

2010 - 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 Megan Freeman #355

2010 Annual Report

Special Projects Unit Personnel

Officer Megan Freeman #355 (February 2008 – Current)

Officer Megan Freeman was hired by the Addison Police Department in 2002. She has a Bachelor's Degree with an emphasis in Sociology, Psychology and Criminal Law. She currently works as the Accreditation Manager, Public Information Officer, and Training Coordinator and additionally has training as a Juvenile Officer, Field Training Officer and Evidence Technician.

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 meets 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 2010:

January	Mutual Aid
February	Blood Borne Pathogen
March	Domestic Violence
April	Responding to Calls
May	Ethics
June	Bomb & Incendiary Calls
July	Prisoner Transportation
August	Bias Based Policing

September	Hazardous Material Incidents
October	Operation of the Holding Facility
November	Collection & Preservation of Physical Evidence
December	Sexual Harassment

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 2010:

Lesson Name	Description
ILLINOIS JANUARY 2010	New Laws – Stalking, Aggravated Stalking, & Cyberstalking
ILLINOIS FEBRUARY 2010	Vehicle Search – Incident to Arrest; Landlord-Tenant Disputes – Investigating Complaints; Vehicle Repossession
ILLINOIS MARCH 2010	Observing Suspicious Activity – Investigative Responses
ILLINOIS APRIL 2010	Miranda Warning – Right to Have Attorney Present; Waiver of Rights – Following Break in Custody
ILLINOIS MAY 2010	Arrest – Probable Cause; Kidnapping; Abduction & Interference – Child Custody – Visitation Rights
ILLINOIS JUNE 2010	Operating Emergency Vehicles; Vehicle Pursuits; Use of Force – Stopping Driver to Prevent Escape
ILLINOIS JULY 2010	Miranda Warning – Ambiguous Assertion of Right to Remain Silent; Warrantless Entry Based on Exigency – Emergency Exception to Warrant Requirement; Forfeiture
ILLINOIS AUGUST 2010	Juvenile Law – Arrest & Interrogation; Search – Curtilage of Residence
ILLINOIS SEPTEMBER 2010	Vehicles – Consent Search; Evidence-Based Enforcement
ILLINOIS OCTOBER 2010	Domestic Violence
ILLINOIS NOVEMBER 2010	Driving While License Revoked; Home Repair Fraud; "Criminal Resisting/Obstructing; Failure to Display License/Proof of Insurance"; Unlawful Restraint
ILLINOIS DECEMBER 2010	New Laws

3. Legal Update Quarterly Online Training

The Suburban Law Enforcement Academy (SLEA) at College of DuPage and College of DuPage Press have teamed up to offer "Legal Update on the Job"

web based video series with a new program every quarter to keep law enforcement officers up to date on all laws/legal decisions that you need to know.

These video series feature Linda S. Pieczynski (former DuPage County Assistant States Attorney), current municipal prosecutor and the author of *Illinois Criminal Practice and Procedure 2nd*, *Roll Call News* (a newsletter for law enforcement officers) and numerous other books and articles. She is joined by Ray Byrne, Chief of the Lombard Police to bring viewpoints of a lawyer and a working police officer together. The programs feature video simulations of real-life situations to make sure the lesson is driven home effectively and clearly.

The first month of implementation for our Department for this training was in April 2010. The following show training topics covered for each of the quarterly updates:

Update #2 – Second Quarter

- Arizona v. Johnson
- People v. Harris
- People v. Cosby
- People v. Taylor
- People v. Parker

Update #3 - Third Quarter

- Berghuis v. Thomkins
- Maryland v. Shatzer
- People v. Barnett
- People v. Crotty and People v. Miller
- Obstructing Identification

Update #4 - Fourth Quarter

- Michigan v. Fischer
- People v. Clark
- People v. Castiglia
- People v. McKown
- HGN Test
- People v. Diggins
- Delinquent Minors

At the completion of each of the trainings (monthly and quarterly) a notice is sent to the Records Department, with a roster of who completed the training, and what the training covered. Weekly reminder notices are sent to personnel who have not yet completed the training.

4. Roll Call Training

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

1. Monthly Search and Seizure Bulletin
2. DuPage County State's Attorney legal updates
3. FBI Intelligence Bulletins as they are available

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.

GRANTS

During the year 2010, 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, Grant Writing Consultants (GWC). GWC 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 2010.

New/Continuing Grants for 2010

1. Bulletproof Vest Partnership Grant (BVP)

This Grant pays up to 50% of the costs for the purchase of bulletproof vests. As of this date the department has been reimbursed \$ 48,872.31. This year we were approved for \$6,175, with \$4860.00 available for future purchase reimbursements.

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

2. Illinois Liquor Control Commission Tobacco Enforcement Grant

In an effort to reduce the illegal sale of tobacco products to minors, this grant provides funds to our department for conducting three compliance checks per year for each tobacco-licensed retailer. Our department again received \$4,400.00 this year. Funds for this grant were used to pay the students who assisted with the inspections and materials that are related to the tobacco enforcement efforts.

3. FFY 2011 IDOT Step 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)
Thanksgiving	\$4,000	\$2,000
Christmas & New Year's	\$2,000	\$4,000
Super Bowl	\$2,000	\$4,000
St. Patrick's Day	\$2,000	\$4,000
Cinco de Mayo	\$2,000	\$4,000
Memorial Day	\$4,000	\$2,000
Independence Day	\$2,000	\$4,000
Labor Day	\$2,000	\$4,000
Additional IDE	N/A	\$5,900
Additional OPF	\$6,000	N/A
Sub Totals Personal Services	\$26,000	\$33,900
Mileage	\$1,800	\$1,800
Equipment		
Sub Totals by Fund	\$27,800	\$35,700
Grand Total All Funds	\$63,500.00	

The total funding amount is \$63,500.00.

4. IEMA 2010 Illinois Citizen Corps Grant Program

The department received the IEMA 2010 Illinois Citizen Corps Grant in the amount of \$5,500.00. These funds are to be used for training, supplies and education for the CERTS program.

5. Community Development Block Grant

The U.S. Department of Housing and Urban Development awards this grant to provide communities with resources to address a wide range of unique community development needs. The Family Alliance Program administers this grant, which was approved in the amount of \$27,600.00. It is used at both the Student Participation Center and Henry Hyde Resource Center.

6. District 4 Foundation Grant

The Family Alliance Program received the District 4 Foundation Grant in the amount of \$250.00 to be used at the Student Participation Center.

7. DuPage County State's Attorney Drug Forfeiture Grant

The Family Alliance Program received the DuPage County State's Attorney Drug Forfeiture Grant in the amount of \$250.00 to be used at the Student Participation Center.

8. STARCOM21 Grant

We were approved for this grant through the Illinois Criminal Justice Information Authority to purchase 5 portable radios, receiving funding in the amount of \$26,305.00.

At a Glance Dollar Amount for 2010

<u>Amount Awarded</u>	<u>Grant Provider</u>
\$6,175.00	Bullet Proof Vest Grant – Bureau of Justice Authority
\$4,400.00	Illinois Liquor Control Commission Tobacco Enforcement
\$63,500.00	Illinois Dept of Transportation – 2010 Holiday Mobilization Plus
\$5,500.00	IEMA 2010 Illinois Citizen Corps Grant Program
\$27,600.00	Community Development Block Grant
\$250.00	District 4 Foundation Grant
\$250.00	DuPage County State’s Attorney Drug Forfeiture Grant
\$26,305.00	STARCOM21 Grant
Total Awarded for 2010 Grants	\$133,980.00

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 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 by April 2007. Numerous policy updates were made. Officers are now able to access and sign off on policy updates electronically, and are informed via email of policy updates.

In 2010, there were over 90 policy updates and 25 memos added to the DMS Policy Program.

Hard copy manuals are maintained by all 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 2012.

Mock Assessments

I participated in seven mock assessments for I-PAC during 2010.

CALEA Training

I was unable to attend the CALEA conference this year due to budgetary constraints. There is no other CALEA training available.

Training

I did not attend any training classes this year.

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.

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. Training documentation in CopTrak
6. Classes that require recertification, or that need to be repeated
7. Certificates of training to Mrs. Szafran
8. Other ideas/concerns

This meeting is facilitated by the Special Projects Unit, and is held on an annual basis, which took place on October 13th, 2010.

VILLAGE OF ADDISON STRATEGIC PLAN

The Police Department has developed key indicators in support of The Village Strategic Plan for 2012. 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.

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.

Evidence Audit

The Special Projects Unit assisted with the Annual Evidence Audit, which also entailed a complete inventory of all high risk items. The audit took one week to complete.

IRMA/IMAP Inspection

The Special Projects Unit assisted with the IRMA/IMAP Inspection, which evaluated the Police Department's risk management program, by collecting and organizing files of compliance, totaling three binders.

The Special Projects Unit also sat in on the interview, which lasted approximately 2 ½ hours, with Commander Ruggiero. The Police Department received a final total compliance of 100%.

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.

Job Task Analysis

The Special Projects Unit created a new and more comprehensive Job Task Analysis to evaluate and possibly revise any new or existing job descriptions. The Job Task Analysis was also created to comply with CALEA standard 21.1.1.

2010 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 2012.

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

3. Facilitate the Training Committee meeting for 2009 and 2010.

Status: This goal was completed. The 2009 Training Committee meeting was held on February 22, 2010, which was later than usual due to my being on maternity leave. The 2010 Training Committee meeting was held on October 13, 2010.

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 week.

5. Reorganize the master CALEA proof list due to retirements and promotions, and distribute it to affected personnel.

Status: This goal was partially completed, as there are still vacant positions. Those CALEA proofs were then redistributed to other personnel.

6. Close out CALEA year 1.

Status: This goal is partially completed as I am waiting on statistical numbers from respective personnel before CALEA year 1 can be closed out.

7. Attend a mock assessment for another agency.

Status: This goal was accomplished. Throughout the year I attended 7 mock assessments for Elk Grove Village, Hanover Park, Oswego, Hillside, Buffalo Grove, McHenry County Sheriff, and the Deerfield Police Departments.

8. Attend the CALEA conference in July 2010 for further CALEA training.

Status: This goal was not accomplished due to budget constraints.

9. Renew Grant Writing Consultants (GWC) contract.

Status: This goal was accomplished.

10. Update the policy book, removing Appendices.

Status: This goal was partially accomplished and will be an ongoing project, as it is an extensive and time consuming project.

11. 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..

12. Implement the new "Legal Update on the Job" Training.

Status: This goal has been accomplished, with the first series of training taking place during the second quarter of 2010.

13. Create and develop a job task analysis.

Status: This goal has been partially accomplished as there were changes to job descriptions which need to be accounted for in 2010. This goal will be carried over into 2011.

14. Distribute job task analysis to all personnel, with mandatory completion.

Status: This goal has not been accomplished as changes still need to be made to the job task analysis. This goal will be carried over into 2011.

15. Obtain reimbursement from IRMA for CALEA re-accreditation.

Status: This goal was accomplished. We received \$3,146.25 In reimbursement from IRMA.

Additional Goals Set During 2010:

16. Redo the Police Department multi-year plan.

Status: This goal has been accomplished, as I created a new and more comprehensive Multi-Year Plan, specifically for the Police Department and to comply with CALEA standard 15.1.3.

17. Assist with the evidence audit.

Status: This goal has been accomplished. I assisted Sergeant Gilhooley, CSO Sampson and CSO Marrazzo with the audit, which also entailed a complete inventory of all high risk items. The audit took one week to complete.

18. Assist with the IRMA/IMAP Inspection

Status: This goal has been accomplished. I assisted with the IRMA/IMAP Inspection, which evaluated the Police Department's risk management program, by collecting and organizing files of compliance, totaling three binders.

I also sat in on the interview, which lasted approximately 2 ½ hours, with Commander Ruggiero. The Police Department received a final total compliance of 100%.

19. Go through refresher training within the patrol division.

Status: This goal has been accomplished, as I worked the street with Officer J. Peterson from 7/26/10 – 7/30/10.

20. Create a new form for evaluations to show that they are reviewed by a supervisor's boss prior to being distributed to the personnel.

Status: This goal has been accomplished and is going to be reviewed at a staff meeting.

21. Complete the Special Projects Unit Manpower Allocation Report.

Status: This goal has been accomplished.

22. Host an IPAC Meeting.

Status: This goal has been accomplished as I hosted the April 2010 meeting.

Goals for 2011

1. Update and revise the monthly Critical Incident training.
2. Complete the Police Department portion of the Strategic Plan 2012.
3. Facilitate the Training Committee meeting for 2011.
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 a mock assessment for another agency.
8. Attend the CALEA conference in July 2011 for further CALEA training.
9. Renew Grant Writing Consultants (GWC) contract.
10. Update the policy book, removing Appendices.
11. Update the hard copy manuals.
12. Create and develop a job task analysis.
13. Distribute job task analysis to all personnel, with mandatory completion.
14. Host a mock assessment in preparation for our CALEA onsite in 2012.
15. Have the Illinois Department of Corrections complete an inspection of our holding facility.
16. Complete the PD multi-year plan.
17. Update and redistribute NIMS compliance records to the respective department heads.

Officer Megan Freeman
Special Projects Unit