

SUPPORT SERVICES DIVISION SUMMARY

Deputy Chief Michael Simo

The second half of the Addison Police Department Annual Report consists of reports from the various Sections that make up the Support Services Division. Following all of the Section reports, an analysis of crime and calls for service statistics will be presented.

The Support Services Division is made up of the following operational components:

- Criminal Investigations Section/Gang Unit
- Communications Section
- Special Projects Unit (Planning, R&D, Training, Grants, CALEA)
- Records Management Section
- Evidence/Property Section
- Crime Prevention Unit
- Henry Hyde (HHRC) & Student Participation (SPC) Resource Centers

Each operational component handles a variety of tasks and responsibilities that are outlined in their individual reports.

SUPPORT SERVICES STAFF

Investigations:	Commander Joe Maranowicz
Records:	Director Larry Stoll
Communications:	Director Don Sommers
Special Projects Unit:	Officer Megan Freeman
Evidence / Property:	CSO's Laura Montbriand
Red Light Photo Enforcement:	CSO Joanne Sampson
Crime Prevention:	Sgt. Doug Olson
Resource Centers:	Director Kiki DeLuna

Deputy Chief Mike Simo has been with the department since 1980. He has worked through the ranks as a Patrol Officer, Detective, Patrol Sergeant, Traffic Sergeant, Field Services Commander, Deputy Chief of Field Services, and is currently Deputy Chief of Support Services.

Commander Joe Maranowicz has been with the police department since 2000. He has worked his way through the ranks as a Patrol Officer, Detective, Patrol Sergeant, Detective Sergeant, and is currently Detective Commander.

Director Larry Stoll has been with the department since 1978. Larry served as a police officer for 28 years with the department, working his way through the ranks as a Patrol Officer, Detective, Patrol Sergeant, Commander, and Deputy Chief of Support Services. After retiring, Larry accepted a civilian position in the department where he now serves as Director of Records.

Director Don Sommers has been with the police department since 1972. Don served as a Police Officer, Patrol Sergeant, and Detective Sergeant. After retiring, Don accepted a civilian position in the department where he now serves as Director of Communications.

Officer Megan Freeman has been a police officer since 2002. She has been a Detective, a School Liaison at Addison Trail High School, Patrol Officer, Juvenile Officer, Evidence Technician, a Field Training Officer, and is currently the Special Projects Unit officer.

Evidence / Property CSO Laura Montbriand has been with the department since 1986. Laura has worked as a Records Clerk, Dispatcher, Field CSO, and was recently reassigned as an Evidence Custodian.

CSO Joanne Sampson has been a member of the department since 2004. She was originally hired as a part-time Records Clerk and later became a full time CSO assigned to the Red Light Photo Enforcement program.

Sgt. Doug Olson has been with the department since 1993. He served as a Patrol Officer and Crime Prevention Officer before being promoted to sergeant.

Kiki DeLuna has been with the village in her capacity as HHRC/SPC Director since the new HHRC opened in 2007. Prior to 2007, she was employed by the federal government.

MAJOR PROJECTS

- **Records Management System (RMS)** – We are in the sixth year of using the RMS system, which is shared by numerous law enforcement agencies in the county. Director Stoll has participated with other law enforcement agency “RMS User Groups” in an effort to improve the system. They are working with the county ETSB and Motorola to make RMS more functional. There has been progress this year and we anticipate more improvements in the upcoming year.
- **National Incident Management System (NIMS) Training for Village of Addison Personnel** – The federal government has mandated that all municipal employees who could potentially respond to a disaster incident must complete training in the NIMS protocol. The number of required NIMS courses went up significantly in 2008 and included law enforcement, department heads, public works, and village officials. A data base of all VOA employees and staff is managed by the Special Projects Unit, and quarterly notices are sent to all department heads giving a status of the required training for their staff. The police department worked with APD staff and VOA Human Resources to include required NIMS courses is taken for all new employees when hired.
- **Emergency Operations Manual Maintenance** – The Village of Addison Emergency Operation Manual is continuously reviewed and is updated as needed. Although the state requires a review of the manual every two years, we review the manual at least annually. We also update the manual after any “Debriefing” and “Lessons Learned”. The manual is designed to be easy to use for all Village of

Addison Management Crisis Management Team members, meets Unified Incident Command / NIMS requirements, and meets federal F.E.M.A., state I.E.M.A. and county O.E.M. standards. In 2011 the department will be working with the DuPage County Office of Emergency Management (OEM) to put the manual on line.

- **Addison Police Department Strategic Plan** – In 2006 the Village Board and Village Administration developed a new Strategic Plan for years 2007 through 2012. Each department is required to prepare their own plan in support of the Village plan. The police department’s 2011 Strategic Plan has been completed. It includes a status report for the 2010 Strategic Plan goals and lists the police departments 2011 Strategic Plan goals that are in support of the VOA Strategic Plan. The 2011 Addison Police Strategic Plan is located in the office of the Chief of Police.
- **Police Commission** – The Chief of Police and his staff continue to work closely with the Addison Police Commission.
- **Investigations** – Our Investigation Division continues to work a large amount of major cases. In addition to handling routine cases, our investigation division kept extremely busy working several complex investigations, as well as working numerous cases in assisting other agencies. (See the “Criminal Investigations, Youth Division, Gangs” report for additional information)
- **Communications Expansion/Consolidation** – Our Communications Section will undergo major expansion and renovation in 2011 to accommodate a consolidation project with surrounding communities.
- **Special Projects Unit - In** addition to planning, research, development, training, and grants, the unit also is assigned various other responsibilities, including CALEA, Manpower Allocation reports, the yearly APD Strategic Plan, and other assigned projects throughout the year.

CONCLUSION

Overall it has been a very busy and challenging year for Support Services Division personnel. We look forward to the completion of the various projects started during this past year and anticipate the emergence of new innovative programs which will assist us in providing effective and efficient services to all stakeholders.