

**2018
ANNUAL REPORT
RECORDS SECTION**



**ADDISON POLICE
DEPARTMENT**

**Prepared by:
Records Director Mike Tierney**

Introduction

2018 was a year of transition for the Records Management Section. One full-time employee resigned in June 2018. Two employees took extended leave for medical reasons. With ACDC moving to their new building, the lobby was locked after Records closed for the day. Hours for Records were changed to 0630 to 1900 hours Monday through Friday and 0900-1300 on the weekends.

The Illinois legislature really made records involving juveniles a complicated issue in 2018. They modified the Juvenile Court Act three (3) times to allow for the expunging and sealing of juvenile records. The ramifications of the changes were not fully understood until late in 2018, and we will work with the Village Attorney in 2019 to comply with the intent of the legislation.

The Hexagon CAD/RMS project derailed several times in 2018. The site acceptance testing in the fall of 2018 demonstrated the many flaws of the systems, and the proposed January 2019 implementation was pushed to June 2019.

Records personnel do not hesitate to assist each other, other members of the department, other Village employees or the citizens they interact with on a daily basis.

The Records Section is the repository for the data generated as a result of the activities of other Police Department operational components. Personnel are learning new ways to accomplish their assigned tasks, as the electronic age becomes more ingrained with police work.

Personnel

Mike Tierney
Clerk Gail Haneberg
Clerk Debbie Pekosh
Clerk Sue Termini
Clerk Erin LaMantia
Clerk Laura Lopez
Clerk Alexis Marckess
Clerk Joe Malatesta

Records Section Accomplishments

Imaging Training Manuals – Records continues imaging Training Manuals for Detectives. This allows for destruction of the hard copies in the future.

Illinois Concealed Carry Permits – Records and Investigations were tasked with doing background checks on Addison residents requesting Concealed Carry permits. Several hundred were done, and very few objections were made. Even fewer objections were sustained by the Illinois State Police.

Park District Reports – Deputy Chief Maranowicz directed Records to compile crime statistics for the Addison Park District’s “Eagle Eye” program to assist the Crime Prevention Section. Clerk Haneberg was assigned that.

NetRMS Report Writing – In 2018, Records retrained all officers in the report writing process.

ACDC CALEA Assistance– A goal of the Department is to have ACDC CALEA certified. Accreditation Manager Weinbrenner sought assistance with that project. It was determined a Records Clerk would be assigned to work with him beginning in 2016. Clerk Haneberg was assigned and continues to do a great job!

Miscellaneous Accomplishments

Beginning January 1, 2018, Records put into place a process to expunge juvenile records pursuant to Public Act 100-285. Records will begin the process of expunging all juvenile records pursuant to that Act.

On a monthly basis, all Intoximeter calibrations and the prior month’s DUI logs were sent to Smith and Fuller and the States Attorney’s Office.

The Circuit Clerk’s Office notified the Department they upgraded the IUCS/LEADER programs for IVC tickets and warnings on January 3, 2018.

Representatives from Shredco were escorted through the building every two weeks for shredding services.

No liquor commission report was sent for the fourth quarter of 2017, as there were no adjudicated cases to report.

On a monthly basis, the prior month’s JMIS report is e-mailed to the Illinois Department of Corrections by the 10th of the current month. Additionally, Adult Jail Population reports are sent quarterly, along with revised statistics from the prior quarter.

Director Tierney uploaded all racial profiling for 2017 to the IDOT portal on January 10, 2018. There were 8,432 traffic stops recorded in 2017. The profiling was uploaded on a monthly basis until late 2018 when Clerks ensured data from LEADER was uploaded.

Processing fee invoices for arrestees were ordered on January 12, 2018.

A telephone report was taken in January 2018 (AD18000827).

On January 22, 2018, Director Tierney received the approval to destroy records from the Secretary of State’s office. The records were promptly placed into shred bins.

The Circuit Clerk's Office notified the Department of an upgrade to the VP2 (electronic citations) program for IVC tickets and warnings on February 14, 2018.

Records deactivated a sworn officer from its databases on February 13, 2018, as he took a position with another agency.

Records Clerks did prisoner checks on February 13, 2018.

Director Tierney sent a reminder to officers not to divulge any information about sealed or expunged juvenile cases on February 17, 2018, after an officer requested a 2015 juvenile case be sent to the DuPage County States Attorney's Office.

On March 12, 2018, Director Tierney ordered 10,000 Administrative Adjudication tickets from P.F. Pettibone. They were received on March 27, 2018.

Director Tierney responded to a survey for the DuPage County Health Department on March 29, 2018, regarding crisis intervention calls for service.

Director Tierney assisted the Morton Grove Police Department with Administrative Adjudication citation questions on April 4, 2018.

Also on April 4, 2018, Director Tierney received an automated notice from the Illinois State Police that his Breath Operator Certification would be expiring in 45 days. He attempted to log in many times, but was unable to take the test to be certified. This certification is needed for the monthly Intoximeter Calibration he prints for the prosecutors. Eventually, the Department learned that he needed to be registered for the course by the ACDC LMS Administrator. ACDC changed LMS Administrators, and the current one does not have administrative rights to enroll him in the course.

The First Quarter Liquor Commission report was mailed on April 12, 2018.

Patrol officers took a telephone report on April 15, 2018.

Clerk LaMantia assisted the Villa Park Police Department with the expungement process on April 24, 2018.

ISP Trooper Gate occurred on May 1, 2018. A lock-up report was submitted, but no CAD was recorded. Through skillful investigative techniques, it was determined a patrol officer had ACDC open the garage and the Trooper completed his arrest and never had contact with ACDC. New procedures were discussed with staff and ACDC personnel, and it went into effect on May 14, 2018, with the concurrence of the District 2 Commander.

New station adjustment forms were distributed at the behest of Sergeant Freeman on May 2, 2018.

Patrol officers took a telephone report on May 10, 2018.

Based on information discussed at the staff meeting, on June 4, 2018, Director Tierney began returning verified reports to officers who failed to follow the training guidelines given to the supervisors in an attempt to correct recurring issues. Additional roll call training can be offered.

Clerk Pekosh audited the alarm files on June 13, 2018, after a ride-along with a CSO. She purged files from closed businesses and checked on some residential alarms that had been inactive for years.

On July 19, 2018, Director Tierney and ACDC Director Temes discussed the changes to CAD recently implemented which create conflicts with NetRMS. RMS Support was e-mailed, and the problem is being investigated.

Director Tierney received permission from the State Archives to destroy certain records on July 25, 2018.

Director Tierney had ACDC turn over custody of all trespass warning tickets to Records on July 30, 2018.

Director Tierney ordered IVC tickets, VOA complaints and Tow Forms on August 22, 2018. The tow forms arrived on August 30, 2018.

Administrative Adjudication/Non-Traffic citations ordered in August 2018 were received on September 10, 2018.

Director Tierney met with Dean Incopero from the DuPage County Circuit Clerk's Office on September 18, 2018, to discuss footers for OV violations done on VP2. He created the footers. Clerk Pekosh uploaded the new verbiage on September 19, 2018. The system is live as of September 20, 2018. Instructions for officers were sent out on September 26, 2018.

Signs for the lobby reflecting the new hours for Records were ordered on September 21, 2018. They were received on September 28, 2018.

On October 1, 2018, the Records Section's hours were changed to 0700-1900 Monday to Friday and 0900-1300 on Saturday and Sunday. With little fanfare, signs were put in the lobby vestibule and on the Records window. Procedures for securing and opening the doors were put into place.

Credentials in most electronic systems were created for a new patrol officer on October 2, 2018.

The Illinois Vehicle Code Citations ordered in September 2018 were received on October 10, 2018.

2019/2020 budget request forms were submitted to the Deputy Chief for Support Services on October 11, 2018.

All reported traffic incidents in the construction zone on Army Trail Boulevard for the month of October were sent, redacted, to Community Development Department, at their request on October 30, 2018.

Clerk Pekosh ended her assist to ACDC with the POSS scheduling software on November 5, 2018, as the Police Department began using My Time software on that date.

Director Tierney prepared the January 2019 Records Disposal list pursuant to the Illinois Records Retention Act on November 20, 2018. The approval to destroy records was received on November 21, 2018, and a copy was given to Deputy Chief of Support Services Maranowicz to distribute to the Support Services Division.

Due to a major snow event, the Addison Police Department lobby opened at 0500 hours on November 26, 2018, to assist the community in whatever way they could.

Due to a change to the lock on the door in Records, the need to use an electronic fob to make entry, and the lack of paper files kept in Records, it was determined only the cabinet along the north wall would be locked nightly for additional security after December 10, 2018, due to it containing juvenile case folders.

There was nothing to report to the Liquor Control Commission of the Secretary of State's Office for the fourth quarter of 2018.

Training

Clerk Cindy Lopez, Clerk LaMantia and Director Tierney attended FBI NIBRS training at the Oak Brook Village Hall on January 18 and 19, 2018.

All female clerks attended Matron Training given by Sergeant Freeman and Officer Shelton on January 30, 2018.

Clerk Pekosh, Clerk Termini, Clerk Marckess and Clerk Cindy Lopez attended CPR training at Addison Fire Station 1 on January 30, 2018.

All Records personnel successfully completed the February 2018 Critical Incident exam covering biohazardous situations in Power DMS.

Clerk Haneberg, Clerk LaMantia, Clerk Laura Lopez and Clerk Malatesta attended CPR training at Addison Fire Station 1 on February 6, 2018.

All Records personnel were given the information needed to explain to residents the process for requesting parking permission through the ACDC Portal on March 16, 2018.

Director Tierney took his CPR/AED re-certification on May 10, 2018.

On May 16, 2018, Director Tierney took the examination to recertify as a Breath Analysis Operator.

Clerk Pekosh attended an informational meeting regarding In Time, the new Village software for timekeeping, on May 23, 2018. She and Director Tierney attended the first build of the software on May 29, 2018. Clerk Pekosh will be attending alone going forward.

All personnel in Records completed the annual Ethics and Mental Illness Critical Incident test in May 2018.

Clerk Pekosh attended informational and programming meetings regarding In Time, the new Village software for timekeeping, on June 7, 15, and 27, 2018.

Clerk Marckess attended Matron Training at the Bloomingdale Police Department on June 7 and 8, 2018.

Director Tierney took the annual FOIA and OMA on-line training offered by the Illinois Attorney General's Office on July 6, 2018.

Clerk Pekosh attended another In Time set-up meeting on July 9, 2018.

Clerk Pekosh and Clerk Marckess went to the Downers Grove Police Department on August 2, 2018 to learn to directly upload TSS data to the IDOT portal from the LEADER application. This will be implemented in September 2018.

Director Tierney attended staff training of the In Time scheduling software in the Village's computer lab on August 21, 2018. Clerk Pekosh attended the training on August 28, 2018.

All Clerks took the Bias Based Policing Critical Incident test in August 2018.

Director Tierney and Clerk LaMantia attended a meeting on the future of UCR and NIBRS hosted by the Illinois State Police on August 28, 2018, at the Glen Ellyn Police Department.

All Records Clerks were trained in the My Time attendance software on September 18, 2018. Clerks will enter requests for time off in both My Time and POSS until December 31, 2018.

Clerk Termini and Director Tierney attended an in-house training on the New World purchasing system in the Police Department training room on December 10, 2018.

All members of the Records Section successfully completed the December 2018 Critical Incident training and test on Sexual Harassment.