

## 2006 Twelve-Month Action Plan

The **Standard Police Incident Report Subcommittee** was assembled and began its work this past year with the task of creating a business case for the implementation of a standardized police report throughout the State of Illinois. One of the committee's first tasks was to outline and describe the current situation in today's law enforcement environment as well as to identify many of the challenges that would be faced with such an ambitious project. The committee's business plan is in its final stages of completion and presentation to the Planning and Policy Committee. In the coming year, with direction from the Planning and Policy Committee, the Standard Incident Report Subcommittee intends to begin work on the development of a draft standard incident report for the State of Illinois. This work will involve an extensive amount of research that will incorporate work already done by other agencies, both state and federal, as well as a fresh look at the project from an IIJIS perspective.

<b>January</b>	<ul style="list-style-type: none"> <li>(1) Finalize draft business case for presentation to the Planning and Policy Committee.               <ul style="list-style-type: none"> <li>(a) Send to committee members for approval.</li> <li>(b) Revise, as needed, after feedback.</li> </ul> </li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>(2) Present draft business case to IIJIS Planning and Policy Committee at February 8 meeting.               <ul style="list-style-type: none"> <li>(a) Solicit feedback from committee and update business case draft.</li> <li>(b) Get direction for next phase of committee work.</li> </ul> </li> <li>(3) Complete and submit annual report summary.</li> <li>(4) Complete and submit 12 month action plan.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>(5) Begin research into current projects already underway or completed at both the state and national level involving standardized incident reporting.               <ul style="list-style-type: none"> <li>(a) Information Exchange Packet Document (IEPD)</li> <li>(b) IACP</li> <li>(c) SEARCH</li> <li>(d) GLOBAL</li> </ul> </li> <li>(6) Present final draft of business case to Planning and Policy Committee.</li> <li>(7) Recruit additional operational law enforcement personnel to assist with committee work.</li> <li>(8) Electronically distribute research items to prepare for April committee meeting.</li> </ul>
<b>April – May</b>	<ul style="list-style-type: none"> <li>(9) <b>MEETING: Late April</b> <ul style="list-style-type: none"> <li>(a) Review ICASE User Interface and Use Cases.</li> <li>(b) Conduct overview of research already completed and decide on course of action for the committee to proceed.</li> <li>(c) Brainstorming session to sort out currently completed projects as well as introducing fresh ideas.</li> </ul> </li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>(10) Continue research and development of incident report.</li> <li>(11) <b>MEETING: June</b> <ul style="list-style-type: none"> <li>(a) Compile initial draft of standardize incident report</li> </ul> </li> </ul>

July – Aug.

- (12) Format draft incident report and distribute to committee members for review
- (13) Continue research if necessary.
- (14) Participate in ICASE testing.
- (15) **MEETING: early-August (If necessary)**
  - (a) Review final draft before submittal to Planning and Policy Committee for approval.

Sept. –  
December

- (16) Distribute IEPD for ICASE to committee for vetting.
- (17) Presentation of Draft Incident Report to Planning and Policy Committee for review and approval. (Date:TBA)

## 2006 Work Products

- **Standardized Police Incident Report**