

# ADDISON POLICE DEPARTMENT

## MEMORANDUM

To: Chief Hayden  
From: Deputy Chief M. Simo  
Subject: 2011 Staff Goals  
Date: December 27, 2010

The following are the Staff Goals for 2011 as agreed upon at the December Staff Meeting:

### Carried Over From Prior Year(s)

- **Complete the Retirement Wall for retired Addison Police Department officers and civilian employees.** *Not accomplished, on hold due to the economy. Carried over into 2011*
- **Hire a Civilian Code Enforcement Officer for the Community Response Unit.** *Not accomplished, on hold due to the economy. Carried over into 2011*
- **Expand the part time coordinator position at the HHRC into a full time position.** *Not accomplished, on hold due to the economy. Carried over into 2011*
- **Update the SNS plan according to the new Health Department guidelines.** *Not accomplished. Carried over into 2011*
- **Develop and implement the Law Enforcement Response to Victims using our volunteers.** *Not accomplished. Carried over into 2011*
- **Develop a new “Bio-Hazard / Blood borne Pathogen” training plan (including replacing the current training video from the early 1990’s) for new hired personnel.** *Not accomplished. Carried over into 2011. Sgt. Goss will coordinate.*
- **Plan a table top drill for a staff meeting.** *Not accomplished. Carried over into 2011*
- **Win the “Traffic Safety Challenge”** *Accomplished (3<sup>rd</sup> place in our division and “Rookie of the Year” Award). Carried over into 2011*

- **Replace carpeting in Records.** *Not accomplished, on hold due to the economy. Carried over into 2011.*
- **Purchase battering rams, shields, and halogen bars for the sergeant cars.** *Not accomplished, on hold due to the economy. Carried over into 2011*
- **Continue to meet NIMS requirements.** *Accomplished. Carried over into 2011*
- **Continue Police Officer Involvement in Crime Prevention Programs.** *Accomplished. Carried over into 2011*
- **Continue to use CERTS for police operations.** *Accomplished. Carried over into 2011*
- **Continue to meet CALEA standards and ensure CALEA proofs are turned in on time.** *Accomplished. Carried over into 2011*
- **Continue to rotate a patrol officer through the Investigations Division for experience (as manpower allows).** *Accomplished. Carried over into 2011*
- **Continue the APD / AFD training committee and co-training classes.** *Accomplished. Carried over into 2011*
- **The Chief and Deputy Chief's should meet with front line APD personnel in an effort to keep open the lines of communication and to address labor / management issues & concerns.** *Accomplished. Carried over into 2011*
- **Develop a budget within the village finance department guidelines with a limited number of new programs (needed programs only).** *Accomplished. Carried over into 2011*
- **Significantly reduce overtime as CFS and other programs allow due to serious budget problems.** *Accomplished. Carried over into 2011*
- **Implement the electronic ticket program.** *Not accomplished. Carried over into 2011*

### New Goals for 2011

- **Implement the Data Driven Approaches to Crime and Traffic Safety (DDACTS) Program**
- **Remodel Communications Center**
- **Finish the Communications Consolidation Project**

- **Research new uniforms for CSOs that are clearly different from uniforms worn by patrol officers so CSOs are not misidentified by the public.**
- **Strengthen our shooting program throughout the year so that all officers pass the qualification course of fire the first time.**
- **Continue our participation in the village-wide Work Order project through Patrick Engineering with the intention of expanding it to be useful to our Crime Free Multi-Housing/Nuisance Abatement programs.**
- **Re-introduce the Vehicle Immobilization (Denver Boot) program through Bloomingdale Towing.**
- **Implement the “Alive at 25” program.**
- **Allow patrol officers the opportunity to TDY at DuMEG.**
- **Equip squad cars with Spit Shield Hoods.**
- **Install Interviewing/Recording warning lights at/near the detective interview rooms.**
- **Continue researching the Internet Reporting System through DeVry University.**
- **Begin work on a computerized Crime Mapping system.**
- **Rewrite the Bonding Procedure.**

Copies of this memo will be distributed to all supervisors and I will monitor our progress on these goals throughout the year. Please let me know if you need any further information.

Cc: All Command Staff