

**POLICE COMMITTEE  
AGENDA  
August 2, 2012  
6:00 P.M.  
City Hall Council Chambers  
1702 Plainfield Road**

1. Call to Order
2. Public Comment and Communications
3. Approval of Meeting Minutes – June 4, 2012
4. Sale of Surplus Property
5. Department Report
  - a. Traffic Accidents Involving Dept. Vehicles
    1. General Order
    2. Lexipol Policy 706
  - b. New Crime Prevention Strategy
  - c. Overview of Monthly Activity
  - d. Monthly Comparison
6. Goal Setting Initiatives Discussion
7. Next Meeting Date, Thursday, September 6, 2012 at 6:00 p.m.
8. Adjournment

**POLICE COMMITTEE  
MEETING MINUTES  
June 4, 2012**

**Call to Order**

Chairman McIvor called the meeting to order at 6:00 p.m. in the conference room of the Darien City Hall. In attendance: Chairman McIvor, Alderman Poteraske and Alderman Seifert, Chief Brown, Deputy Chief John Cooper, Administrator Vana.

**Public Comment and Communications**

There were no public comment or communications presented.

**Minutes**

The minutes of the May 3, 2012 Police Committee meeting were approved 3-0.

**Livescan Maintenance & Support Agreement**

Staff advised that in 2005, the police department purchased a Livescan device that was funded with the combination of grant money and City funds. Livescan allows for the automated digital submission of fingerprints to the State Bureau of Identification. In 2009, MorphoTrak was paid \$11,604 for a three year extension on the service contract for Livescan ending in June 2012. The expense for a three year service contract was approved in the FYE13 Budget in Line Item 01-40-4225, Maintenance-Equipment in the amount of \$12,183.00. The new service contract will expire on 6/30/2015. The Livescan system is very specialized and would be very cost prohibitive if we did not have the service contract. MorphoTrak is a sole source provider of service of this system. The Police Committee unanimously recommended approval of the expenditure for a three year extension of the warranty on the police department's Livescan electronic fingerprint scanner.

**Purchase of New TASERS**

Staff advised that the police department budget includes \$16,800 for the purchase of new tasers and equipment. The plan is to trade in our current tasers as part of the purchase. The new X2 model offers a redesign that allows officers to deploy (2) cartridges without manually changing out cartridges and allows for drive stuns without removing the cartridge. These are both safety enhancements. The budgeted amount for this purchase under Capital Equipment, Line Item 40-4815 is \$16,800.00. TASER is offering a trade in value of the X26 TASERS of \$250.00 each, or \$2,250.00, if traded in by June 30, 2012. Our total expenditure would be \$14,548.60. Ray O'Herron is the local distributor for this TASER product and TASER establishes this set price. The Police Committee unanimously recommended approval to purchase ten (10) new TASERS-Model X2, accompanying holsters, cartridges, 4-year extended warranties and 1 data-port download kit from Ray O'Herron Co in the amount of \$16,800 and trade in our X26 tasers in an amount of \$2,250.

**Department Report**

Staff provided an Overview of the department monthly activity and the monthly comparison for May 2011 & May 2012

**Car Project Update**

Staff provided an update on the new police car purchase project.

**Adjournment**

The Committee Meeting was adjourned at 7:00 p.m.

Approved: \_\_\_\_\_  
Date

Alderman: \_\_\_\_\_  
Joerg Seifert

Chairman: \_\_\_\_\_  
Sylvia McIvor

Alderman: \_\_\_\_\_  
John Poteraske

**AGENDA MEMO**  
**Police Committee**  
**August 2, 2012**

**ISSUE STATEMENT**

Approval of an ordinance authorizing the disposal of surplus property.

**BACKGROUND/HISTORY**

Staff is requesting that the following property be declared as surplus property and auctioned using an on-line auction service such as Public Surplus, or disposed of:

1. 1999 Ford Windstar, VIN #12FMAZA5342XBA62875, mileage 109,225

The above item is a seizure vehicle that was forfeited to the City of Darien by the Circuit Court of DuPage County. This vehicle has no use in City service.

Staff is requesting that the vehicle be declared as surplus and auctioned by Public Surplus or disposed of.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends that the item listed above be declared surplus property and be auctioned or disposed of.

**ALTERNATE CONSIDERATION**

Not approving this ordinance at this time would be an alternate consideration.

**DECISION MODE**

This item will be placed on the August 20, 2012, City Council Agenda for formal approval.

**DARIEN POLICE DEPARTMENT  
VEHICLE CRASH / EQUIPMENT DAMAGE REPORT**

DATE	OFFICER	PREVENTABLE		CIRCUMSTANCES	NONE	VERBAL COUN.	WARN LETTER	WRIT REP	SUSP
		YES	NO						
11/13/11	#302-Hruby		X	Officer making u-turn w/lights on to go after violator. Driver drove into squad #23-totaled out vehicle. Both drivers went to hospital	X				
1/1/12	#304-Rumick		X	Squad parked in business parking lot on call. Driver backing out of spot struck squad-minor damage	X				
1/6/12	#331-Hellmann	X		Officer driving E/B Plainfield Rd. looked down at MDC-looked up-pick up truck stopped for red light at Fairmount.			X		
5/7/12	#303-Renner	X		Officer in traffic on N/B Lemont Rd, was looking at van on side of road. Turned back, car in front had stopped. Was unable to stop-rear ended car. (No injuries).			X		
5/11/12	#327-Foster		X	Squad #13 detective car, in PD lot. Foster found windshield cracked- was OK when parked. Public Works was cutting grass.	X				
5/14/12	#327-Foster		X	Detective vehicle stopped at red light-light turned green, he was rear ended by another vehicle.	X				
5/16/12	#306-Stock	X		Officer backing up officer on T-stop/arrest. He was asked to move squad so another vehicle could leave. Stock backed into parked car.			X		
5/24/12	#333-Yeo	X		Westwood Park parking lot, officer struck handicap sign mounted in blacktop surface. Damaged most of the left side of squad D16.			X		
6/5/12	#331-Hellmann	X		Testing TASER-shot cartridge into floor			X		
6/17/12	#333-Yeo		X	Squad 16 parked at location of domestic. Subject was backing car out of driveway. Back door of car swung open hitting squad in headlight. No damage.	X				
6/22/12	#329-Foy/le-Price		X	Detective and officer returning from Wheaton and stopped at red light S/B Cass at 55th St, Westmont. Dr5iver behind them let foot off brake and struck detective vehicle.	X				

<b>DARIEN POLICE DEPARTMENT</b>			
<b>GENERAL ORDER</b>	<i>Date Issued:</i> 7-30-12	<i>Effective Date:</i> 8-1-12	<i>Order No:</i>  12-05
<i>Authority: Chief Brown</i>			<i>Reflects Policy #s: 706</i>
<i>Subject: Traffic Crashes and Damage of Department Vehicles</i>			<i>Number of pages:3</i>

**Purpose: -**

- To establish a means of identifying culpability and any causal relationships in department vehicle traffic crashes.
- To ensure that a timely review of all crashes occurs and that the review and any findings is thoroughly documented.
- To establish a historical record of driver crashes and certify the implementation of corrective measures in terms of corrective training and/or discipline.
- Help to establish longevity for the department's vehicle fleet through vigilance.

All members will be responsible for following the policy.

Safe driving is the responsibility of every member of the Department. If we don't arrive safe, our value as a first responder is greatly eroded and the safety of our fellow first responders and the citizens that we serve is placed at risk.

**Definitions:**

**Department:** The Darien Police Department.

**Department Vehicle:** Any vehicle owned, leased or used in furtherance of the Department's mission, whether driven by a sworn, civilian or volunteer member of the Department.

**Driver:** Any individual in control of a department motor vehicle.

**Department Traffic Crash:** Any contact with another vehicle or object resulting from the operation of a department motor vehicle.

**Traffic Crash Investigation:** The investigation of any traffic crash by the on duty supervisor that will include a finding as to whether the crash was preventable or non-preventable.

**Preventable Crash:** A finding as the result of the supervisor's investigation wherein a determination is made that the accident could have been prevented with appropriate actions on the part of the driver.

## **RESPONSIBILITIES:**

### **DRIVER:**

Any member driving/operating a department vehicle is responsible for the safe operation of the vehicle at ALL times. A member discovering damage to a vehicle or involved in a traffic crash will immediately report the damage to his/her immediate supervisor - supervising sergeant or officer in charge (OIC). The driver will then complete all appropriate reports related to the incident.

### **SERGEANT/OIC:**

Any supervisor to whom a traffic crash or other damage is reported will conduct an immediate investigation into the circumstances surrounding the incident. The investigation will include a brief summary of the facts and include a determination by the supervisor as to whether the accident was preventable or non-preventable. The investigation is to be completed within five days of the incident. The investigation of the incident will be forwarded to the Deputy Chief for the second level of review.

### **DEPUTY CHIEF:**

The Deputy Chief will receive the investigation from the sergeant and conduct a review of the sergeant's investigation and related facts. The Deputy Chief will indicate whether he concurs with the sergeants finding or renders an alternate conclusion. The investigation will then be forwarded to the Chief of Police for a final review within three days.

### **CHIEF OF POLICE:**

The Chief of Police will conduct a review of the traffic crash or damage reports and investigation and make a determination as to the appropriate corrective training and/or discipline. The determination of discipline will be concluded within three days of receipt of the investigation.

### **ADMINISTRATIVE ASSISTANT TO THE CHIEF:**

Will maintain a traffic crash file for each member of the Department along with a running log of all traffic crash incidents that will include; date, time, location, officer involved, related report numbers and any discipline.

**DISCIPLINE:**

In keeping with the language of the collective bargaining agreement, discipline will be based upon a progressive model. For the sake of discipline, only traffic crash incidents occurring within a 12 month time frame may be considered. All investigations and any discipline are intended to be corrective in nature.

**PROGRESSION OF DISCIPLINE:**

First preventable infraction:	Written reprimand
Second preventable within 12 months: school	1 day suspension + remedial driving
Third preventable crash within 12 months: school	2 day suspension + remedial driving
Fourth preventable crash within 12 months:	Open a complaint investigation

**DISCIPLINE DETERMINATION:**

- In the case of traffic crashes it will be the member's driving history.
- In the case of damage to a Department vehicle, the criteria will be the 12 month proximity and any evidence of willful disregard for the control and care of Department equipment.





Darien Police Department  
Policy Manual

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## Vehicle Use

### 706.1 PURPOSE AND SCOPE

The Department utilizes city owned motor vehicles in a variety of applications operated by department personnel. In order to maintain a system of accountability and ensure City owned vehicles are used appropriately, regulations relating to the use of these vehicles have been established. The term "City owned" as used in this section also refers to any vehicle leased or rented by the City.

### 706.2 USE OF VEHICLES

#### 706.2.1 SHIFT ASSIGNED VEHICLES

Personnel assigned to routine scheduled field duties shall log onto the in-car computer inputting the required information when going on duty. If the vehicle is not equipped with a working in-car computer, they shall notify Dispatch for entry of the vehicle number on the shift roster. If the employee exchanges vehicles during the shift, the new vehicle number shall be entered.

The Shift Sergeant shall ensure a copy of the unit roster indicating personnel assignments and vehicle numbers is completed for each shift and maintained for a minimum period of two years.

Employees shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shift. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

#### 706.2.2 UNSCHEDULED USE OF VEHICLES

Personnel utilizing a vehicle for any purpose other than their normally assigned duties shall first notify the Shift Supervisor of the reasons for use and a notation will be made on the shift roster indicating the operator's name and vehicle number. This section does not apply to personnel permanently assigned an individual vehicle (e.g., command staff, detectives).

#### 706.2.3 UNDERCOVER VEHICLES

Unmarked units, if not assigned to an individual employee, shall not be used without first obtaining approval from the respective unit supervisor.

#### 706.2.4 DETECTIVE VEHICLES

Detectives Division vehicle use is restricted to detective personnel.

#### 706.2.5 AUTHORIZED PASSENGERS

Personnel operating department owned vehicles shall not permit persons other than City employees or persons required to be conveyed in the performance of duty or as otherwise authorized to ride as a passenger in their vehicle.

# Darien Police Department

## Policy Manual

### Vehicle Use

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- (b) Department Vehicles will be washed at the department sanctioned car wash.
- (c) Employees shall make daily inspections of their assigned vehicle for service/maintenance requirements and damage.
- (d) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to employees under their command to ensure the vehicles are being maintained in accordance with policy.
- (e) Routine maintenance and oil changes shall be done in accordance with the city maintenance schedule. The vehicles will normally be serviced at the City maintenance shop.
  - 1. When leaving a vehicle at the maintenance shop, the employee will inform the mechanic what the vehicle is there for. Officers may wait for their vehicle at the garage for minor service such as oil changes with approval of the supervisor.
  - 2. Vehicles requiring warranty service shall be taken to the nearest authorized dealer after receiving clearance from a supervisor.
  - 3. All firearms will be removed from any vehicle being dropped off for service.

#### **706.6.1 ACCESSORIES AND/OR MODIFICATIONS**

No modifications, additions or deletions of any equipment or accessories shall be made to the vehicle without written permission from the Deputy Chief of Administration.

#### **706.7 ACCIDENT DAMAGE, ABUSE, AND MISUSE**

When a City-owned or leased vehicle is involved in a traffic crash, the involved employee shall promptly notify a supervisor. A traffic crash report shall be filed with the agency having jurisdiction.

When a crash involves a department vehicle, or when a member of this department is an involved driver in a crash that occurs in this jurisdiction, and the crash results in serious injury or death, an allied agency, the County Sheriff or the Illinois State Police should be summoned to handle the investigation.

The employee involved in the crash shall complete the City's vehicle accident form. If the employee is incapable, the supervisor shall complete the form.

Any damage to a vehicle that was not caused by a traffic crash shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the shift sergeant.

An administrative investigation will be conducted to determine if there is any vehicle abuse or misuse. If it is determined that misuse or abuse was a result of negligent conduct or operation, appropriate disciplinary action may result.

#### **706.8 TOLL ROAD USAGE**

Law enforcement vehicles are not routinely exempted from incurring toll road charges. All department vehicles are to be equipped with a working I-PASS.

When department vehicles equipped with an I-PASS clears a toll booth, a blue signal light should activate showing the I-PASS worked. If the blue light does not activate, the I-PASS battery may be dead. Employees need to inform the Deputy Chief so a replacement unit can be obtained.

# Darien Police Department

## Policy Manual

### Vehicle Use

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#### **706.2.6 INSPECTIONS**

The interior of any vehicle that has been used to transport any person other than an employee should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized items have not been left in the vehicle.

#### **706.3 ASSIGNED VEHICLE AGREEMENT**

The assignment of vehicles is at the discretion of the Chief of Police. Assigned vehicles may be changed at any time and/or permission to take home a vehicle may be withdrawn at any time.

#### **706.3.1 VEHICLES SUBJECT TO INSPECTION**

All City owned vehicles are subject to inspection and or search at any time by a supervisor and no employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

#### **706.4 SECURITY**

Employees may take home City owned vehicles only with prior approval from the Chief and shall meet the following criteria:

- (a) Off-street parking shall be available at the employee's residence.
- (b) Vehicles shall be locked when not attended.
- (c) All firearms and kinetic impact weapons shall be removed from the interior of the vehicle and placed in the trunk, locking gun rack, TRUCK VAULT locked drawer (K-9) or properly secured in the residence when the vehicle is not attended (refer to Firearms policy § 312 regarding safe storage of firearms at home).

When an employee is on vacation, leave, or out of the area in excess of one week, the vehicle shall be stored in a secure garage at the employee's residence or at the police facility.

#### **706.4.1 KEYS**

All uniformed field personnel approved to operate marked patrol vehicles shall be issued their own personal unit key as part of their initial equipment distribution upon hiring. Personnel assigned a permanent vehicle shall be issued keys for their respective vehicle. The loss of any assigned key shall be promptly reported in writing through the employee's chain of command.

#### **706.5 ENFORCEMENT ACTIONS**

When driving an assigned vehicle to and from work outside of the jurisdiction of the Darien Police Department, an officer shall not become involved in enforcement actions except in those circumstances where a potential threat to life or serious property damage exists.

Officers driving marked vehicles shall be armed at all times.

Officers may render public assistance, e.g. to a stranded motorist, when deemed prudent.

#### **706.6 MAINTENANCE**

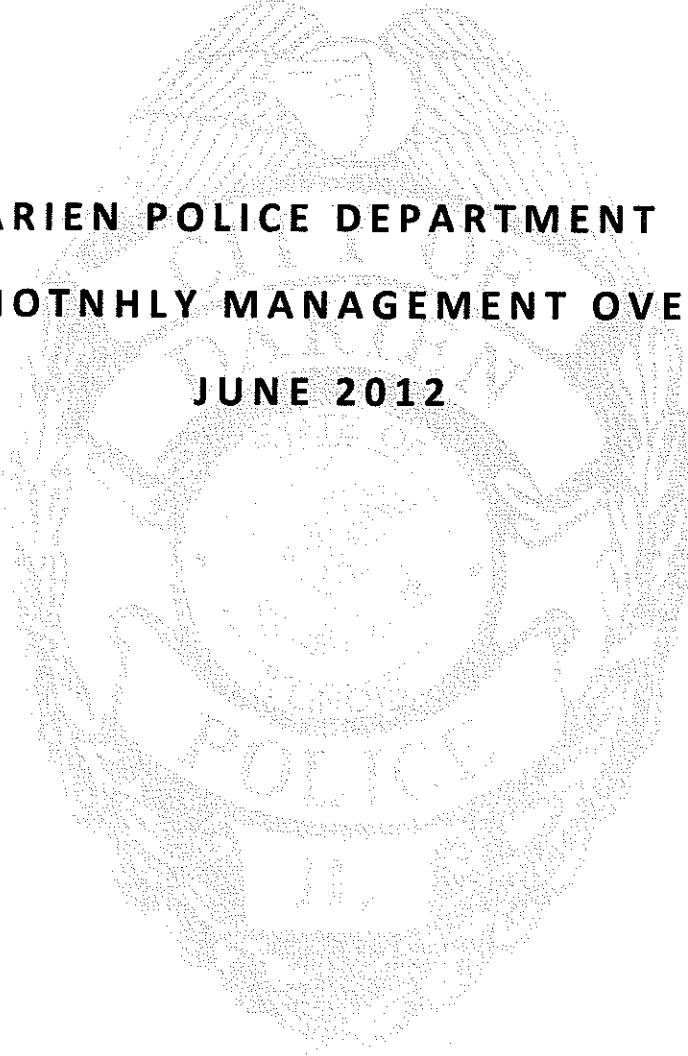
- (a) Each employee is responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicle.

**Item 5b**

Please review the table below. The part I offenses indicated represent what occurred in 2011. The collective Department goal among our many goals is to develop strategies that ensure that we don't match or exceed the numbers below. In order to ensure that we achieve that goal we will engage the following strategy. As each month approaches you will designate a member of the shift that you will be working during that month to research the data and determine what day of the week the incidents occurred on, what time of day, (during the shift), what the modus operandi was and what the location was. Once armed with the 2011 data, your shift will collectively identify a game plan that will address the problem and ensure that on your shift that we do not match the numbers from 2011. Once you have identified all of the 2011 numbers, and formulated a strategy, you will submit or designate someone to submit the final report with both the breakdown of the numbers and your strategy to myself and DC Cooper. The team that achieves the goal will be treated to a pizza party. I will also discuss with the administration any other achievement incentives that are likely. If we embrace this we will accomplish several benefits:

1. We will begin to use and analyze data more effectively
2. That creates a benefit as you proceed in law enforcement
3. You will make Darien a safer place for its citizens
4. You will enhance your professionalism exponentially

Month	Burglary to Motor Vehicle	Motor Vehicle Theft	Burglary (res & other)	Monthly Total
July	9	6	13	28
August	12	2	0	14
September	4	1	3	8
October	9	1	6	16
November	12	3	4	19
December	6	0	5	11

The seal of the Darien Police Department is a circular emblem. It features a central shield with a figure holding a scale of justice. Above the shield is a crest with a figure holding a sword. The shield is surrounded by a wreath. The words "DARIEN POLICE" are inscribed around the perimeter of the seal.

**DARIEN POLICE DEPARTMENT**  
**MONTHLY MANAGEMENT OVERVIEW**  
**JUNE 2012**

**Chief of Police Ernest Brown**

**Deputy Chief of Police John Cooper**

**1****TOP TEN OFFICERS IN ACTIVITY:**

Column 1	Column 2	Column 3	Column 4
Officer	Events handled	Minutes Expended	Avg. Time Spent
1	230	9,195	40
2	187	8,193	44
3	159	3,872	24
4	122	11,335	93
5	115	9,834	85
6	104	9,723	93
7	96	3,417	35
8	90	3,936	43
9	87	3,279	37
10	82	2,705	33
	1272	65,489	51

As you can see:

- The number of minutes expended accounts for 56% of the total number of minutes expended for all calls that required a response by a police officer.
- The 1,272 events accounts for 64% of the total events catalogued that required an officer's response.
- This table shows that the top 10 officers are engaged in a very high percentage of the workload.
- There were 29 sworn members factored into this metric.
- That number includes all of the sergeants, except the detective sergeant and also excluded the detectives.

As we prepare to initiate a performance evaluation system and begin to look at our work product with a more microscopic eye, I have taken data from one officer. I will not use the officer's name since the goal is to analyze management strategy, not to embarrass. Each sergeant should be conducting similar analysis of all under their respective commands. Please see that the table below reflects Officer# 4's activity. We can also see that of the 122 events catalogued, that 48 of the events made up 73.5% of the minutes expended.

Officer#4's Events Handled:

Event Category	Time Spent	Number of events	Avg. per event
Harassing phone calls	1,654.5	1	27 hours
Traffic Stops	177.8	18	10 minutes
Theft Reports	1,810	2	15 hours
Business checks	97.27	19	5 minutes
BMV Incidents	496.55	1	8 hours
Busy Not Available	527.71	3	3 hours
Shoplifting	1,650	2	14 hours
Station Reports	1,925	2	16 hours
<b>TOTAL</b>	<b>8,338.8</b>	<b>48</b>	

- Officer#4 handled 56 events that were driven by a 911 call for a total of 9,747.63 minutes,
- His average time spent on a 911 call of 174 minutes.
- He handled 66 events that were the result of self-generated activity.
- The total minutes required for those self-generated activities were 1,587.69 minutes
- Self-generated events averaged approximately 24 minutes for each event.
- A point of management, would be an explanation as to why the Harassing Telephone calls assignment was open for nearly 30 hours. (LDA120605014516)
- The busy unavailable event was open for 413.78 minutes that is the entire tour. Need to clarify the nature of a busy and unavailable and quantify the use of the category. (LDA120624016352)
- The final key here is that we must begin to monitor time spent on assignments.

## 2

### TOP TEN SELF-GENERATED EVENTS

Column 1	Column 2	Column 3	Column 4
Activity	Number of Events	Minutes Expended	Avg. Time spent in Minutes
Traffic Stops	338	6,689	20.3
Selective Traffic Enforcement	82	4,837	59
Directed Patrol	175	13,952	80
Business Checks	234	2,654	11
Admin. Duties	40	2686	67
Foot Patrol	49	2,063	42
Radar Enforcement	36	1,115	31
Vacant House Checks	34	252	7
Matter of Record	25	1023	41
Parking Enforcement	24	402	17
<b>TOTAL</b>	<b>1037</b>	<b>35,673</b>	<b>35</b>

The total for all self-generated activity in events was 1,284 events. The table above shows that 81% are consumed by the top ten self-generated activities. There were 50,138 minutes expended during the conduct of the 1,284 events. The table above reflects that 71% of the minutes consumed were consumed by the top ten self-generated activities. When looking at total self-generated activity, the average time spent was 39 minutes per event. Traffic enforcement with 13,223 minutes accounts for 26% of all self-generated activity and approximately 11% of the total expended time that required an officer's response. This should lead managers to begin to weigh exactly what activities we will direct our officers to be engaged in. In light of very specific crime problems such as Burglary to Motor Vehicle, our safe parks initiative, and directed missions against top targets it is important that we direct the activity of our officers and not allow for "free-lancing" in terms of how the shift is spent.

**3****TOP TEN 911 EVENTS**

Column 1	Column 2	Column 3	Column 4
<b>911 Event Category</b>	<b>Event count</b>	<b>Time expended</b>	<b>Avg. Time spent</b>
Domestics	34	7218	212
Suspicious Person	52	4287	82
Criminal Damage to P/V	13	5762	443
Alarm Calls	57	1518	26
Accidents	34	3026	89
Assist other Agency	34	1100	32
Citizen Assist	16	739	46
Well Being Checks	23	720	31
Lock-Outs	31	592	19
Animal Complaints	13	597	46
<b>TOTAL</b>	<b>307</b>	<b>25,559</b>	<b>83</b>

There has been some consternation that insufficient credence was given to the self-generated work conducted by the officers. The opposite of that statement is actually the truth; it is highly commendable that officers have the wherewithal to self-initiate activity. However, from a management perspective what we must come to recognize is the following:

- Our mission is public safety.
- Success of that mission is heavily weighted by the public's perception of their safety.
- We are the employees of the city and are answerable to the taxpayers.
- The best way to succeed in our mission is to ensure that we address the needs and concerns of the public.
- Continuing to engage in self-directed activity accompanied by task specific activity designed to lead us to accomplish our mission is the key.
- The average time spent on 911 events for June 2012 is 94 minutes.
- The average time spent on self-generated activity for June 2012 is 39 minutes.
- That indicates that 911 events consume nearly 2.5 times more time than do self-generated activity.
- What is equally important to the amount of activity officers self-generate, is ensuring that the discretionary time is directed to ensure focus on the issues that frame the concerns of our customer and render safety to the city at large.

As you can see from the table above, and the bullet points above, the demand for police service is increasing. As a Department we must meet that demand, without creating unrealistic expectations. We must therefore look at this data and assess several issues:

- How do we better address domestics since it consumes a large portion of what we do based upon a 911 call is domestic related.



- Why is there a disparity in the amount of time it takes to handle a 911 event as opposed to a self-generated event.
- Should we be monitoring time spent on assignment more closely.
- Are the officers meeting the case reporting protocol effectively.
- How are we directing discretionary time.
- Is each supervisor taking personal accountability for monitoring crime and other conditions and deploying resources to accommodate any changes.

**4**

**CALL DISTRIBUTION**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
CATEGORY	NULL	BEAT 1	BEAT 2	BEAT 3	TOTALS
SELF GENERATED	805	185	150	134	1274
911	18	229	183	278	708
TOTAL	823	414	333	412	1982*

As you can see, there are 823 events where the beat is null. This eliminates our ability to be able to deploy resources effectively and to evaluate where a need is greatest. The biggest component of the null beats is officer-generated activity. In speaking with DU COMM this is an issue where the officer did not adequately identify an address that would allow the CAD to populate the patrol beat field. Since this issue occurs most predominately in the self-generated category it is likely to be an issue on the part of the officers and must be addressed. All supervising sergeants must be evaluating several issues:

- Ensuring that officers are entering data correctly as to beat numbers.
- Ensuring that an inordinate amount of time is not being spent on a single assignment.
- Ensuring that the correct crime codes are include don case reports.
- Ensuring that case reports, especially felony reports, are completed in a timely manner and forwarded to the detectives without delay.

**5**

**OVERTIME CATEGORIES/JUNE 2012-374.5 HOURS:**

4<sup>TH</sup> OF JULY PARADE: 70.75 HOURS -18.8% OF TOTAL

REIMBURSED OVERTIME: 48.0 HOURS-12.8%

MEETINGS: 25.0 HOURS-6.6%

SHIFT COVERAGE: 178.0 HOURS-47.5%

**6**

**OVERTIME CATEGORIES/YTD-2010 HOURS:**

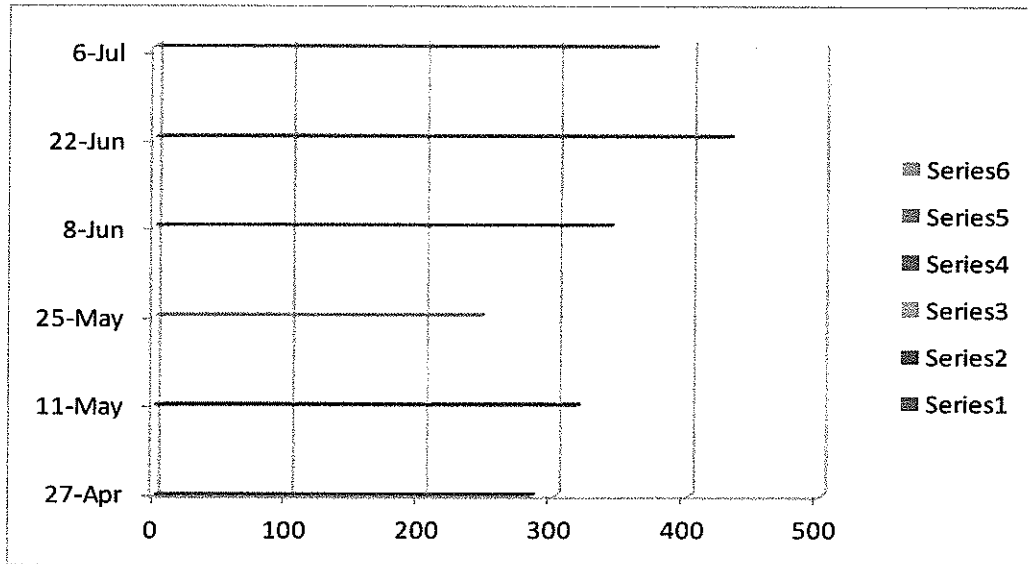
COURT: 232.75 HOURS- 11.5%  
REIMBURSED: 413.5 HOURS- 20.3%  
SHIFT COVERAGE: 809.75 HOURS-40.2%

**7**

**OVERTIME IN SUMMARY**

GRAPH OF

27-Apr	284.5					
11-May		318				
25-May			245.5			
8-Jun				341.7		
22-Jun					431.7	
6-Jul						374.5



## MONTHLY CRIME COMPARISON: JUNE 2011 VS JUNE 2012

CLASSIFICATION	May 2012	June 2011	June 2012	DIFFERENCE	% OF CHANGE
<b>Total Events</b>	2679	1,906	2894	988	52%
<b>Total Minutes Expended</b>	149,869.63	61,437.35	131,309.54	69872.2	113%
<b>Events Req. P.D. Response</b>	1,929	1,274	1,986	712	56%
<b>Minutes Expended</b>	139,466.79	56,591.75	117,018.41	60,426.66	107%
<b>Busiest Overall-Events</b>	TUESDAY	THURSDAY	FRIDAY	DNA	DNA
<b>Busiest Overall Hour</b>	3:00/P.M.	6:00/p.m.	0100/A.M.	DNA	DNA
<b>911 Calls</b>	564	695	710	15	2.1%
<b>Minutes Expended</b>	69,625.36	34,573.83	66,878.07	32,304.24	93%
<b>Busiest Weekday</b>	SUNDAY	THURSDAY	SAT/SUNDAY	DNA	DNA
<b>Busiest 911</b>			1300 hours	DNA	DNA
<b>Self-Generated</b>	1365	579	1284	705	122%
<b>Minutes Expended</b>	69.841.43	22,017.92	50,138.84	28,120.92	127%
<b>Busiest Weekday</b>	TUESDAY	WEDNESDAY	SATURDAY	DNA	DNA
<b>Busiest Self-Gen.</b>			0001 HOURS	DNA	DNA
<b>Busiest Overall Bt.</b>			Beat#1	DNA	DNA
<b>Busiest 911 Beat</b>			Beat#3	DNA	DNA
<b>Busiest Self-Gen Bt</b>			Beat#1	DNA	DNA
<b>CASE REPORTS</b>	240	210	179	-31	-15%
<b>ARRESTS</b>	110	103	63	-40	-39%
<b>Resident Percentage</b>	20.9	18%	22%	DNA	+4%
<b>Victim Resident %</b>	78%	62%	65%	DNA	+3%
<b>Traffic Stops</b>	474	408	338	-70	-17%
<b>Average length TS</b>	37 minutes	20 minutes	20 minutes	N/C	N/C
<b>Citations Written</b>	309	374	305	-69	-18%

\*Blue denotes a new category that was added this month.

There are a significant number of issues that require managerial assessment:

- Basis for the increase in number of total events.
- Basis for the increase in minutes expended in both categories.
- Increase in number of 911 calls (negligible, but does it have meaning).
- Significance, if any in activity by beat.
- Significance of decrease in case reports and arrests, and citations written.
- Increase in the number of residents as offenders.
- Increase in the number of residents as victims, while decrease in number of case reports taken.

**PART I OFFENSES:**

Crime Category	May 2012	June 2011	June 2012	Difference	Percentage
Homicide	0	0	0	N/C	N/C
Rape	2	3	0	-3	-300%
Robbery	0	0	3	+3	+300%
Aggravated Batter	5	6	3	-3	-50%
Burglary	35	30	30	N/C	N/C
Larceny-theft	39	15	29	+14	+93%
Motor vehicle theft	5	4	3	-1	-25%
Arson	0	0	0	NC	N/C

\*N/C= No Change

**PART II OFFENSES:**

Crime Category	May 2012	June 2011	2012	Difference	% of Change
Forgery	0	0	4	+4	+400%
Fraud	28	19	7	-12	-63%
Embezzlement	0	0	0	N/C	N/C
Stolen property	0	0	0	N/C	N/C
Vandalism	13	17	21	+4	+23%
Weapons Violations	0	1	0	-1	-100%
Prostitution	0	0	0		N/C
Sex Offenses	2	1	2	+1	+100%
DUI	6	24	9	-15	-62%
Gambling	0	0	0	0	N/C
Liquor Violations	4	7	6	-1	-14%
Drunkenness	0	0	0	N/C	N/C
Disorderly Conduct	11	4	5	+1	+25%
Vagrancy	0	0	0		N/C
Curfew	1	1	0	-1	-100%

<b>Domestic</b>	22	15	31	+16	+106%
<b>Drug Offenses</b>	10	6	3	-3	-50%

**TOP TEN OFFICERS IN ACTIVITY:**

Column 1	Column 2	Column 3	Column 4
<b>Officer</b>	Events handled	Minutes Expended	Avg. Time Spent
<b>ZIMNY</b>	230	9,195	40
<b>KEOUGH</b>	187	8,193	44
<b>SIMEK</b>	159	3,872	24
<b>YEO</b>	122	11,335	93
<b>JUMP</b>	115	9,834	85
<b>HELLMANN</b>	104	9,723	93
<b>RUMICK</b>	96	3,417	35
<b>HRUBY</b>	90	3,936	43
<b>DEYOUNG</b>	87	3,279	37
<b>MILAZZO</b>	82	2,705	33
	1272	65,489	51

As you can see:

- The number of minutes expended accounts for 56% of the total number of minutes expended for all calls that required a response by a police officer.
- The 1,272 events accounts for 64% of the total events catalogued that required an officer's response.
- This table shows that the top 10 officers are engaged in a very high percentage of the workload.
- There were 29 sworn members factored in to this metric.
- That number includes all of the sergeants except the detective sergeant and also excluded the detectives.

As we prepare to initiate a performance evaluation system and begin to look at our work product with a more microscopic eye, I have taken data from one officer. I will use the officer's name since the data is already included in this report. Each sergeant should be conducting similar analysis of all under their respective commands. Please see that the table below reflects Officer Yeo's activity. We can also see that of the 122 events catalogued, that 48 of the events made up 73.5% of the minutes expended.

Event Category	Time Spent	Number of events	Avg. per event
<b>Harassing phone calls</b>	1,654.5	1	27 hours
<b>Traffic Stops</b>	177.8	18	10 minutes
<b>Theft Reports</b>	1,810	2	15 hours
<b>Business checks</b>	97.27	19	5 minutes
<b>BMV Incidents</b>	496.55	1	8 hours
<b>Busy Not Available</b>	527.71	3	3 hours

<b>Shoplifting</b>	1,650	2	14 hours
<b>Station Reports</b>	1,925	2	16 hours
<b>TOTAL</b>	<b>8,338.8</b>	<b>48</b>	

- Officer Yeo handled 56 events that were driven by a 911 call for a total of 9,747.63 minutes.
- His average time spent on a 911 call of 174 minutes.
- He handled 66 events that were the result of self-generated activity.
- The total minutes required for those self-generated activities were 1,587.69 minutes
- Self-generated events averaged approximately 24 minutes for each event.
- A point of management, would be an explanation as to why the Harassing Telephone calls assignment was open for nearly 30 hours. (LDA120605014516)
- The busy unavailable event was open for 413.78 minutes that is the entire tour. Need to clarify the nature of a busy and unavailable and quantify the use of the category. (LDA120624016352)
- The final key here is that we must begin to monitor time spent on assignments.

#### TOP TEN SELF-GENERATED EVENTS

Column 1	Column 2	Column 3	Column 4
Activity	Number of Events	Minutes Expended	Avg. Time spent in Minutes
Traffic Stops	338	6,689	20.3
Selective Traffic Enforcement	82	4,837	59
Directed Patrol	175	13,952	80
Business Checks	234	2,654	11
Admin. Duties	40	2686	67
Foot Patrol	49	2,063	42
Radar Enforcement	36	1,115	31
Vacant House Checks	34	252	7
Matter of Record	25	1023	41
Parking Enforcement	24	402	17
<b>TOTAL</b>	<b>1037</b>	<b>35,673</b>	<b>35</b>

The total for all self-generated activity in events was 1,284 events. The table above shows that 81% are consumed by the top ten self-generated activities. There were 50,138 minutes expended during the conduct of the 1,284 events. The table above reflects that 71% of the minutes consumed were consumed by the top ten self-generated activities. When looking at total self-generated activity, the average time spent was 39 minutes per event. Traffic enforcement with 13,223 minutes accounts for 26% of all self-generated activity and approximately 11% of the total expended time that required an officer's response. This should lead managers to begin to weigh exactly what activities we will direct our officers to be engaged in. In light of very specific crime problems such as Burglary to Motor Vehicle, our safe parks initiative, and directed missions against top targets it is important that we direct the activity of our offices and not allow for "free-lancing" in terms of how the shift is spent.

**TOP TEN 911 EVENTS**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>911 Event Category</b>	Event count	Time expended	Avg. Time spent
<b>Domestics</b>	34	7218	212
<b>Suspicious Person</b>	52	4287	82
<b>Criminal Damage to P/V</b>	13	5762	443
<b>Alarm Calls</b>	57	1518	26
<b>Accidents</b>	34	3026	89
<b>Assist other Agency</b>	34	1100	32
<b>Citizen Assist</b>	16	739	46
<b>Well Being Checks</b>	23	720	31
<b>Lock-Outs</b>	31	592	19
<b>Animal Complaints</b>	13	597	46
<b>TOTAL</b>	307	25,559	83

There has been some consternation that insufficient credence was given to the self-generated work conducted by the officers. The opposite of that statement is actually the truth; it is highly commendable that officers have the wherewithal to self-initiate activity. However, from a management perspective what we must come to recognize is the following:

- Our mission is public safety.
- Success of that mission is heavily weighted by the public’s perception of their safety.
- We are the employees of the city and are answerable to the taxpayers.
- The best way to succeed in our mission is to ensure that we address the needs and concerns of the public.
- Continuing to engage in self-directed activity accompanied by task specific activity designed to lead us to accomplish our mission is the key.
- The average time spent on 911 events for June 2012 is 94 minutes.
- The average time spent on self-generated activity for June 2012 is 39 minutes.
- That indicates that 911 events consume nearly 2.5 times more time than do self-generated activity.

As you can see from the table above, and the bullet points above, the demand for police service is increasing. As a Department we must meet that demand, without creating unrealistic expectations. We must therefore look at this data and assess several issues:

- How do we better address domestics since it consumes a large portion of what we do based upon a 911 call is domestic related.
- Why is there a disparity in the amount of time it takes to handle a 911 event as opposed to a self-generated event.
- Should we be monitoring time spent on assignment more closely.
- Are the officers meeting the case reporting protocol effectively.
- How are we directing discretionary time.
- Is each supervisor taking personal accountability for monitoring crime and other conditions and deploying resources to accommodate any changes.

**CALL DISTRIBUTION**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
<b>CATEGORY</b>	NULL	BEAT 1	BEAT 2	BEAT 3	TOTALS
<b>SELF GENERATED</b>	805	185	150	134	1274
<b>911</b>	18	229	183	278	708
<b>TOTAL</b>	823	414	333	412	1982*

As you can see, there are 823 events where the beat is null. This eliminates our ability to be able to deploy resources effectively and to evaluate where a need is greatest. The biggest component of the null beats is officer-generated activity. In speaking with DU COMM this is an issue where the officer did not adequately identify an address that would allow the CAD to populate the patrol beat field. Since this issue occurs most predominately in the self-generated category it is likely to be an issue on the part of the officers and must be addressed.



# CITY OF DARIEN

## MEMO

**TO:** Police Committee Members  
**FROM:** Bryon D. Vana, City Administrator  
**DATE:** July 30th, 2012  
**SUBJECT:** Goal Setting Initiatives – Police Committee

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In preparation for this fall's council goal setting session, Alderman McIvor asked that the committee consider police department initiatives that could be discussed at goal setting. This topic will be discussed at the August 2, 2012 police committee agenda in order to develop initiatives/topics for goal setting.

Last year's goal setting session included an overview by Chief Brown about his vision for the police Department and what can be expected over his first few months. It also included time for the council to provide input and ask questions of the Chief.

If you have any questions or suggested initiatives prior to the meeting feel free to contact the Chief or me.