

Village of Park Forest 2019/2020 Budget

POLICE DEPARTMENT

DEPARTMENT MISSION AND FUNCTION

The mission of the Police Department is to protect life and property and enhance the quality of life for all citizens while enforcing the laws of the State of Illinois and the ordinances of the Village of Park Forest, in accordance with Constitutional rights. The men and women of the Police Department, working under the motto "*Proud to Serve*", take pride in providing professional police service to the community they have sworn to protect. The Police Department is committed to serving all citizens equally, in a manner that is both procedurally just and transparent.

The Police Department is budgeted for forty-two sworn officers and eight full-time civilian employees. Part time and seasonal employees are utilized to perform Records Division duties, Community Service Officer (CSO) functions, Crossing Guard duties and to staff the Police Athletic and Activity Center (PAAC) summer youth program.

The Police Department is divided into two divisions; Support Services and Field Operations. Both divisions are supervised by a Deputy Chief who reports directly to the Chief of Police.

SUPPORTS SERVICES

The Support Services Division consists of a Deputy Chief who oversees a Commander, a Sergeant, the Records Supervisor and the entire records staff. One Police Facility Maintenance Worker, two part-time CSO's, the Crossing Guard Program, and PAAC staff are also part of the division.

The **Support Services Deputy Chief's** responsibilities include overseeing the functions of community policing, management of the lock-up facility and related processes, Crime Free Housing, managing the police department vehicle fleet and quartermaster system, overseeing evidence retention processes and the evidence room, overseeing the records functions, building maintenance, overseeing the debt collection process, the crossing guard program, and other functions and processes which support field operations. This position is also responsible for overseeing administration of both the Administrative Adjudication Program and the Vehicle Seizure Program.

The **Administrative Adjudication Program**, or M-Court, provides an alternative method for dealing with parking violations, municipal ordinance offenses and violations of the Village's vehicle seizure ordinance. An appointed local hearing officer, who is a licensed attorney, adjudicates parking tickets and/or municipal citations; however, his/her ruling can be appealed through the Circuit Court if desired. The program is intended to reinforce the Village's commitment to deal with minor breaches of public order as outlined by Village

Ordinance, along with illegal parking and vehicle sticker violations, without the need for referral to the formal criminal justice system.

The Vehicle Seizure Ordinance is intended to send a strong message to violators that the possession of illegal weapons and/or drugs or committing other crimes while using a vehicle is not tolerated in Park Forest and results in the impoundment of involved vehicles and a fine of up to \$500. At the direction of the Village Board, 20% of all vehicle seizure fines are directed to be used as additional funding for youth services, which results in over \$20,000 being spent on the youth of Park Forest through programs such as the Youth Violence Prevention Engagement (YVPE), the Police Athletic Activity Center (PAAC), Unity Day, Safe Halloween, and Teen Zone.

The **Records Supervisor**, a civilian senior staff position, supervises the Records Section. The Records Section ensures the Police Department is fully compliant with all state standards for record dissemination and retention, preparing court/bond transfers, maintaining police reports and related documentation, and maintaining 24-hour service at the front desk. The Records Section is staffed by five full-time and five part-time Records Clerks (when fully staffed) and one full-time and one part-time Administrative Assistant.

Understanding that positive community relations are vital to a Police Department being able to fulfill its mission, the Department's **Support Services Sergeant** serves as a Community Policing/Crime Free Housing Officer who works to form partnerships with citizens and organizations to address community issues.

FIELD OPERATIONS

The **Field Operations Deputy Chief** oversees a division that includes both the Patrol Division and Investigations Division. It is staffed with 5 Commanders, 5 Sergeants, and 27 personnel the rank of patrol officer.

The **Patrol Division** currently operates on a 12-hour shift format on three-month rotations between night and day shift. Officers proactively seek to prevent and interrupt crime and respond to calls for service to maintain order and preserve public peace. The Patrol Division is currently staffed by four squads each consisting, when fully staffed, with one Commander, one Sergeant and five Patrol Officers.

The Police Department increases functionality and efficiency by having members assigned to several **multi-jurisdictional task forces**. Two personnel are assigned to each team which includes the South Suburban Emergency Response Team (SSERT), a SWAT/Hostage negotiations team, the Suburban Major Accident Reconstruction Team (SMART), and the Illinois Emergency Alarm System (ILEAS) Mobile Field Force, a regional team responsible for responding to natural disasters, man-made disorders and other Homeland Security issues. Having personnel serve as part of multi-jurisdictional teams provides the dual benefits of the availability of those team's resources for use in Park Forest when needed and providing valuable experience, training, and networking opportunities to personnel assigned to those teams.

The **K9 Unit** consists of one multipurpose patrol dog used for narcotics detection, offender apprehension and search/rescue. After a pause in the program, the unit was reinstated in October of 2018 when Officer Charles Karl and K9 Tucker, a Dutch Shepherd, graduated from K9 school. The Police Department intends to add an additional K9 team to the program in the 2019/2020 fiscal year.

The **Investigations Division** consists of a Detective Commander, a Detective Sergeant and 7 Detectives and is responsible for more serious and complex criminal investigations, as well as conducting background checks and other duties. The unit is mandated by the Cook County State's Attorney's Office to handle investigation of all Part I type criminal investigations (Index Crimes), which include crimes against persons such as Homicides, Sexual Assaults, Armed Robberies, etc. It is also responsible for tracking and referring serious juvenile offenders to both Cook and Will County Juvenile Courts. Detectives are assigned to the South Suburban Major Crimes Task Force (SSMCTF), a multi-jurisdictional homicide unit.

One full time Police Officer is also assigned to a special federal drug task force operated by the Drug Enforcement Administration; the **High Intensity Drug Trafficking Area** or HIDTA unit. This task force assignment is open ended and reviewed yearly in partnership with the DEA.

COMMITMENT TO MEETING YOUTH NEEDS

The Police Department focus on providing youth services includes what was formerly the Saturday-morning Community Service program. Since 1998, the Village of Park Forest has used its M-Court to divert juvenile offenders from the Cook and Will County Juvenile Court systems when appropriate. In 2017 this program, which formerly assigned juveniles found liable in municipal hearings to partake in restorative-justice community service tasks, was transitioned to the **Youth Violence Prevention Engagement (YVPE)**. This new program, implemented in partnership with the Urban Youth Trauma Center (UYTC) of the University of Illinois, Chicago, provides curriculum-based, trauma-informed education and mentoring to juvenile offenders for 4 hours on Saturdays for a total of 16 hours. The goal of this program is to provide needed services to at-risk youth to reduce recidivism and to meet personal needs. A result of this program has been the implementation of a drop-in program for youth who have completed the YVPE. The **Law Enforcement Adolescent Development Drop-In (LEAD Drop-in)** arose organically after youth expressed a desire to remain connected with structured adult mentoring. A UYTC employee and police officer engage with youth on Wednesday evenings in this voluntary program which involves both structured and unstructured activities, mentoring, and continued education.

In early 2018, through partnership with the Urban Youth Trauma Center, the Police Department implemented a program whereby all juveniles taken into custody at the Police Department are screened for Adverse Childhood Experiences (ACEs) through the **Adverse Childhood Critical Events and Safety Screener (ACCESS)**. Juveniles who provide a positive response to any of the questions are linked with resource providers based on the need. Screening is conducted by officers who are certified juvenile officers and who have received trauma-informed training.

The **Police Athletic and Activity Center (PAAC)** program, which was started in June of 1997, provides positive youth activities for children from Park Forest and surrounding areas for 7 weeks in the summer. The program goal is to provide engaging recreational activities in a safe environment during summer evenings. Police Officers, educators and community volunteers supervise youth participants. Youth who become part of PAAC are also exposed to the principles of fairness, tolerance, teamwork, personal discipline, and self-improvement. There is a nominal fee and Park Forest youth are given priority.

The Police Department also implements **additional initiatives** aimed at meeting youth needs, including the B.I.C.Y.C.L.E. program (Better Involvement Concerning Young Children's Learning Experience) and Unity Day, and partakes in many other youth programs that are run by or in partnership with other Village departments such as Youth Day, Kids Back to Parks, Safe Halloween, and 4th of July activities. Police personnel also serve as police liaisons at Rich East High School and Michelle Obama School of Technology and the Arts and at the Library, and participate in school programs such as judging science and art fairs and partaking in career days.

PROBLEM ORIENTED POLICING

The Police Department continues its implementation of the **Problem Oriented Policing (POP)** program which pairs individual patrol officers with specific neighborhoods as liaisons between the community and the Police Department. While an on-duty officer is always dispatched to a call for service, the neighborhood's POP Officer may be tasked with addressing longer-term problems or quality of life issues that cannot be handled within one shift, and are the neighborhood's personal contact with the Police Department. POP officers also attend neighborhood meetings, block parties, and provide additional patrol to their assigned neighborhood.

When staffing levels are adequate, proactive tactical officers are assigned to the Department's **Community Action Team (CAT)**, which falls under the supervision of the Investigations Division. This team is tasked with a variety of assignments that can include narcotics intervention, violence reduction, or targeting specific quality of life issues, among other missions, as the needs of the community change. Due to staffing shortages, this unit has not been staffed for several consecutive years.

The **Village's Crime Free Housing Ordinance (CFH)**, enacted in March of 2008, compels landlords to obtain a Crime Free Housing license and take an active interest in the well-being of and actions of their tenants. All landlords are mandated to register for a license, attend a CFH seminar presented by the Police Department, provide minimum standards of home security on their properties, and take eviction action against tenants who violate lease agreements through criminal activity. The Police Department works with property owners to improve their properties and provides low-cost tenant screenings through the Department's membership in the Illinois Crime Prevention Association.

ACCOMPLISHMENT OF 2018/2019 IMPLEMENTATION OF THE BOARDS GOALS:

1. Generate Economic and Business sustainability for the Village.

The Police Department will continue to use the Directed Focus to maintain officer foot patrols in commercial and multi-family residential areas, including Downtown Park Forest and Village facilities such as the Library and Aqua Center, increasing the safety and well-being of area business owners, patrons, and residents, and increasing the perception of Park Forest as a welcoming and safe place to do business.

The Police Department continued concentration on officer foot-patrols in business areas. During these business checks officers interact with and get to know business owners, employees, and patrons in an effort to promote a safe environment in business districts. In 2018 officers reported conducting over 5,000 business checks of this type. The dual goal of business checks is both a crime prevention measure and also to create opportunities of positive interaction in a community-policing effort. Additionally, police personnel frequented numerous Downtown events, including Main Street Nights, 4th of July activities, and Safe Halloween, among other events throughout the Village business districts, such as hosting two “Coffee with a Cop” events at 7/Eleven in April and October.

The Police Department continued its partnership with the Library in which police personnel work as Library Liaison Officers on weeknights, with salary reimbursement provided by the Library. Officers provided safety and security during peak Library hours, but also interacted with patrons, especially youth, in an effort to continue to build relationships while providing a safe environment at a well-used public space.

2. Create an infrastructure capital plan that is flexible in dealing with trouble spots.

The Police Department will continue to respond to problem areas and specific issues impacting Village infrastructure, specifically roadways, through Directed Focus initiatives via the Patrol Division.

Each patrol period the Patrol Division partook in a Directed Focus, which is a division-wide focus on a specific problem area during time not spent on calls for service. The Directed Focus was often centered on roadway initiatives, such as DUI enforcement (45 DUI arrests reported in 2018), speed enforcement, and distracted driving. As an example, one Directed Focus concentrated on illegal passing of stopped school buses, while another focused on speed enforcement in school zones. Speed signs were strategically placed in response to resident complaints of speeding as well.

The Patrol Division will continue to be utilized to keep Park Forest roadways safe for travel for motorists, cyclists, and pedestrians, enforcing traffic laws and Village ordinances.

The Police Department worked to keep the Village’s roadways safe by partaking in strategic traffic and impaired driving enforcement. In the 2018 patrol period, police

officers reported conducting over 3,500 traffic stops and handling over 3,300 illegal parking situations. Traffic stops led to over 350 vehicle seizures, which resulted from using a vehicle in offenses such as DUI, driving with an invalid driver's license, possession of drugs, and other misdemeanor and felony charges.

The Investigations Division will focus a portion of resources on obtaining and executing search warrants for locations narcotics are determined to be sold. The Special Assignment Team (renamed Community Action Team) will be re-implemented as staffing levels permit.

The Community Action Team was not implemented in 2018 due to staffing shortages, however the Investigations Division did serve 7 search warrants which resulted in the recovery of 7 illegally possessed firearms and over 500 grams of heroin, over 300 grams of cocaine, and over 2 pounds of cannabis.

3. Develop a renewed, contemporary youth program.

The Police Department will continue to implement the Youth Violence Prevention Engagement in partnership with the Urban Youth Trauma Center and seeks ways to improve and/or expand services.

The Police Department, in conjunction with the Urban Youth Trauma Center (UYTC), provided a juvenile court diversion program for juveniles found liable through the M-court system. The Youth Violence Prevention Engagement (YVPE) occurred on Saturday mornings. During the program a UYTC advocate provided mentoring and training through a curriculum-based violence prevention program with the assistance of a police officer. This program served to keep low-level offenders out of the formal juvenile justice system while providing needed mentoring and resources to reduce the likelihood of re-offending, especially through violent crime. The UYTC also provided trauma-informed training to all police officers, better equipping officers to interact with juveniles who have experienced trauma. Additionally, seeing a need for intervention in juveniles experiencing trauma, the Police Department, in partnership with the UYTC, implemented ACCESS- Adverse Childhood Critical Events and Safety Screener- a screening that is now completed with all juveniles taken into custody, with a goal of identifying at-risk factors in a juvenile's environment and directing them and their families to community resources.

In September of 2018 the Police Department was awarded a \$20,000 grant through the UYTC to assist with funding youth services.

Police personnel will build/maintain relationships with students at Rich East High School, the Michelle Obama School of Technology and the Arts and the eight Park Forest grammar schools through liaison programs and continue involvement in their activities and the BICYCLE program.

The Police Department collaborated with Recreation and Parks in financially supporting (through vehicle seizure funds) and bridging youth programs so that youth

had many opportunities to remain engaged. Police personnel continued to build relationships with Rich East High School, Michelle Obama School, and the eight Park Forest grammar schools through liaison programs and continued involvement in their activities such as science fairs, PEER programs, Peace Summits, Outdoor Education, and others, and attended several “career days”, representing the profession of law enforcement to area students.

The Police Department continued giving away bicycles in the eight grammar schools across Park Forest. Bikes were raffled off for those students who attained goals dealing with positive behavior set out by the individual schools as part of the sixth year of the BICYCLE program. In 2018, the Police Department gave away 60 bicycles, helmets, and locks in the program, purchased with asset forfeiture funds. An additional 12 bicycles were given away at community events such as Unity Day and Youth Day.

The Police Department will continue to offer the Police Athletics and Activities Center (PAAC) program in the summer with a strong concentration on involvement from Park Forest youth.

The Police Department continued to run the Police Athletics and Activates Center (PAAC) program in the summer with a strong concentration on involvement from Park Forest children. The 2018 PAAC program served a total of 70 youth participants, 42 of whom were from Park Forest. The 2018 staff of 20 members, many of whom were former PAAC participants, carried out the day-to-day functions of the program. The part-time/seasonal staff members that operate the PAAC program were also instrumental with staffing needs for the 4th of July and Safe Halloween activities.

The Police Department will partner with Recreation & Parks in joint programming by providing funding from the vehicle seizure program and mentoring youth involved in those programs with Police Officer participation when resources allow.

In February 2018 the Police Department, in partnership with Recreation & Parks, convened a Youth Providers Summit which brought representatives from education, houses of worship, and public service organizations together to explore ways to collaborate on improving services to Park Forest youth. In addition, the UYTC conducted training on trauma awareness to all attendees in this full-day event.

\$12,000.00 of Vehicle Seizure funds were shared with Recreation & Parks to assist with funding of youth programs such as TEEN ZONE, which served over 100 area youth in the after-school program. Additional funds were expended for the Safe Halloween program, which provides a safe alternative to traditional trick-or-treating. The Police Department also hosted Unity Day on August 8, 2018, the last night of Main Street Nights. The Police Department continued to provide an officer at regularly scheduled Main Street Nights as well, to both provide safety but also engage in a community-policing effort.

The Police Department will continue to identify and develop opportunities to have positive, meaningful, interactions with the youth of Park Forest in a variety of non-traditional settings.

Below is in addition to other interactions with area youth already mentioned:

In April of 2018 the Police Department sponsored a Teen Zone night, which included a basketball tournament, free throw contest, a bike give-away and food, with nearly 100 teen participants who interacted directly with numerous police personnel.

In May of 2018 the Police Department awarded a \$1,500 Officer Timothy Jones Scholarship to a Rich East High School graduate attending Illinois State University.

In July of 2018 the Police Department held a Roll Call in the Park in Central Park, which was well attended by both PAAC participants and neighborhood youth.

During the holiday season of 2018, the Police Department hosted a food drive with a donut breakfast and police escorts to school for two different groups of area children.

In February of 2019 Police Officers volunteered their time to play in the 7th Annual Special Olympics and Police Officer Basketball Game, sponsored by the South Suburban Special Recreation Association, at the Matteson Community Center.

Police personnel routinely interacted with area youth while on patrol and during area events, many of such interactions which were subsequently highlighted on social media.

4. Improved Code Compliance based on existing studies and innovative solutions.

The Police Department will continue its activities with the Problem Oriented Policing (POP) program and community outreach with a focus on resolving issues with Code Compliance through communication, education, and enforcement, when necessary.

The POP program continued with police officers assigned to specific neighborhoods as liaisons between the police department and the community. Quality of life issues were addressed with emphasis on compliance, rather than issuing citations as a first resort. Officers attended the Village's Neighborhood Meetings, block parties and neighborhood events. Officers continued to engage citizens and have positive interactions while patrolling their assigned Problem Oriented Policing areas. An on-line interactive map was launched in April of 2016 which allowed residents to identify and contact their POP officer and was continued through fiscal year 2018/2019. Additionally, the Police Department actively utilized social media platforms to both educate and interact with the public regarding community concerns, many of which are directly connected to Code Compliance.

The Police Department will continue to partner with the Building Department and other Village departments to ensure properties are maintained to code and other ordinances are enforced.

The Police Department continued active enforcement of code and ordinance violations throughout 2018. As an example, 237 junk/abandoned vehicle issues were resolved. Additionally, partnership with the Building Department resulted in notification of homes that were found to be uninhabitable through response to calls for service, and the Police Department assisted the Building Department with inspections.

The Police Department will continue to assist and partner with the Building Department to ensure properties are maintained to identifying landlords who are not keeping their property up to code and continue to use the Crime Free Housing ordinance to warn, and when necessary, evict rental tenants who commit crimes in Park Forest.

The Police Department and Building Department continued to partner in identifying problem households and landlords who were not keeping properties up to code or who were engaging in criminal activity. The Crime Free Housing Ordinance addressed problem tenants that adversely impact quality of life in Park Forest. In 2018, the Police Department issued 764 Crime Free Housing licenses and 170 Municipal Ordinance Violation citations were issued to property owners for failure to obtain a Crime Free Housing license. As of early 2019, there were 4,557 properties/complexes registered through the Crime Free Housing program. In 2018, the Police Department issued 86 warning notices to landlords regarding minor criminal or quasi-criminal behavior on the part of their tenants or visitors at the rental property and the Police Department hosted one Crime Free Housing Seminar for landlords as a requirement to obtain their license with the Village. Six Notices of Eviction for serious criminal offenses were sent to landlords in 2018. In each case, the problem tenants moved out voluntarily with no action required by the Village, nor were there any court-ordered evictions. As a testament to the effectiveness of the Crime Free Housing Program, over 100 problem renters have been removed from properties since the program's inception in March of 2008, with less than 10 resulting in court-ordered evictions.

In 2017 the Police Department began partnering with the Water Department to gain compliance with the Vehicle Registration Ordinance. After analysis of registration data provided by the Illinois Secretary of State, in early 2019 over 1,200 tickets were issued to residents who failed to purchase their vehicle sticker.

The Police Department will continue to review Village ordinances it is tasked to enforce, to ensure the ordinances are relevant, clear, and in line with Village goals.

In March of 2018 the Police Department identified that the Village's Unattended Vehicle Ordinance had not been updated to reflect state law exemptions. These exemptions were amended into the Village code.

As part of the Mayor's Race Equity And Leadership (REAL) Initiative, the Police Department was directly involved in a continued review of Village Ordinances to determine their impartiality and equity to all residents.

In late 2018, the Police Department updated the Village Ordinance as it pertains to fines for parking violations, compliance violations, and village sticker violations. At the fine amount of \$25 since the early 1990's, the ability to deter these types of violations had been eroded over 25 years of inflation. In January of 2019, the Village Board approved an increase to \$50 for initial violations of these types of violations.

5. Fiscal and Service sustainability based on the triple bottom line concept.

The Police Department will continue renovating the nearly 70-year old police facility, keeping it as an example of sustainability and the re-use of current resources. Goals for the 2018/2019 fiscal budget included the remodeling of the former administrative wing, including relocation of the Watch Commander Office and Report Writing Room and the addition of a Bunk Room and additional office space.

Through the 2018/2019 fiscal year, the Police Department continued renovation of the former administrative wing (last used for that purpose in the early 2000's), with much of the labor performed by the Police Facility Maintenance worker. The remodel of an area that had not been remodeled in decades provided for relocating the Patrol Division closer to access to the police vehicle parking area, and also bringing the Watch Commander Office in closer proximity to the Report Writing room. It also allowed for the addition of television monitors in the Watch Commander Office and Report Writing Room to allow for visual monitoring of calls for service and the police facility via surveillance video, including the holding cells, as ensuring the safety and security of the secured lock-up area is of high priority.

In the summer of 2018 the Police Department made use of the volunteers of AmeriCorps, supervised by the Police Facility Maintenance Worker, to paint 14,000 square feet of the police garage/ fitness center, an area that had not been painted in well over a decade, at significant cost savings.

The Police Department will continue to seek federal and state grants to supplement equipment and training needs. The Police Department will efficiently use funds from the state and federal asset forfeiture funds to obtain resources and supplement the budget.

The Police Department did not apply for Illinois Department of Transportation Sustained Traffic Enforcement (STEP) grants to be implemented through 2018 due to staffing shortages and the resulting difficulty in staffing these details. The Police Department did apply for a STEP grant in late 2018 and was awarded \$7,800 to be applied towards distracted driving initiatives in April of 2019.

Through the Urban Youth Trauma Center, the Police Department was awarded a \$20,000 grant towards funding youth services in September of 2018.

The Police Department was awarded a Cook County JAG grant to purchase a Lidar, a laser-based speed gun, and a digital speed sign, with a total value of \$13,578 in November of 2018.

In January of 2019 the Police Department received \$17,921.04 from the Office of Will County State's Attorney Jim Glasgow to reimburse the purchase of a K9 and the outfitting of a K9 compartment in a police vehicle.

6. Sustain the Village's role as a catalyst for innovative change in the region.

The Police Department will continue its innovative training program, utilizing in-house, certified instructors, on-line training, membership in regional training groups, outside training courses and conferences, and use of Command Staff Leadership Workshops to ensure all personnel remain highly trained and at the forefront of modern policing concepts.

The Police Department remained at the forefront of providing up-to-date training to its officers, utilizing in-house instructors for most use-of-force curriculum, Mobile Training Units (North East Multi Regional Training and Tri-River) for other advanced topics, and monthly on-line training through the Police Law Institute, which satisfies state-mandated training requirements. The Police Department also continued working to have all qualifying Field Operations personnel certified in Crisis Intervention Team (CIT) Training, Rapid Medical Response, Juvenile Officer Certification, and advanced training in Interviews and Interrogation.

The Police Department held its 3rd annual "Command Staff Leadership Workshop" (CSLW) in November of 2018. The CSLW for Sergeants was a 1-day event that included a Table Top Exercise (TTX) on responding to a complex officer-involved shooting, understanding organizational behavior, discipline, and other leadership topics. The CSLW for Commanders was also a 1-day event that began with the same TTX involving an active shooter scenario as well as advanced management and leadership topics.

The Police Department will continue to work towards the goal of having all sworn personnel certified as Juvenile Officers and certified in Crisis Intervention Training and Interview and Interrogation as new officers are hired.

New legislation in 2018 required police officers to have 2 years of service prior to receiving Crisis Intervention Team certification. The Police Department had all Field Operations personnel except one certified in that advanced training as of early 2019. Until new Officers are eligible to become Crisis intervention Team certified, they receive crisis and mental health-related training. All sworn personnel were certified Juvenile Officers, and all but one had attended Interview and Interrogation training as of early 2019.

The Police Department will focus on procedural justice and fair and impartial policing in both training and in practice and will continue its focus on juvenile justice issues and continue to seek ways to expand services for Park Forest Youth.

In March of 2018 the National Association for the Advancement of Colored People (NAACP) and the Illinois Association of Chiefs of Police (ILACP) signed a historic agreement on 10 Shared Principles of Policing. The Police Department command staff endorsed this agreement which was shared with the department. In September of 2018 the agreement was formally signed by Chief Christopher Mannino and displayed in the Police Department lobby and in the Field Operations wing.

The Chief of Police utilized social media and internal communications to highlight procedural justice and fair and impartial policing concepts and to reinforce the Police Department's commitment to these issues. Additionally, the Chief served on the Mayor's Race Equity and Leadership Steering Committee and chaired a sub-committee.

Annual in-house training included a review of the 2017 Illinois Traffic Stop Study and the Pedestrian Stop Study as well as related procedural justice issues.

The Police Department will be a leader in law enforcement transparency.

With the 2018/2019 budget, the Police Department began to report annual data on citizen complaints and their resolutions and is continued in the 2019/2020 budget.

The Police Department continued to use social media throughout 2018 to inform the public about serious events taking place within in the Village.

In January of 2019 the Police Department implemented the use of body-worn cameras. While serving multiple purposes, one of the intents of body-worn camera use is to increase transparency of Police Department responses.

The Police Department will continue its presence on social media and interacting with the community in an on-line format, and will continue to facilitate opportunities for police officers and the public to interact in positive settings in person.

The Police Department is at the forefront of law enforcement interacting with the community through social media and is known regionally for efforts in building community relations through this format, being repeatedly featured in Chicago news market programming. In early 2018, the Police Department created a social media team to expand its social media initiatives and bring variety of perspectives to content.

The Police Department's extensive community policing efforts included hosting 2 Coffee with a Cop events, promoting and attending National Night Out block parties, hosting a second annual Unity Day, holding the first Outdoor Roll Call in two decades, participation in numerous Village and community events, and many more person-to-person interactions in non-formal settings through the community.

POLICE DEPARTMENT IMPLEMENTATION OF THE BOARDS GOALS FOR FISCAL 2019/2020:

1. Generate Economic and Business sustainability for the Village.

The Police Department will continue to use the Directed Focus to maintain officer foot patrols in commercial and multi-family residential areas, including Downtown Park Forest and Village facilities such as the Library and Aqua Center, increasing the safety and well-being of area business owners, patrons, and residents, and increasing the perception of Park Forest as a welcoming and safe place to do business.

2. Create an infrastructure capital plan that is flexible in dealing with trouble spots.

The Police Department will continue to respond to problem areas and specific issues impacting Village infrastructure, specifically roadways, through Directed Focus initiatives via the Patrol Division.

The Patrol Division will continue to be utilized to keep Park Forest roadways safe for travel for motorists, cyclists, and pedestrians, enforcing traffic laws and Village ordinances.

The Investigations Division will focus a portion of resources on obtaining and executing search warrants of locations narcotics are determined to be sold. A Community Action Team will be re-implemented as staffing levels permit.

3. Develop a renewed, contemporary youth program.

The Police Department will continue to implement the Youth Violence Prevention Engagement, the LEAD Drop-In, and the ACCESS screening of juveniles taken into custody in partnership with the Urban Youth Trauma Center and seek ways to improve and/or expand services.

The Police Department will continue to offer the Police Athletics and Activities Center (PAAC) program in the summer with a strong concentration on involvement from Park Forest youth.

Police personnel will build/maintain relationships with students at Rich East High School, the Michelle Obama School of Technology and the Arts and with the eight Park Forest grammar schools through liaison programs and continued involvement in their activities and the BICYCLE program.

The Police Department will partner with Recreations & Parks in joint programming by providing funding from the vehicle seizure program and mentoring youth involved in those programs with Police Officer participation when staffing allows.

The Police Department will continue to identify and develop opportunities to have positive, meaningful, interactions with the youth of Park Forest in a variety of non-traditional settings.

4. Improved Code Compliance based on existing studies and innovative solutions.

The Police Department will continue its activities with the Problem Oriented Policing (POP) program and community outreach with a focus on resolving issues with Code Compliance through communication, education, and enforcement, where necessary.

The Police Department will continue to partner with the Building Department and other Village departments to ensure properties are maintained to code and other ordinances are enforced.

The Police Department will continue to assist and partner with the Building Department in identifying landlords who are not keeping their property up to code and continue to use the Crime Free Housing ordinance to warn, and when necessary, evict rental tenants who commit crimes in Park Forest.

The Police Department will continue to review Village ordinances it is tasked to enforce, to ensure the ordinances are relevant, clear, and in line with Village goals.

5. Fiscal and Service sustainability based on the triple bottom line concept.

The Police Department will continue renovating the nearly 70 year-old facility, keeping it as an example of sustainability and the re-use of current resources.

The Police Department will continue to seek federal and state grants and private donations to supplement equipment and training needs. The Police Department will seek to efficiently use the state and federal narcotics asset forfeiture funds to obtain resources and supplement the budget.

6. Sustain the Village's role as a catalyst for innovative change in the region.

The Police Department will continue its innovative training program, utilizing in-house, certified instructors, on-line training, membership in regional training groups, outside training courses and conferences, and use of Command Staff Leadership Workshops to ensure all personnel remain highly trained and at the forefront of modern policing concepts.

The Police Department will continue to work towards the goal of having all sworn personnel certified as Juvenile Officers and certified in Crisis Intervention Training and Interviews and Interrogations as new officers are hired.

The Police Department will continue to focus on procedural justice and fair and impartial policing in both training and in practice, will continue its focus on juvenile justice issues and continue to seek ways to expand services for Park Forest youth.

The Police Department will be a leader in law enforcement transparency.

The Police Department will continue its presence on social media and interacting with the community in an on-line format, and will continue to facilitate opportunities for police officers and the public to interact in positive settings in person.

PERFORMANCE MEASURES:

The ultimate performance measures of a police department are the crime that it prevented and the relationships it created within the community, both of which are difficult to measure. That said, data reflecting incidents that occurred in a community, crimes solved, and enforcement action taken are relevant indicators of what a police department encountered and accomplished within a year.

Police Calls for Service

SouthCom Dispatch Center was established in 2000 and began dispatching calls for service in 2002. In 2003 they began utilizing Sungard HTE for Computer Aided Dispatch (CAD) and Records Management System (RMS). In May 2011, a new CAD and RMS system, FREQUENTIS, was implemented, and in July of 2016, that system was replaced with Spillman. As each of these systems utilized different criteria for identifying and tallying calls for service, a comparison of total calls for service between those years provides an unreliable performance measure. Additionally, different police administrations have chosen to set different criteria for generating an official number for a call for service. Such differences make it difficult to compare calls for service between time periods when different CAD and RMS systems were in use and when such administrative changes were implemented. As it is anticipated that SouthCom will continue to use Spillman into the foreseeable future, year to year comparisons will become more reliable from 2016 and beyond. The following chart represents call totals by year.

2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
16,440	16,236	16,504	18,052	15,644	17,126	17,529	19,509	19,113	17,251

It should be noted that calls for service do not reflect police activity for which no call number was generated or for traffic stops which did not result in arrests.

Criminal Incidents

In 1930, Uniform Crime Reporting (UCR) was implemented nationwide as a way to record information on crime statistics. UCR statistics are collected, published, and archived by the FBI. However, as UCR reporting criteria has changed throughout the years and the analyzation of police reports for UCR statistics cannot be automated and requires human judgement, using UCR data alone as a performance measure is unreliable, especially for

year-to-year comparisons.

UCR data the Police Department recorded for Index Crimes for the preceding 6 years is presented in the following chart. Index Crimes are the 8 crimes the FBI combines to produce its annual crime index and include criminal homicide, forcible rape, robbery, burglary, aggravated assault, theft, motor vehicle theft, and arson. For years prior to 2014, “Clearance” indicates the number of crimes cleared by arrest *and* exceptionally cleared. “Exceptionally cleared” cases are where a perpetrator was not charged with that particular incident for reasons outside the control of the Police Department. Starting in 2014, only clearances in which the offender was charged with the crime (and not “Exceptional Clearances”) are listed in order to mirror the data supplied to the State of Illinois for Uniform Crime Reporting.

	2013	**	2014	**	2015	##	2016	##	2017	##	2018	##
Criminal Homicide	2	2	0	0	1	0	2	1	1	1	1	1
Rape	12	9	7	1	14	6	2	0	6	4	4	4
Robbery	47	30	30	8	26	6	35	10	26	20	24	12
Aggravated Battery	13	11	31	28	29	17	32	24	25	14	32	19
Burglary	122	51	110	10	95	12	112	20	70	7	74	8
Theft	320	63	254	74	279	75	210	43	217	36	219	27
Vehicle Theft	20	3	20	9	21	3	33	11	41	3	51	2
Arson	4	1	1	0	3	0	5	0	3	0	7	0
Total Index Crime	540	170	453	130	468	119	431	109	389	85	412	73

** Clearances by arrest *and* exceptionally cleared

Clearances by arrest only

As stated, clearance data after 2014 does not include all cases cleared, but only those cleared by arrest. Additionally, under UCR reporting a single event can have more than one clearance. For example, the Police Department cleared one criminal homicide in 2017 with the arrest of two persons, resulting in data for one incident but two clearances.

The Investigations Division is assigned most Index Crimes as well as other serious crimes as determined by the Investigations Division Commander. The following chart presents data on the total number of assigned cases by year as well as clearance rates of all cases closed within the year, and is a function of all cases closed through a clearance divided by total number of cases closed.

Clearance rates include all cases cleared by the arrest of the offender (CBA) and cases which are exceptionally cleared, which includes cases in which the victim chooses not to assist in the investigation or no longer wishes to prosecute, the alleged crime is determined through investigation to be unfounded, or the case is otherwise solved but does not result in criminal charges, such as when a suspect is not charged in the particular case but his/her involvement is used in aggravation by the prosecuting attorney in the prosecution of similar

offenses. Cases that are closed “Inactive” are considered to have all possible investigative leads exhausted and are not expected to be cleared without additional and unexpected information being received.

Investigation Unit Assigned Cases & Clearance Rate of All Closed Cases		
Year	Total # Cases Assigned	Clearance Rate
2018	297	89%
2017	225	78%
2016	223	72%
2015	286	85%
2014	273	93%
2013	263	89%
2012	333	87%
2011	260	87%
2010	218	94%

Cases which are actively being investigated are not factored into the clearance rate. It should also be noted that many cases are cleared or placed in inactive status in years subsequent to their assignment, so clearance rate totals reflect the total number of cases closed within the calendar year, rather than all of those assigned.

Traffic, Parking, and Municipal Ordinance Enforcement- Citations

Traffic and parking enforcement is conducted to ensure roadways are safe and free from obstructions. In 2015, Illinois law eliminated the use of traffic citation data to compare officer performance, and as such, the tracking of traffic citations through self-reporting was eliminated. Total traffic stop data for 2015 to 2018 is provided below. Traffic stops may be resolved through moving citations, compliance citations, or with a warning.

	2015	2016	2017	2018
Traffic Stops	4,042	3,668	4,576	3,579

Parking citation data for 2009 through 2018 is reflected in the below chart.

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Parking	4,414	3,210	3,415	3,161	3,093	3,132	3,012	3,271	5,241*	4,470*

* In 2017, the Police Department, in partnership with the Water Department, began issuing parking citations to registered owners of all vehicles registered to Park Forest who were not in compliance with Village Sticker purchase. These numbers are reflected in the parking ticket totals. Additionally, 2017 parking citation data has been revised upward from what was published in the 2018/2019 budget due to additional data received after publishing of the budget.

Unlike the traffic stop data, the parking citation data reflects numbers of citations written and not the number of incidents handled, as many incidents are resolved informally through warnings and/or compliance.

For less serious offenses, the enforcement of municipal ordinance violations allows law enforcement to address criminal and quasi-criminal activity without referral to the formal criminal justice system. The following is a breakdown of the municipal citations issued by year from 2011 to 2018:

	2011	2012	2013	2014	2015	2016	2017	2018
Alarms	167	140	357	7	383	149	318	421
Alcohol	28	12	12	26	11	18	11	21
Animal	62	75	42	50	54	59	95	108
Assault	4	2	0	4	7	4	2	2
Battery	24	28	10	21	24	21	12	7
Cell Phone Use While Driving			14	91	88	27	174	57
Curfew	10	16	13	4	14	18	23	6
Crime Free Housing			27	54	241	180	294	170
Criminal Damage	2	5	7	6	1	4	5	5
Discharge Air Gun	3	1	2	1	0	2	1	2
Disorderly Conduct	29	32	39	23	60	34	23	31
Disorderly House	3	6	1	4	3	3	0	3
License, Registration	335	195	166	304	304	104	353	88
Junk Vehicles	13	4	1	6	4	3	6	7
Obstruct/Resist Police	23	6	13	5	6	9	10	13
Possession of Cannabis	55	60	46	86	113	128	170	148
Possession of Drug Paraphernalia	6	9	3	11	12	24	36	37
Possession of Tobacco	5	9	2	3	4	2	1	5
Theft	12	8	6	13	30	9	13	5
Trespass	61	12	20	9	12	12	25	5
Truancy	6	29	11	2	8	8	8	7
Miscellaneous*	20	142	41	33	2	118	69	130
Total	868	791	833	763	1381	936	1649	1278

* Miscellaneous- noise violations, fireworks, violation of park rules, etc.

Traffic Crashes

A goal of the Police Department is to reduce traffic crashes through traffic enforcement. While a variety of factors contribute to the number of traffic crashes reported each year, the combined efforts of public education and enforcement are expected to impact this number.

Year	Total Collisions	# Fatality Collisions	# Injury Collisions	# Killed	# Injured
2018	403	0	89	0	125
2017	416	0	98	0	143
2016	348	1	79	1	113
2015	335	1	61	2	77

Community Relations

In 2016, the Police Department began systematically tracking citizen complaints. Citizen complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law. Inquiries about conduct or performance that, if true, would not violate any of the above may be handled informally by a supervisor and are not considered a citizen complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Police Department. Citizen complaints are investigated by a supervisor and each case is closed with one of the four following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

The below chart provides citizen complaint data regarding police officer conduct by year.

Year	Total Citizen Complaints	Unfounded	Exonerated	Not Sustained	Sustained
2018	13	7	3	1	2
2017	7	2	5	0	0
2016	4	3	1	0	0

In many cases, exonerated complaints are found to have originated due to a citizen’s misunderstanding of police authority by law or basic law enforcement procedures. Complaints which are sustained result in discipline and/or additional training. Additionally, citizen complaints may be found to be unsubstantiated but their investigation still result in the discovery of performance-improving steps that can be taken. All citizen complaints are taken seriously.

The Police Department has engaged in community outreach via social media since 2011 when the Park Forest Police Facebook page was created. While on-line interactions will never replace face-to-face interaction between a law enforcement agency and the community it serves, social media allows for exponential reach, which becomes vital for public education, crime prevention, community notifications and crime alerts, obtaining public assistance in identifying offenders, and general public relations. The following chart shows the Police Department’s continued increasing reach via social media.

	Facebook	Twitter	Instagram
	Number of followers		
March 2019	12,300	2,600	3,600
March 2018	10,700	1,800	3,300
March 2017	8,500	750	2,300
March 2016	3500	300	100
March 2015	2000		

The Police Department also has footprints on NextDoor, LinkedIn, and YouTube, and is continually evaluating its social media strategies. In spring of 2018 the Police Department transitioned from one personnel managing all Department social media accounts to a social media team being formed to handle social media outreach.

Training

The Police Department is committed to having a highly trained police force and accomplishes this through several strategies. First, the Police Department utilizes personnel to serve as in-house instructors after having successfully completed instructor courses. Instructors have been selected to teach a variety of core topics required by state mandate or which are essential to basic police functions. The Police Department currently retains instructors certified in firearms instruction, control devices, Taser, emergency vehicle operation, use of force, and various other topics.

In-house instructors generally teach curriculum during in-service training days. The Police Department held five 8-hour in-service training days in 2018 for all sworn personnel covering officer wellness, Hazmat responses, sexual assault investigations, juvenile justice topics, control device use (OC, Taser, baton), officer safety topics, domestic violence response, CAD/RMS use, and Use of Force topics. An outdoor range day for rifle training and Use of Force decision-making was also held. Additionally, as the Police Department introduced body-worn cameras in January of 2019, training on use of that technology was also provided in late 2018.

Command Staff also regularly conduct “roll call training”, shorter training segments conducted on-duty on a variety of topics where videos, handouts, discussion, demonstration, and debriefing are all used to instruct personnel on a consistent basis. The Department also subscribes to the Police Law Institute, an on-line training service which provides monthly training for police personnel on legal and procedural updates. This training fulfills the requirements of state mandated training. All sworn personnel are required to complete this monthly training.

Select personnel attend a variety of training conferences relevant to their special assignments or position, both in and out of state. Additionally, newly promoted Sergeants attend a 1-week first line supervisor training course and in-house training program, and newly promoted Commanders attend a multi-week law enforcement leadership executive training program. In 2018 Commander James Varga graduated from Northwestern University’s School of Police Staff and Command. The Police Department also holds a yearly Command Staff Leadership Workshop separately for Commanders and Sergeants where advanced leadership topics are address.

Personnel also receive advanced training through outside Mobile Training Units (MTU) such as the North East Multi-Regional Training Group and the Tri-River Training Group. In 2018, police personnel received over 2,300 hours of training through MTU’s. The following is a representation of training hours through MTU’s by general topic:

It should be noted that some topics invariably overlap and this graph is an approximation. Also, the above graph does not demonstrate all of the training received by Police Department personnel; solely that received through Mobile Training Units. It does not reflect in-house training, on-line training, outside conferences, staff and command training, police academy training, or training personnel receive as members of specialty units through their respective teams.

In 2018, a higher than normal percentage of MTU training focused on Investigative Skills, in part due to required training for newer members of the Investigations Division as well as legal mandates that require investigators to have training in criminal sexual assault and homicide investigations. Additionally, Investigative Skills comprise a high percentage as the category covers a wide variety of topics of an investigative nature, from DUI investigation to interview and interrogation techniques to specialty topics within the Investigations Division.

The Police Department continues to seek ways to implement and improve training, and adds curriculum as deemed necessary and as resources allow.

STAFFING:

<u>Positions</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Chief of Police	1	1	1	1	1
Deputy Chief	2	2	2	2	2
Police Commander	6	6	6	6	6
Police Sergeant ¹	6	6	6	6	6
Police Officer	26	26	26	27	27
Transitional Officer ²	0	1	1	0	0
Records Supervisor	1	1	1	1	1
Records Clerk (FT)	5	5	5	5	5
Records Clerk (PT) (FTE)	1.9	1.9	1.9	1.9	1.9
Admin. Assistant/Housing Analyst	1	1	1	1	1
Community Service Officer (PT) (FTE)	1	1	1	1	1
Crossing Guard (PT) (FTE)	2.2	2.2	2.2	2.2	2.2
Facility Maintenance Worker	0.5	0.5	1	1	1
Total Positions	53.6	54.6	55.1	55.1	55.1

¹The rank of Corporal was administratively converted to Sergeant in July of 2017.

²Transitional Officer was a temporary replacement for an injured officer. It became a permanent position in 2017.

FT-Full-time PT-Part-time FTE-Full-time equivalent