

Police - Records Services

Summary of Expenditures	2006 Budget	2006 Projected	2007 Budget
Personal Services	\$298,431	\$297,687	\$308,106
Fringe Benefits	91,959	88,893	90,973
Materials & Supplies	1,500	1,500	1,550
Contractual Services	-	-	3,700
Total	391,890	388,080	404,329

Division Description

The Records Services Division of the police department is responsible for the related records of the department. The division is responsible for the preparation of criminal reporting and other public-safety-related reporting functions to the FBI and other national and state crime statistic depositories. The Court Liaison Officer is also assigned to this Division.

Authorized Positions

	<u>2006</u>	<u>2007</u>
Police Records Supervisor	1	1
Police Records Clerk (full-time)	3	3
Police Records Clerk (2 part-time)	1	1
Sr. Police Records Clerk	1	1
Community Service Officer (Court Liaison)	1	1
Total	7	7

**VILLAGE OF OAK PARK 2007 BUDGET
DEPARTMENT SUMMARY**

Fund: *General*
Fund Code: *1001*
Department Code: *42440*
Department: *Police - Records Services*

Expenditure Title	Account Number	2004 Actual	2005 Actual	2006 Budget	2006 Projected	2007 Budget
Full-Time Salaries	510501	\$ 239,192	\$ 178,809	\$ 268,177	\$ 266,729	\$ 276,065
Part-Time Salaries	510502	-	-	30,254	30,958	32,041
Overtime	510503	1,434	574	-	-	-
<i>Personal Services</i>		240,626	179,383	298,431	297,687	308,106
Life Insurance	520520	193	173	266	222	222
Health Insurance	520521	31,408	15,425	44,723	38,845	42,390
Pension Contributions	520522	24,768	23,626	46,970	49,826	48,361
<i>Fringe Benefits</i>		56,369	39,224	91,959	88,893	90,973
Printing	550601	-	-	-	-	-
Postage	550603	-	-	-	-	-
Office Supplies	560620	-	11	-	-	-
Special Supplies	560622	-	-	-	-	-
Clothing	560625	172	902	1,500	1,500	1,550
<i>Materials & Supplies</i>		172	913	1,500	1,500	1,550
Lab Fees	530653	-	-	-	-	1,200
Equipment Rental	560670	-	-	-	-	-
Office Machine Service	550671	346	-	-	-	2,500
<i>Contractual Services</i>		346	-	-	-	3,700
Office Machinery	570725	-	-	-	-	-
<i>Capital Outlay</i>		-	-	-	-	-
Division Total		297,513	219,520	391,890	388,080	404,329
DEPARTMENT TOTAL		\$ 297,513	\$13,361,788	\$14,096,514	\$14,455,692	\$15,827,772

VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM EXPENDITURE SUMMARY

Fund: *General*
Fund Code: *1001*
Department Code: *42440*
Department: *Police - Records Services*

<u>Program No.</u>	<u>Program Name</u>
400	Base
460	Court Differential Response

Expenditure Title	Program 400	Program 460	Program	Program	Program	Program
Full-Time Salaries	\$ 230,758	\$ 45,307	\$ -	\$ -	\$ -	\$ -
Part-Time Salaries	32,041	-	-	-	-	-
Overtime	-	-	-	-	-	-
<i>Personal Services</i>	<i>262,799</i>	<i>45,307</i>	-	-	-	-
Life Insurance	215	7	-	-	-	-
Health Insurance	29,502	12,888	-	-	-	-
Pension Contributions	41,261	7,100	-	-	-	-
<i>Fringe Benefits</i>	<i>70,978</i>	<i>19,995</i>	-	-	-	-
Printing	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Special Supplies	-	-	-	-	-	-
Clothing	1,000	550	-	-	-	-
<i>Materials & Supplies</i>	<i>1,000</i>	<i>550</i>	-	-	-	-
Conference/Training	1,200	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Office Machine Service	2,500	-	-	-	-	-
<i>Contractual Services</i>	<i>3,700</i>	-	-	-	-	-
Office Machinery	-	-	-	-	-	-
<i>Capital Outlay</i>	-	-	-	-	-	-
Division Total	\$ 338,477	\$ 65,852	\$ -	\$ -	\$ -	\$ -

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Police - Records Services
PROGRAM: Base
PROGRAM ID: 400

Program Description:

The Records Division is the information center of the Police Department and is charged with processing, reporting, storing, and maintaining of accurate and up-to-date information on all Police records. Additional responsibilities include dissemination of information to the public (in accordance with the Freedom of Information Act), preparing management reports, reporting criminal statistics to the State, sealing criminal files, and maintaining confidentiality of all Police records. The goal of the Division is to process all records within the guidelines set forth by the State of Illinois and to maintain the highest level of efficiency and service.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Salary associated with program supervision: one Deputy Chief at 25% and 100% of one Records Supervisor and four full-time Records Clerks	\$ 230,758
Part-Time Salaries	510502	Part-time salaries, two Records Clerks	32,041
Life Insurance	520520	Village cost for employees' life insurance	215
Health Insurance	520521	Village cost for employees' health insurance	29,502
Pension	520522	Village cost for employees' pension contributions	41,261
Conference Training	530650	Staff training	1,200
Clothing	560625	Uniform allowance	1,000
Office Machine Service	550671	Maintenance contract for microfilm reader/printer	2,500
TOTAL			\$ 338,477

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Police - Records Bureau
PROGRAM: Court/Differential Response
PROGRAM ID: 460

Program Description:

The Court Liaison Officer (a Community Service Officer) is responsible for maintaining departmental records for court appearances, preparing court schedules and performing other duties related to court proceedings. The officer is also a liaison between the Police Department and the Cook County Judicial System. A Community Service Officer staffs the position. The Differential Response Program is a process involving the delivery of police service without the dispatch of a police officer to the scene. Program personnel, who also perform additional duties on an as-needed basis, take either police reports over the phone or in-station.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Salary associated with program supervision: 100% of Community Service Officer	\$ 45,307
Life Insurance	520520	Village cost for employees' life insurance	7
Health Insurance	520521	Village cost for employees' health insurance	12,888
Pension	520522	Village cost for employees' pension contributions	7,100
Clothing	560625	Contractual uniform allowance	550
TOTAL			\$ 65,852

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