Study lists where county can save

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A total of 89 recommendations was made in the "Macon County Governmental Review" study.

The review covered all county operations that report directly or indirectly to the county board or officeholders.

However, several agencies and operations were omitted because only minor housekeeping or administrative improvements were suggested, according to the report sponsored by the Metro. Decatur Chamber of Commerce and released last week.

Those excluded were the assessment Board of Review, the Job Training Partnership Act office, the public defender's office, the probation office, the supervisor of assessments office, the law library, the mental health board, the building and zoning office and the veterans' commission.

Information will be shared with those offices, but suggestions were considered too insignificant to be published in the 81-page report.

Here are key recommendations for some offices in the study:

■ Macon County Board
• Establish a clerical support pool. Annual cost $14,600.

■ Human Resources Management
• Write job descriptions for all position classifications.
• Develop personnel policy statements for all county employees. One-time cost $1,000.
• Conduct a salary and benefit comparability review.
• Establish an employee compensation plan for all position classifications.

■ Purchasing Department
• Revise the purchase approval process. Annual saving $117,500.

■ Risk Management
• Create a risk management advisory committee.

■ Data Processing and Communications
• Create a management information supervisor position to coordinate design, installation, operation and instruction on computers. Annual cost $42,800.
• Develop a computer compatibility policy to standardize equipment and programming. Annual saving $12,400.
• Set up countywide computer security guidelines.

■ Sheriff's Office:
• Transfer two deputies from the county jail — one each going

10,000 to 15,000 square feet and provide more parking. Added annual leasing cost $36,200.
• Increase food service license fees from $100 to $300 annually to reflect costs. Added income $60,000.

■ Highway Department
• Create assistant superintendent of highways job and eliminate one engineering technician job. Added annual cost $6,800.
• Eliminate 4 a.m. to 1 p.m. winter shift and revert to standard 7:30 a.m. to 4 p.m. shift. Save $1,000 annually.

■ County Clerk
• Transfer payroll and accounts payable functions to auditor's office. Save $30,500.

■ Recorder
• Eliminate duties of deputy recorder. Elected recorder to provide all necessary office supervision. Eliminate one of six clerk jobs. Save $17,000.

■ Circuit Clerk
• Establish interest-earning account to fund 11 separate checking accounts. Annual income $21,000; one-time cost $1,500.
• Remit to the treasurer $17,000 in sheriff's fees from ordinance violation judgments held in trust since 1984. Continue to turn over such fees monthly. One-time income $17,000; annual income $6,100.
• Install computer system for recordkeeping, collecting funds, writing and issuing checks. Annual saving $85,600; one-time cost

$140,000.
• Charge $36 annually to process child maintenance and support payments. Annual income $216,000.
• Deposit postage fees for child maintenance and support payments with the treasurer as collected. One-time income $20,000.

■ Circuit Court
• Link into circuit clerk computer system to reduce paperflow and employee workload. Annual cost $1,200.
• Discontinue time payments of traffic fines.
• Install sound systems with recording capabilities in each courtroom. Cost $12,000.

■ State's Attorney
• Add six word processors to complete secretarial functions on the computer system. Cost $24,000.

■ Coroner
• Charge surrounding counties for services provided. Annual income $2,700.
• Install personal computer for recordkeeping. Cost $18,800.

■ Auditor
• Consolidate all accounting activities in auditor's office.
• Streamline invoice payment process.
• Install computers.
• Establish system to generate timely management information reports.

■ Emergency Services and Disaster Agency
• Conduct annual meeting on latest emergency response procedures. Cost $200.

...to patrol and investigation. The two jail slots would be filled with correctional officers. Annual cost $31,200.

• Increase fees to dispatch units for other towns, police, fire departments and to monitor private business fire alarms. Added annual income $15,600.

• Notes two personal computers stand idle while manual bookkeeping continues.

■ **Health Department**
• Increase office space from

Computer finds crime patterns

By MARC D. ALLAN
Herald & Review Springfield Bureau

SPRINGFIELD — A Chicago-area police department this month will begin a yearlong test of computer programs a state agency developed to help determine where crimes are likely to occur.

Samuel Bates, the research analyst who developed the software, said the programs should cut down the time it takes police to recognize crime patterns.

He said police should be able to take the information and make better use of their patrol time.

"The principal uses of (the programs) are going to be in speeding up crime analysis," he said. "It may not be necessarily doing things that are brand new, but maybe ... speeding up the decision process and making law enforcement more efficient."

Bates works for the Illinois Criminal Justice Information Authority, which coordinates the state's criminal justice statistics.

He said the programs, called STAC — Spatial and Temporal Analysis of Crime — should replace pin maps because they will tell police what times and days crimes happened, as well as the locations.

"We'll be taking the information and saying, 'What sort of things have you had over the last two or three weeks?'" Bates said. "'Have you had a rash of burglaries? Let's take a look at them. Let's put them into the program and run a whole bunch of analyses against them and give you the results.'"

The system will track robberies, criminal damages to property, motor-vehicle thefts, residential and non-residential burglaries, and thefts from motor vehicles.

He would not name the police department trying out the programs, but said the software will be added to the authority's Police Information Management System computer if the tests are successful.

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