Section	Monthly, by the 10th day	ENF-044
Firearm Owners Identification Reversal of Administrative Decisions	ISP Legal in coordination with DJS Firearms Services Bureau (FSB)	Governor	Annually, by March 1	430 ILCS 65/11
Firearms Incidents in Schools Annual Report	DJS: PAB: UCR Program	State Board of Education	Annually	105 ILCS 5/10-27.1A(c)
Grant Fiscal Reports	OOD: OOF, Grants Section	Funding agencies/contractors	As applicable by terms of grant agreement	ADM-124
Grant Fiscal Year Report	OOD: OOF, Grants Section	Director/Deputy Directors	Annually, January 1	ADM-124
Illinois Seizure and Awarded Assets Annual Report	OOF, Asset Forfeiture Section	ISP Website	Annually, 60 days after the end of the previous calendar year	5 ILCS 810/Seizure and Forfeiture Reporting Act
Inspection/Inventory Report (ISP 5-102)	Supervisors	Commanders: Troop/Region	1 st 6 mo. of year and 2 nd 6 mo. of year	ADM-006

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ISP Final Legislative Proposals	OOD: OGA	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	OOD: OGA	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)	Deputy Directors	Occurrence	PER-055
ISP Strategic Plan	OOD: MAP	Director/Governor's Office of Management and Budget (GOMB)	Every 4 Years	ADM-134
Juvenile Justice Quarterly Report	DJS: 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	DAT: 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	DOP: Troop/Zone Juvenile Coordinators	Statewide Juvenile Coordinator	Annually, by March 1	OPS-037
Laboratory Statistics Report	DFS: FSC	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)	OOD: OGA	Director's Office, LAC members, all divisions, all troops	Annually, August/September	G-Leg-O
Major Disorder Contingency Plan Review	DOP: Commanders, Region	Deputy Director: DOP	Annually, by December 31	OPS-101
Mobile Command Vehicle Inspection	DOP: Vehicle operators of mobile command vehicle	DOP - Support Services	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	Location Property Manager	Due 15 days after end of month	ADM-128

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Official Advanced Funds Monthly Report	Official Advanced Funds (OAF) Manager	OOF	Monthly, by 15 th of the month	OPS-044
Pursuit/Fleeing and Eluding Report Analysis	OOD: Strategic Planning	Director/Deputy Directors	Annually, by June 1	OPS-003
Quarterly Illinois Performance Reporting System (IPRS)	OOD: MAP	Director/GOMB	Quarterly, by 15 th of month after each quarter	Executive Order #7 (1999), ADM-134
Quarterly Inventory Reporting	Property Custodian	OOF/Property Control	Quarterly, by end of month after the end of the quarter	ADM-128
Quarterly Program Status Report	Cost Center	Granting Agency	As applicable by terms of the grant agreement	Grantor
Records Retention/Destruction Schedules Annual Report	Deputy Directors	Director and Legal Advisor	Annually, by August 1	ADM-137
Recruitment Program Plan	DAT	Director	Annually, by February 1	PER-006
Report of Completed/Uncompleted Action Reports from Personnel Entered Into Early Warning System	OHR	OOD: Chief of Staff	Annually, by April 1	SRV-017
Revenue Monthly Report	Cost Center	OOF	Monthly, by 15 th of the month	OOF
Secondary Employment Review	OHR	Supervisors	Semi-annually, Oct. 1 and April 1	PER-035
Semi-Annual Assessment of Privacy Policies, Agreements, and Memoranda of Understanding	OOD: ISP Privacy Officer	Director/Chief Legal Counsel	Annually by February 1 and July 1	ADM-022
Service Efforts and Accomplishments/Performance Accountability Report (PAR)	OOD: MAP	Office of the Comptroller	Annually, in October	ADM-134
Sexual Assault Case Submissions per Agency	DFS: FSC	Website	Quarterly	725 ILCS 202/42
Specialized Assignment Review	Commanders: Troop, Zone, Laboratory, Bureau	OHR	Annually, by April 1	PER-019

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State Assistance to Local Governments	OOD: OOF	State and local government agencies	Annually, normally by October	Legislative Research Unit
Statement of Economic Interests (required by law)	Employees (as applicable)	Illinois Secretary of State	Annually, by May 1	5 ILCS 420/4A-105, PER-018
Statewide 9-1-1 Advisory Board Annual Report	Division of Statewide 9-1-1 (9-1-1)	GA	Annually, by March 1	50 ILCS 750/19(e)
Statewide Traffic Crash Reduction Proposal	Division of Patrol (DOP): Commanders: Assistant Deputy Directors and Region Commanders	Deputy Director, DOP	Annually, by July 1	OPS-074
Statistical Report of Services Provided by Human Services	OHR	OOD: Chief of Staff	Annually, by April 1	SRV-016
Suggestion Program Report	OOD: MAP	Director	Annually, by February 1	ADM-009
Tables of Organization/Unit Mission Statement	Deputy Director	OHR	Quarterly, by 10 th of month after qtr	ORG-004
Technical Services Annual Consensual Overhear Report	DCI: Statewide Investigative Support Director/GA		Annually, by April 1	725 ILCS 5/108A-11 (c)
Technical Services Annual Non-Consensual Overhear Report	DCI: Statewide Investigative Support Director/Governor/GA		Annually, by March 1	725 ILCS 5/108B-13
Use of Force Analysis Report	DJS: Academy: Use of Force Incident Review Committee	Academy Commander (by March 1) and then the Director and Deputy Directors	Annually, by March 31	OPS-002, OPS-054
Vehicle Usage Report (ISP 2-006)	Employees (as applicable)	DJS: Logistics Bureau	Quarterly	Internal Revenue Code (IRC)

| Indicates new or revised items.

-End of Addendum-