

2017 - 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:
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2017 Annual Report

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 met 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 year’s 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 2017:

January	Mutual Aid
February	Blood Borne Pathogen (all police personnel)
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 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. After the initial Communications CALEA Accreditation Cycle in April, this task was turned over to the Communications Professional Standards Coordinator.

The following Critical Incident Trainings were conducted during 2017:

January	Language Line and TTY (Task #12)
February	Call Taking and 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)

These Critical Incident tests have been reassigned to ACDC under the Professional Standards Coordinator.

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 2017:

ILLINOIS DECEMBER 2017	New Laws; Forfeiture; Medical Cannabis
ILLINOIS NOVEMBER 2017	Officer Well-Being and Implicit Bias
ILLINOIS OCTOBER 2017	Traffic and Pedestrian Stop Statistical Study; Cultural Competency; Warrantless Search - Consent Authority - Co-Tenants of Property; Observing Suspicious Activity - Investigative Responses; Arrest - Entry Onto Private Property by Police; Qualified Immunity
ILLINOIS SEPTEMBER 2017	De-Escalation; Domestic Disturbances - Investigations
ILLINOIS AUGUST 2017	Anonymous Tips About Danger; DUI – Basis for Stop
ILLINOIS JULY 2017	Investigating Recently Committed, Recently Discovered Violent Crimes
ILLINOIS JUNE 2017	Interview and Interrogation
ILLINOIS MAY 2017	Police Impact Weapons - Federal Criminal Liability
ILLINOIS APRIL 2017	Use of Force - Stopping Driver to Prevent Escape, Pointing Firearm at Suspect, Qualified Immunity; Arrest - Prompt Judicial Determination
ILLINOIS MARCH 2017	Investigatory Stops - Mistakes of Law; Eavesdropping; Lineup Identifications
ILLINOIS FEBRUARY 2017	Strip Searches; Obstructing a Peace Officer — Providing False Information & Failure to Provide Name; Obstructing Justice — Furnishing False Information

Illinois January 2017 -- New Laws; Sex Crimes Inside Residences: Kidnappings Resulting in the Death of the Victim; Weapons in "Public-Supported" Properties

3. Roll Call Training

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

1. YWCA
2. Fentanyl

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 email blasts whenever he reads a news article that he felt had important information that 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.

Also, since being reassigned to the Special Projects Unit, I became a member of several organizations and signed up for dozens of email 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 2017, 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 2017:

New/Continuing Grants for 2017

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 \$3,675.00.

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

2. FFY 2017 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		\$840.00
Thanksgiving	\$1,680.00	\$840.00
Christmas and New Year's		
Super Bowl		\$840.00
St. Patrick's Day	\$2,240.00	\$840.00
Memorial Day	\$4,480.00	
Independence Day	\$4,480.00	
Labor Day	\$4,480.00	\$840.00
eLAP Enforcement		\$7,000.00
Sub Totals by Fund	\$17,360.00	\$16,240.00
Equipment	\$2,150.00	
Grand Total All Funds	\$35,750.00	

The total funding amount is \$35,750.00.

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 2017

<u>Amount Awarded</u>	<u>Grant Provider</u>
\$ 3,675.00	Bullet Proof Vest Grant – Bureau of Justice Authority
\$ 35,750.00	IDOT Grant
\$ 1,200.00	I-PAD Grant (estimated)

Total Awarded for 2017 Grants \$40,625.00

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 2017. Officers are now able to access and sign off on policy updates electronically and are informed via email of the policy updates.

In 2017, there were 58 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

The Special Projects Unit continues to work toward our re-accreditation status, with the next onsite expected to take place in April 2018. The Special Projects Unit is working on the self-assessment phase for Communications Accreditation. The Communications onsite was April 2017.

Mock Assessments

The Special Projects Unit participated in four mock assessments for I-PAC during 2017.

Assistance provided to the Illinois Police Accreditation Coalition

During 2017, several agencies requested input from the Department. These included suggestions, surveys, policies, guidelines, protocols, etc.

CALEA Training

The Special Projects Unit attended the CALEA Conference in July 2017 where ACDC obtained their initial accreditation.

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, the Special Projects Unit has 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 quarterly 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 constantly reviews current training programs, reviews new training programs and makes recommendations for specific training needs for members of the Department.

At the meetings, the Committee reviews and discusses:

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 last took place on October 24, 2017. A major focus this year was training in regards to state required mandates and training dates with the 12-hour shifts.

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 the community, all programs, projects, and actions developed by the 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
- Employee Recognition Program

I-PAC Membership

In 2017 I continued to serve as a board member for the Illinois Police Accreditation Coalition. Currently, I serve as the Vice President of the board.

2017 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 a new "pool" questions rotated into the test.

2. Complete the Police Department portion of the Strategic Plan 2017.

Status: This goal was completed and is done on an annual basis with input from respective personnel.

3. Facilitate the Training Committee meeting for 2017.

Status: This goal was completed. The 2017 Training Committee meeting was held on October 26, 2017.

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 2.

Status: This goal was accomplished.

7. Attend three mock assessments for another agency.

Status: This goal was accomplished. I was able to attend four mock assessments.

8. Attend the CALEA conference in November 2017 for further CALEA training.

Status: This goal was not accomplished.

9. Renew the 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. Complete the Police Department multi-year plan.

Status: This goal has been accomplished.

12. Update and redistribute NIMS compliance records to the respective Department heads.

Status: This goal has been accomplished.

13. Host an IPAC meeting.

Status: This goal was not accomplished.

14. Review other legal update resources available.

Status: This goal has been accomplished.

15. Have the agency become reaccredited through CALEA.

Status: This goal has not been accomplished. The CALEA onsite is scheduled for April 2018.

16. Have the Addison Consolidated Dispatch Center become reaccredited through CALEA.

Status: This goal has been accomplished.

17. Create and distribute individual CALEA assignments.

Status: This goal has been accomplished.

18. Create program(s) and syllabus(es) to comply with the new continuing education for law enforcement officers State mandate.

Status: This goal has been accomplished.

Goals for 2018

Forthgoing, these goals and their statuses will be documented on the Staff Goals report only.

1. Have the Addison Police Department become reaccredited through CALEA.
2. Transition from the 5th Edition CALEA Manual to the 6th Edition.

Officer Chris Weinbrenner
Special Projects Unit