

# 2018 ANNUAL REPORT

## Special Projects Unit

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



Prepared for the Command Staff of the  
Addison Police Department

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## 2018 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’ performances 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 material 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 what 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 2018:

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)

## 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 2018:

ILLINOIS DECEMBER 2018	New Laws - Alternative to Opioids Act of 2018 - Compassionate Use of Medical Cannabis Pilot Program.
ILLINOIS NOVEMBER 2018	Crisis Intervention Team (CIT) Training; Mental Health Awareness and Response; De-Escalation
ILLINOIS OCTOBER 2018	Firearm Concealed Carry Act
ILLINOIS SEPTEMBER 2018	Implicit Bias; Racial Profiling; Unbiased Evidence-Based Policing; New Laws
ILLINOIS AUGUST 2018	Federal CLOUD Act; U.S. Supreme Court Decisions; Illinois TRUST Act
ILLINOIS JULY 2018	Interview and Interrogation
ILLINOIS JUNE 2018	Landlord-Tenant Disputes - Investigating Complaints; Entering and Searching Hotel and Motel Rooms
ILLINOIS MAY 2018	Use of Force - Stopping Driver to Prevent Escape, Pointing Firearm at Suspect, Qualified Immunity; Arrest - Prompt Judicial Determination
ILLINOIS APRIL 2018	Officer-Worn Body Cameras; Citizen Recordings of Police
ILLINOIS MARCH 2018	Legal Basis – Arrest or Search
ILLINOIS FEBRUARY 2018	Autism and Autism Spectrum Disorder Awareness
ILLINOIS JANUARY 2018	New Laws; Driving Under the Influence

Police Law Institute completion records are provided to NEMRT, Addison's local area mobile training unit, to provide to ILETSB to prove compliance with Illinois State mandates for sworn officers.

## 3. Roll Call Training

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

### 1. Homegrown Violent Extremists

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 that he felt had important information that officers and other affected police personnel should know. Unfortunately, with training budget cuts, the Department has to find alternative ways to continue to adequately train officers. The goal was by providing this information to 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 2018, the Department continued to apply for grant assistance and to utilize previously awarded grant funds. The Department renewed its contract with a grant writing service, Administrative Consulting Specialists (ACS). ACS provides maintenance for the Department's 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 2018.

#### **New/Continuing Grants for 2018**

##### **1. Bulletproof Vest Partnership Grant (BVP).**

This grant pays up to 50% of the cost for the purchase of bulletproof vests. This year, \$7,220.00 was approved for the Department.

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

##### **2. FFY 2018 IDOT Grant**

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

Scheduled Campaigns	Occupant Protection Enforcement Personnel Budget	Impaired Driving Enforcement Personnel Budget
Halloween Campaign (Optional)	\$1,152.00	\$864.00
Thanksgiving Campaign (Mandatory)	\$2,304.00	\$864.00
Christmas/New Year's Campaign (Mandatory)	\$2,304.00	\$1,728.00
Super Bowl Campaign (Optional)	\$0.00	\$864.00
St. Patrick's Day Campaign (Mandatory)	\$1,152.00	\$864.00
Memorial Day Campaign (Mandatory)	\$4,608.00	\$864.00
Independence Day Campaign (Mandatory)	\$4,608.00	\$864.00
Labor Day Campaign (Mandatory)	\$4,608.00	\$864.00
<b>Subtotal Personnel Budget</b>	<b>\$20,736.00</b>	<b>\$7,776.00</b>
<b>Additional Enforcement Details (Optional) (date and times must be pre-approved)</b>	<b>Additional Enforcement Personnel Budget</b>	
Additional Occupant Protection Enforcement	\$0.00	
Additional Impaired Driving Enforcement	\$0.00	
Additional Speeding Enforcement	\$0.00	
eLAP Roadside Safety Check Enforcement	\$8,100.00	
<b>Subtotal Personal Budget</b>	<b>\$28,512.00</b>	
<b>Subtotal Equipment - p. 6 (must be pre-approved)</b>		
<b>Total All Funds</b>	<b>\$36,612.00</b>	

The total funding amount is \$36,612.00.

### **3. School Violence Prevention Program**

The Addison Police Department, DuPage High School District 88 and Addison School District 4 have identified expedited notification to law enforcement as one area of weakness for the school districts and the Police Department. This is the greatest area of need in school safety planning and prevention efforts based on the results of the annual school safety audits.

The grant was awarded for the implementation of a rapid emergency response system that allows for more efficient and effortless communication to law enforcement and to the staff, students and visitors in the event of an active threat. The pull stations will be located throughout the hallways and in all common areas, so they are accessible by anyone in the building in the event of a threat. Strobe lights will be installed on the exterior of the building and in large areas (ex. gymnasiums, common areas, cafeterias) where a public address system may not be heard clearly. The immediate notification to law enforcement, staff, and students will ensure swift action to follow safety protocols and procedures.

The total funding amount is \$329,783.00.

## **At a Glance Dollar Amount for 2018**

<b><u>Amount Awarded</u></b>	<b><u>Grant Provider</u></b>
\$ 7,220.00	Bullet Proof Vest Grant – Bureau of Justice Authority
\$ 36,612.00	IDOT Grant
\$329,783.00	School Violence Prevention Program
<b>Total Awarded for 2018 Grants</b>	<b>\$373,615.00</b>

## **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 has been fully functional since April 2007. Numerous policy updates were made in 2018. Officers are now able to access and sign off on policy updates electronically and are informed via email of the policy updates.

In 2018, there were 197 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.

Also in 2018, the entire policy book, which is over 850 pages, was reviewed and updated to be current with today's practices and procedures.

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 officer continues to work toward the Department's re-accreditation status, with its next onsite expected to take place in April 2021. This was moved forward one year to have a dual accreditation with the Addison Consolidated Dispatch Center (ACDC). The Special Projects Unit officer works with ACDC in obtaining proofs of compliance, which are referred to as crosswalk standards.

### **Mock Assessments**

The Special Projects Unit officer participated in two mock assessments for I-PAC during 2018.

### **Assistance provided to the Illinois Police Accreditation Coalition**

During 2018, several agencies have requested input from this agency. These include suggestions, surveys, policies, guidelines, protocols, etc.

### **CALEA Training**

The Special Projects Unit officer attended the CALEA Conference in March and July of 2018, wherein the Police Department obtained its sixth re-accreditation. Director Hayden was given the Bittner Award for being the CEO of the Addison Police Department, an accredited agency, for over 15 years.

### **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 those are updated accordingly. In addition, the Special Projects Unit officer 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. 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 and new training programs and makes recommendations for specific training needs for members of the Department units.

At those 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, and this year, it took place on October 23, 2018. 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 this 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 includes:

- 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. This was revised in 2018 due to ACDC being accredited and the transition to the CALEA 6<sup>th</sup> Edition. 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
- Education Reimbursement
- Major Crimes / Crash Investigation Software
- Crash Data Retrieval Cable Kit

### **I-PAC Membership**

In 2018, the Special Projects Unit officer continued to serve as a board member of the Illinois Police Accreditation Coalition. Currently, he serves as the Vice President of the Board.