

2016 - ANNUAL REPORT

Special Projects Unit

*Planning, Research & Development, Policy, Grants, CALEA and
Special Projects*



Prepared for the Command Staff of the
Addison Police Department

By:
Officer Chris Weinbrenner #356

2016 Annual Report

Special Projects Unit Personnel

Officer Chris Weinbrenner #356 (November 2011 – Current)

Officer Weinbrenner currently works as the Accreditation/Grant Manager, Public Information Officer, and Training Coordinator.

TRAINING

1. Critical Incident Training

The Department has identified various “Critical Incident” training topics where it was decided officers should receive annual training. This training is designed to keep officers’ performance in these areas at a high level and in compliance with applicable laws and Department policy. These topics are covered by supervisors, working from pre-approved lesson plans, Department policy, and training scenarios. At the conclusion of the training, officers are tested to insure that they have an understanding of the material presented. One topic is covered each month.

In 2009, it was decided that monthly Critical Incident Training topics would be reviewed each year by the assigned Sergeant to ensure the training materials and exam meet current laws and policy.

In addition to the policy review, each Monthly Critical Incident Policy has an extra “pool” of questions that are rotated in and out of the exam each year. The supervisor assigned the monthly topic determines each year which questions should be added and removed from the previous years exam. The assigned Sergeant notifies the Special Projects Unit of the changes, and the Special Projects Unit then ensures the related policy, exam and training materials are all updated.

The following critical incident trainings were conducted during 2016:

January	Mutual Aid
February	Blood Borne Pathogen
March	Domestic Violence
April	Responding to Calls
May	Ethics (all police personnel)
May	Mental Illness (all police personnel)
May	All Hazard Plan (all police personnel)
June	Bomb and Incendiary Calls
July	Prisoner Transportation
August	Bias Based Policing (all police personnel)
September	Hazardous Material Incidents
October	Operation of the Holding Facility

November Collection and Preservation of Physical Evidence
December Sexual Harassment (all police personnel)

In addition, beginning in 2016, the Department has identified various “Critical Incident” training topics where it was decided Telecommunicators should receive annual training. This training is designed to keep Telecommunicators’ performance in these areas at a high level and in compliance with Standard Operating Procedures and Department policy. These topics are covered by Communication supervisors, working from pre-approved lesson plans, Department policy, Standard Operating Procedures and training scenarios. At the conclusion of the training, Telecommunicators are tested to insure that they have an understanding of the material presented.

The following critical incident trainings were conducted during 2016:

January	Language Line and TTY (Task #12)
February	Call Taking & Info Gathering (Task #5)
March	Fire Extinguisher Training
June	911 Hangups (Task # 11)
July	Language Line and TTY (Task #12)
August	911 Liability (Task # 14)
September	Radio Techniques and Dispatching (Task #21)
October	Incident Command (Task #26)
November	Back-up PSAP Procedures (Task # 28)

2. Illinois Police Law Institute On-Line Training

The Village’s insurance company, IRMA, has mandated all member police agencies participate in the on-line training starting in March 2006. This training is provided at no cost to the Department. Listed below are the IPLI training classes completed in 2016:

ILLINOIS DECEMBER 2016	Legal Basis - Arrest or Search
ILLINOIS NOVEMBER 2016	Child Custody and Visitation by Parents; Use of Handcuffs as a Temporary Restraint
ILLINOIS OCTOBER 2016	Canine Sniffs for Drugs During Routine Traffic Stops
ILLINOIS SEPTEMBER 2016	Domestic Violence
ILLINOIS AUGUST 2016	Burglary of Vehicles; Shoplifting - Retail Theft & Burglary; Arrest - Entry Into Buildings by Police - Hot Pursuit
ILLINOIS JULY 2016	Landlord-Tenant Disputes - Investigating Complaints; Hotel/Motel Rooms - Expectation of Privacy
ILLINOIS JUNE 2016	Determination of Custody; Non-Custody Situations; Suspect in Custody - Non-Interrogation/Interrogation
ILLINOIS MAY 2016	Driving Under the Influence - DUI; DUI - Basis for Stop; Touching/Searching Luggage
ILLINOIS APRIL 2016	Use of Force - Stopping Driver to Prevent Escape, Pointing Firearm at Suspect, Qualified Immunity; Arrest - Prompt Judicial Determination
ILLINOIS MARCH 2016	Interview & Interrogation – Assertion of Constitutional Rights
ILLINOIS FEBRUARY 2016	New Law – Traffic & Pedestrian Stop Statistical Study; Warrantless Search – Consent Authority – Co-Tenants of Property; Observing Suspicious Activity – Investigative Responses; Criminal Resisting/Obstructing; Arrest – Entry Onto Private Property by Police; Qualified Immunity

Illinois January 2016 Juvenile Interrogation and 2015 Hot Topics Review

3. Roll Call Training

Various trainings are held throughout the year during roll call including:

1. Iyetek Crash Reporting Software

The various trainings provide current information regarding recent court decisions and officer safety related information and are discussed as part of the roll call training topic by the shift supervisor. In addition to the roll call training, these newsletters and bulletins are used as proofs of compliance for CALEA standard 33.5.2.

4. Email Training Blasts

In 2013, the Special Projects Unit began a new way of training. The Special Projects officer would send out e-mail blasts whenever he read a news article which he felt had important information which officers and other affected police personnel should know. Unfortunately, with training budget cuts, the Department needs to find alternative ways to continue to adequately train officers. The goal was by providing this information to other officers, it would help provide some additional training and better prepare officers to be safe in the field. As law enforcement officers already know, a lifetime career can come down to a split-

second decision, and anything they can do to prepare for that moment which may or may not occur is important.

As well, since being reassigned to the Special Projects Unit, I have become a member of several organizations and signed up for dozens of e-mail lists. I receive weekly notifications of all types of training classes, which are usually free, and forward this information on to the appropriate personnel.

GRANTS

During the year 2016, the Department continued to apply for grant assistance and to utilize previously awarded grant funds. The Department renewed their contract with a grant writing service, Administrative Consulting Specialists (ACS). ACS provides maintenance for our current grants and writes new grants in an attempt to obtain new funding sources. The following is a summary of grant activity for the year 2016:

New/Continuing Grants for 2016

1. Bulletproof Vest Partnership Grant (BVP)

This Grant pays up to 50% of the costs for the purchase of bulletproof vests. This year, we were approved for \$7,942.00.

*These funds were electronically transferred to the fund account set up by the Finance Department.

2. FFY 2016 IDOT Grant

The Department was approved for this program, which is funded for alcohol mobilizations and/or occupant protection mobilizations during the following campaigns:

Project Campaign	Occupant Prevention Funds (OPF)	Impaired Driving Enforcement (IDE)
Halloween	\$1,632.00	
Thanksgiving	\$1,632.00	\$1,632.00
Christmas and New Year's		\$1,632.00
Super Bowl		\$816.00
St. Patrick's Day	\$2,176.00	\$816.00
Memorial Day	\$8,704.00	\$816.00
Independence Day	\$4,352.00	\$1,632.00
Labor Day	\$4,352.00	\$816.00
eLAP Enforcement		\$13,600.00
Sub Totals by Fund	\$22,848.00	\$21,760.00
Equipment	\$6,385.44	
Grand Total All Funds	\$50,993.44	

The total funding amount is \$50,993.44.

3. FTO I-PADs

A grant was approved to obtain three I-PADs each year for the next three years from a private donor. These I-PADs are to be used for keeping electronic documentation of probationary officers by the Field Training Officers.

At a Glance Dollar Amount for 2016

<u>Amount Awarded</u>	<u>Grant Provider</u>
\$7,942.00	Bullet Proof Vest Grant – Bureau of Justice Authority
\$50,993.44	IDOT Grant
\$1,200.00	I-PAD Grant (estimated)

Total Awarded for 2016 Grants \$60,135.44

POLICY AND PROCEDURES

DMS Policy Program

Based upon the need for a new policy program, a policy program from Innovative Data Solutions IDS was purchased. This company is now referred to as PowerDMS. This system replaced the current policy software and allowed departmental policy updates to be done on-line. The policy software and departmental email was fully functional since April 2007. Numerous policy updates were made in 2016. Officers are now able to access and sign off on policy updates electronically and are informed via email of the policy updates.

In 2016, there were 31 policy updates added to the DMS Policy Program.

Hard copy manuals are maintained by members of the Command Staff and are updated by the Special Projects Unit.

The Special Projects Unit is also tasked with assisting personnel in creating policy, when necessary, and researching other agencies policies.

CALEA

I continue to work toward our re-accreditation status, with our next onsite expected to take place in April 2018. I am working on the self-assessment phase for Communications Accreditation. The Communications onsite has been set for April 2017.

Mock Assessments

I participated in six mock assessment for I-PAC during 2016.

Assistance provided to the Illinois Police Accreditation Coalition

During 2016, several agencies have requested input from our agency. These include suggestions, surveys, policies, guidelines, protocols, etc.

CALEA Training

I was unable to attend any CALEA training in 2016. There is no other CALEA training available.

NIMS

All NIMS compliance certificates (and spreadsheets) are kept at the Police Department by the Special Projects Unit. Quarterly spreadsheets are designed to keep Department heads informed on who has the required NIMS courses and who has not and are updated accordingly. In addition, I have created and distributed a pharmaceutical list for all Village employees to complete and will create a database for each Department with this information in conjunction with the quarter NIMS "ICS Course" compliance spreadsheets.

The Pharmaceutical Database was completed in 2013 and will be maintained by the Special Projects Unit. This database continues to be maintained by the Special Projects Unit.

TRAINING COMMITTEE

The Training Committee maintains the responsibility of constant review of current training programs, review of new training programs and makes recommendations for specific training needs for members of the Department units.

At the meetings, we review and discuss:

1. Training Matrix
2. Career Track Training Book Modules
3. Specialties Rosters
4. Critical Incident Monthly Training
5. Other ideas/concerns

This meeting is facilitated by the Special Projects Unit and is held on an annual basis, which took place on October 26, 2016. A major focus this year was training in regards to state required mandates.

VILLAGE OF ADDISON STRATEGIC PLAN

The Police Department has developed key indicators in support of The Village Strategic Plan for 2021. It is the philosophy that in order to effectively serve all members of community, all programs, projects, and actions developed by our Department should be consistent with those developed by the Village of Addison

Administration to ensure a unified approach to achieve the greater good for the community.

The key indicators were developed from the Department's annual staff goals. These goals are reviewed and updated on an annual basis by the Special Projects Unit with input from respective personnel.

PUBLIC INFORMATION OFFICER

The Special Projects Unit is the Public Information Officer for the Police Department. The public information function shall include:

- Cooperating with news personnel who cover routine news stories and at the scenes of incidents.
- Preparing and distributing Department news releases.
- Arranging for and assisting at news conferences.
- Coordinating and authorizing the release of information concerning confidential Department investigations and operations, which would include internal investigations and on-going criminal investigations.
- Being available to the news media inquiries about news stories.
- Coordinating and authorizing the release of information about victims, witnesses and suspects.
- Assisting the media in relating to the public the important work of the men and women and programs of the Addison Police Department.

Contact is primarily maintained with the media both via email and telephone contact. The Public Information Officer also works directly with the Community Relations Department of the Village of Addison.

OTHER SPECIAL PROJECTS

CALEA Master Proof List

Following the 2009 CALEA on-site assessment, the Special Projects Unit created a CALEA Master Proof List in order to better track proofs owed and who was responsible for providing the proof. Every CALEA standard is now assigned to the appropriate personnel. This list is continuously updated.

Multi-Year Plan

The Special Projects Unit created a new and more comprehensive Multi-Year Plan, specifically for the Police Department and to comply with CALEA standard 15.1.3.

Budget Proposals

One budget proposals was completed for the Special Projects Unit:

- CALEA Conference

I-PAC Membership

In 2016, I continued to serve as a board member for the Illinois Police Accreditation Coalition. Currently, I serve as the Vice President of the board.

2016 GOALS AND STATUS

1. Update and revise the monthly Critical Incident training.
Status: This goal was completed. The monthly critical incident training was reviewed by Sergeants, with new "pool" questions rotated into the test.
2. Complete the Police Department portion of the Strategic Plan 2016.
Status: This goal was completed and is done on an annual basis with input from respective personnel.
3. Facilitate the Training Committee meeting for 2016.
Status: This goal was completed. The 2016 Training Committee meeting was held on October 26, 2016.
4. Update and upload all policy corrections and memos into Power DMS.
Status: This goal has been accomplished and is an ongoing project, as there are policy changes and new memos distributed every month.
5. Reorganize the master CALEA proof list due to retirements and promotions and distribute it to affected personnel.
Status: This goal was completed, and the CALEA proofs were then distributed to the appropriate personnel.
6. Close out CALEA Year 1.
Status: This goal was accomplished.
7. Attend three mock assessments for another agency.
Status: This goal was accomplished. I was able to attend six mock assessments.
8. Attend the CALEA conference in November 2016 for further CALEA training.
Status: This goal was not accomplished.
9. Renew Grant Writing Consultants (GWC) contract.
Status: This goal was accomplished.
10. Update the hard copy manuals.
Status: This goal has been accomplished and is an ongoing project, as there are changes to policy on a continual basis.

11. Continue to renew the SLEA “Legal Update on the Job” Training.
Status: This goal has not been accomplished. SLEA in no longer producing the Legal Update program.
12. Complete the Police Department multi-year plan.
Status: This goal has been accomplished.
13. Complete the 2016 Manpower Allocation Study.
Status: This goal has not been accomplished.
14. Update and redistribute NIMS compliance records to the respective Department heads.
Status: This goal was completed and is done on a quarterly basis.
15. Host an IPAC Meeting.
Status: This goal was accomplished. The Addison Police Department hosted an IPAC meeting in October 2016.
16. To implement the scenario and video-based roll call training program to help educate officers who may suffer a lack of proper decision making and guidance.
Status: This goal has been accomplished.

Goals for 2017

1. Update and revise the monthly Critical Incident training.
2. Complete the Police Department portion of the Strategic Plan 2016.
3. Facilitate the Training Committee meeting for 2016.
4. Update and upload all policy corrections and memos into Power DMS.
5. Reorganize the master CALEA proof list due to retirements and promotions and distribute it to affected personnel.
6. Close out CALEA Year 2.
7. Attend two mock assessments for other agencies.
8. Attend the CALEA conference in November 2016 for further CALEA training.
9. Renew Administrative Consulting Specialists (ACS) contract.
10. Update the hard copy manuals.
11. Complete the Police Department multi-year plan.
12. Update and redistribute NIMS compliance records to the respective Department heads.
13. Host an IPAC Meeting.
14. Review other legal update resources available.
15. Have the agency become reaccredited through CALEA.

16. Have the Addison Consolidated Dispatch Center become reaccredited through CALEA.
17. Create and distribute individual CALEA assignments.
18. Create program(s) and syllabus(es) to comply with the new continuing education for law enforcement officers state mandate.

Officer Chris Weinbrenner
Special Projects Unit