



# DARIEN POLICE



KATHLEEN MOESLE WEAVER  
Mayor

GREG THOMAS  
Chief of Police

EDWARD RENTKA  
Commander-Administrative Services

GERALD PICCOLI  
Commander-Operations

1710 Plainfield Road  
Darien, Illinois 60561-5044  
Administration 630.971.3999  
FAX 630.971.4326  
Police Response 9-1-1  
[www.darien.il.us](http://www.darien.il.us)

**POLICE COMMITTEE**  
**July 15, 2019**  
**6:00 P.M.**  
**Police Department Training Room**  
**1710 Plainfield Road**

1. Call to Order
2. Public Comment and Communications
3. Approval of Minutes Rescheduled Meeting – May 28, 2019
4. Agenda Memo – A request for approval of the expenditure of budgeted funds, line item 01-40-4325 Consulting/Professional Services, for the one year law enforcement policy manual update subscription with Lexipol, LLC in the amount of \$8,313
5. Agenda Memo – A resolution approving an intergovernmental agreement regarding the Peer Jury Program between the Village of Downers Grove and the City of Darien
6. Agenda Memo – Police Department Reorganization
7. Agenda Memo – Emergency Management Coordinator
8. Chief's Monthly Report
9. Next Meeting Date – August 19, 2019
10. Adjournment

**POLICE COMMITTEE**  
**MINUTES of RESCHEDULED MEETING**  
**May 28, 2019**

**Call to Order**

The meeting was called to order at 6:00 p.m. in the police department training room. In attendance: Chairman Kenny, Alderman Vaughan, Alderman Chlystek and Chief Thomas.

**Public Comment and Communications**

No public Comment and Communication.

**Minutes**

The minutes of the April 15, 2019, Police Committee meeting were approved.

**Agenda Memo** A resolution authorizing the purchase of five (5) Motorola APX 6000 portable radios from the Emergency Telephone System Board (ETSB) in the amount of \$20,979.65. Chief Thomas explained to the Committee that the current radios that the auxiliary officers carry are no longer useful due to an upgrade by the ETSB to a digital format. The sworn officers are already using the upgraded digital radios. In order to continue effective communications with the auxiliary officers, these additional radios are needed. ETSB provides these radios to the City at a tremendous discount and they are the sole source provider. A discussion ensued about the number of auxiliary officers and their current duties and the timeframe given to replace the radios. The funds for this purchase will come from seized funds. Alderman Chlystek motioned to approve the purchase seconded by Alderman Vaughan. The motion was unanimously approved.

**Agenda Memo -** A motion approving the payment of annual dues for the Darien Police Department participation in the DuPage Metropolitan Enforcement Group (DUMEG) in the amount of \$17,680. Chief Thomas provided the background on DUMEG and how they currently assist the Darien police department with drug enforcement and undercover operations. Chief Thomas noted that they take a lot of illegal drugs and money off the street. Last year DUMEG estimated \$33 million worth of illegal drugs were taken out of circulation. Chief noted that the relationship with DUMEG has been very good and cost effective for the City. Alderman Kenny agreed that the service provided by DUMEG is of value to the City in that they saves lives by taking illegal drugs and money off the street. Alderman Chlystek motioned to approve the payment seconded by Alderman Vaughan. The motion was unanimously approved.

**Agenda Memo –** A Resolution Authorizing the Execution of an Intergovernmental Police Service Assistance Agreement to join the DuPage Metropolitan Emergency Response and Investigation Team (MERIT). Chief Thomas reported to the Committee that DPD currently belongs to the Felony Investigative Assistance Team (FIAT) at a cost of \$3,500 annually. He reviewed all of the duties and support functions that this team provides. There was discussion among member agencies that there are duplication of efforts between the FIAT and SWAT teams so it was decided to combine these assistance teams into one unit for greater efficiency. Darien will also receive assistance from this team for major events such as the annual Darien Fest. The annual cost of the MERIT team will be \$4,000. Motion to approve by Alderman Chlystek and seconded by Alderman Vaughan. The

resolution was unanimously approved.

**Chief's Monthly Report**

Chief Thomas reviewed the highlights of his monthly report.

**Adjournment**

The Committee Meeting adjourned at 6:23 p.m.

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

Alderman: \_\_\_\_\_  
Thomas Chlystek

Chairman: \_\_\_\_\_  
Joseph Kenny

Alderman: \_\_\_\_\_  
Lester Vaughan

**AGENDA MEMO**  
**Police Committee**  
**July 15, 2019**

**ISSUE STATEMENT**

Staff requests approval for the expenditure of budgeted funds, line item 01-40-4325 Consulting/Professional Services for a one-year law enforcement policy manual update subscription from Lexipol, LLC in the amount of \$8,313.00.

**BACKGROUND/HISTORY**

This is the 10<sup>th</sup> year the Darien Police Department has subscribed with Lexipol to create a web based comprehensive police department policy manual. Lexipol is highly recommended by our insurance carrier IRMA for their training and risk management policies.

The one year law enforcement policy manual update subscription includes 24/7 access to Knowledge Management System for updates and editing. The DTB subscription service includes 365 Unique Scenario Daily Training Bulletins and Testing Data Base.

**STAFF/COMMITTEE RECOMMENDATION**

Based upon the above information, staff recommends that the City approve the expenditure of budgeted funds from line item 01-40-4325 Consulting/Professional Services, the budgeted amount is \$8,500, for the annual payment to Lexipol in the amount of \$8,313.00.

**ALTERNATE CONSIDERATION**

As recommended by the Committee.

**DECISION MODE**

This item will be placed on the July 15, 2019, City Council Agenda for formal Council approval.



Lexipol, LLC  
 2801 Network Blvd. Suite 500  
 Frisco, TX 75034

# Invoice

Date	Invoice #
6/6/19	29338

<b>Bill To</b>
Darien Police Department Attn: Accounts Payable 1710 Plainfield Road Darien, IL 60561

Terms	Due Date
Net 30	7/6/19

Description
<p>The one year law enforcement policy manual update subscription includes 24/7 access to Knowledge Management System for updates and editing.            The DTB subscription service includes 365 Unique Scenario Daily Training Bulletins and Testing Data Base.            07/01/2019 - 06/30/2020</p>

Pricing Includes 5% Discount	<b>Total</b>	\$8,313.00
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Phone #	844-312-9500	NOTICE: LEXIPOL HAS A NEW MAILING ADDRESS AS OF JUNE 18, 2018. Please change the address and remit payment to: Lexipol LLC, 2801 Network Blvd. Suite 500, Frisco, TX 75034
Email	receivables@lexipol.com	

**AGENDA MEMO**  
**Police Committee**  
**July 15, 2019**

**ISSUE STATEMENT**

A resolution approving an Intergovernmental Agreement regarding the Peer Jury Program between the Village of Downers Grove and the City of Darien.

**BACKGROUND/HISTORY**

The City of Darien entered into a six-month pilot program which began on January 1, 2019. This resolution will continue the program for another 12 months. The Peer Jury Program began in 2000 and was active in DuPage County with the township administering the program. A few years ago, the township no longer funded/managed the program. Downers Grove Police Department felt the program had merit and reinstated it and will administer the program. In addition to Darien and Downers Grove, six (6) other agencies will participate in the program (Oak Brook, Burr Ridge, Clarendon Hills, Hinsdale, Willow Brook, and Westmont). Staff estimates the annual cost to Darien will be \$1,200.

The program operates much in the same way it had in the past. It is for individuals 18 and under who are first time offenders charged with a minor violation. The charged individual has to agree to peer jury and so does the minor's parents / legal guardian. There is a fee of \$100 paid by the minor (parents) to enter into the program. The program which is designed to have a group (trained) of the minors peers (same age group) hear the allegations and make a determination on how to address the matter. Outcomes the jury could impose include writing a letter of apology, community service work, etc. The minor would be given a second Peer Jury date where s/he would return to show that s/he completed the restorative justice requirements. The minor would not have a record.

The attached resolution describes in Section 3 the responsibilities of Downers Grove in administering the program and Section 4 describes the responsibilities of the City of Darien. Section 5 details the fee structure.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approving the plan.

**ALTERNATE CONSIDERATION**

As recommended by the Committee.

**DECISION MODE**

This item will be placed on the July 15, 2019, City Council agenda for formal consideration.

**INTERGOVERNMENTAL AGREEMENT REGARDING  
THE PEER JURY PROGRAM BETWEEN  
THE VILLAGE OF DOWNERS GROVE AND THE CITY OF DARIEN**

THIS INTERGOVERNMENTAL AGREEMENT (the "Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and among the Village of Downers Grove, an Illinois municipal corporation (hereinafter referred to as "Downers Grove"), and the City of Darien, an Illinois municipal corporation (hereinafter referred to as "Darien"). Downers Grove and Darien are herein jointly referred to as the "Parties".

WITNESSETH:

**WHEREAS**, Article VII, Section 10 of the Constitution of the State of Illinois authorizes units of local government to contract and associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or ordinance; and

**WHEREAS**, under said Constitutional provision, participating units of local government may use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

**WHEREAS**, the Intergovernmental Cooperation Act, as amended (5 ILCS 220/1, *et seq.*) authorizes units of local government to exercise, combine, transfer, and enjoy jointly any power or powers, privileges, functions, or authority exercised or which may be exercised by any one of them, and to enter into intergovernmental agreements for that purpose; and

**WHEREAS**, Downers Grove and Darien are units of local government; and

**WHEREAS**, the Parties currently provide police services for their respective municipalities; and

**WHEREAS**, the Parties currently provide for restorative justice programs within their respective police departments; and

**WHEREAS**, the Parties have determined that there is a need for a peer jury program to enhance the restorative justice programs; and

**WHEREAS**, it is the desire of the Parties to enter into this Agreement and for Downers Grove to provide a peer jury program to Darien for its police department.

**NOW, THEREFORE**, pursuant to statutory authority, it is agreed by and among the Parties hereto as follows:

**Section 1. Recitals Incorporated.** The foregoing recitals shall be and are hereby adopted as findings of fact as if said recitals were fully set forth within this Section 1.

**Section 2. Effective Date.** This Agreement shall become effective August 1, 2019, and shall remain in effect unless terminated in accordance with the provisions of this Agreement.

**Section 3. Services.** Downers Grove, located at 801 Burlington Avenue, Downers Grove, IL shall provide a fully operational peer jury program that will be accessible to Darien for the adjudication of juvenile cases. Specifically, Downers Grove shall provide the following services:

- a. Maintain and train a jury pool consisting of area students;
- b. Provide a jury at each hearing;
- c. Assemble and distribute case information to the jury at each hearing;
- d. Schedule all hearings (both initial and return) at minimum once monthly;
- e. Provide a final case summary to each participating municipality;
- f. Administer and preside over all hearings;
- g. Provide security and bailiff services at all hearings;
- h. Maintain relationships with community service organizations to facilitate community service assignments;

**Section 4. Participating Municipality Responsibilities.** In order to participate in the peer jury program, Darien shall be responsible for:

- a. Determining which cases to forward to the peer jury program;
- b. Communicating with the offenders regarding case status;
- c. Contacting Downers Grove to schedule a hearing;
- d. Preparing and submitting to Downers Grove case summaries prior to the hearing date;
- e. Providing the agreed upon number of jurors from the participating municipality's jurisdiction;
- f. Collecting and remitting to Downers Grove the \$100 case fee prior to the scheduling of a hearing or submitting a deposit with the Village of Downers Grove to cover the cost of the case fee.

**Section 5. Fees.** Downers Grove will track all costs associated with the operating the peer jury program. Net costs of the peer jury program (total cost minus the case fee revenue) will be shared by all participating municipalities on a cost per case basis. Each participating municipality will be responsible for paying its pro rata share of the peer jury program cost based upon the number of cases submitted to the peer jury program. Downers Grove will invoice each participating municipality for its pro rata share of the peer jury program. Payment in full shall be due thirty (30) days after invoicing.

**Section 6. Termination.** Either party may terminate this Agreement by providing at least thirty (30) days written notice to the other Party.

**Section 7. Notices.** Written notices required pursuant to this Agreement and all other correspondence between the parties shall be directed to the following and shall be deemed received when hand-delivered or three (3) days after being sent by certified mail, return receipt requested:



Downers Grove: Village Manager  
801 Burlington Avenue  
Downers Grove, IL 60515

With a copy to: Village Attorney  
801 Burlington Avenue  
Downers Grove, IL 60515

Darien: City Administrator  
1702 Plainfield Rd  
Darien, IL 60561

**Section 8. Entire Agreement.** The Agreement contains the entire agreement of the parties relating to the subject matter hereof, and except as provided herein, may not be modified or amended except by written agreement of the Parties.

**Section 9. Governing Law and Venue.** This Agreement shall be government by the laws of the State of Illinois, and venue shall be in the County of DuPage.

**Section 10. Severability.** If any part of this Agreement shall be held invalid for any reason, the remainder of this agreement shall remain valid to the maximum extent possible.

**IN WITNESS WHEREOF,** the Parties have executed this Agreement by the signatures of their respective officers as reflected on the dates set forth below.

Village of Downers Grove

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Village Clerk

City of Darien

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**AGENDA MEMO**  
**Police Committee**  
**July 15, 2019**

**ISSUE STATEMENT**

Approval of an ordinance eliminating two commander positions and the Administrative Aide position and creating a Deputy Chief and a non-sworn position of Administration Manager.

**BACKGROUND HISTORY**

Staff is recommending the creation of a deputy chief position. The Deputy Chief would serve as a deputy chief (see job description) and would continue to have the job duties of the commander of operations. The position of Commander of Operations would be eliminated.

Staff is also recommending the creation of an Administrative Manager to supervise the Administrative Services Division of the Darien Police Department. The Administrative Manager would be a non-sworn position and would eliminate the Commander of Administration position.

There are a number of reasons for this change. The current organization with two commanders is operating well. However, due to a retirement of one of the commanders there is an opportunity to operate more efficiently with less costs by changing the person supervising the Administration Division from a sworn position to a non-sworn position. The supervision of the Administration Division does not require a sworn position. There are no sworn positions to supervise. The position does not have any requirements of a sworn position (e.g. no powers of arrest, no use of force, etc.). The position is, for the most part, is office related (see job description).

Because the commander positions were eliminated and a non-sworn position created there needs to be a formal second in command that being a Deputy Chief. The deputy chief position would be instituted 07/01/2019. Both the Deputy Chief and the Administrative Manager would report to the Chief of Police. Changes in the job description for the Deputy Chief and Administrative Manager for better span of control and duties and responsibilities fall in line with titles and prerequisites for the positions. The deputy chief would run the daily operation of a police department and would be focused internally. A deputy chief gives the chief the opportunity to look more globally at planning for the agency and looking externally, working with the community. A deputy chief and an Administrative Manager are more cost effective than two commanders.

Generally the Deputy Chief would be in command of patrol and investigations. S/he would have supervision of: Community-Oriented Policing, Managing Daily Operation, Emergency Management, Internal Affairs, Field Training & Evaluation Management, Property Room & Evidence and Traffic & Public Complaints.

Generally the Administrative Manager would supervise records. S/he would oversee Training, Forms, Equipment & Supplies, Building & Grounds Liaison and Fleet Liaison.

Pending the committee's direction, staff will prepare the necessary ordinance.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approval of an ordinance eliminating the two commander positions and creating a Deputy Chief and Administrative Manager positions.

**ALTERNATE CONSIDERATION**

As directed.

**DECISION MODE**

This item will be on the August 5, 2019, City Council agenda for formal approval.

# CITY OF DARIEN

## JOB DESCRIPTION

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JOB TITLE: **Deputy Chief / Operations Commander**

DEPARTMENT: **Police**

REPORTS TO: **Chief of Police**

FLSA STATUS: **Exempt**

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### **JOB SUMMARY**

The Deputy Chief has the responsibility to oversee the patrol, investigative and property room functions of the police department. These include staffing and scheduling; accomplishing assignments; accurate reporting; the establishment of rules and regulations, standard operating procedures, policies and procedures; ensuring conformance with all normally accepted safety practices; and evaluating assigned employees.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Major assignments include: Community-Oriented Policing, Problem-Oriented Policing, Managing Daily Operation, Emergency Management, Internal Affairs, Field Training & Evaluation Management, Traffic & Public Complaints, Case Management and Crime Analysis, Evidence / Property Management, Risk Management, Information Technology Liaison, Policy and Procedure Development and Projects and Research.
- Reports to the Chief of Police, has direct chain of command authority as described in the formal organizational chart of the police department and informal authority over all subordinate ranks and positions within the department.
- Assists the Chief in planning, organizing, directing and controlling the management of the police department. Participates in developing department-wide goals and objectives and in designing and implementing appropriate plans to meet agreed upon goals.
- Plans and administers directly and through supervisory personnel, the effective management and delivery of quality patrol and investigative services for the City.
- Oversees the qualifications; certifications; conduct; and compliance with the rules, regulations, mission statement and general employment practices of employees under his/her authority for the purpose of internal efficiency and effectiveness.
- Orients, assigns work to, evaluates performance of, disciplines and recommends discipline of subordinates; approves recommendations of subordinate officer in evaluating and disciplining personnel and ensures continued compliance with established personnel policies.
- Assume responsibility for and conduct all complex and sensitive internal investigations as designated by the Chief of Police, and recommend disciplinary actions to be taken against members of the Department upon completion of such investigations, including when appropriate, short-term suspension, long-term suspension and termination of employment.
- Issue oral and written reprimands to members of the Department when appropriate.

- Develops and maintains a variety of external contacts, such as with local, county, state and federal law enforcement agencies, governmental bureaus, regulatory agencies and community organizations.
- Develops, secures approval of, and administers long and short term capital and operating budgets for the Operations Division in conjunction with Chief of Police; develops and implements appropriate methods to monitor adherence to budget and resolve variances.
- Participates in developing department wide policies and procedures, and ensures employees administer approved policies and procedures appropriately. Develops and secures approval of policies and procedures for the Operations Division. Evaluates employee's recommendations concerning unit or shift procedures and approves implementation as appropriate.
- Provides reports to and for the Chief on any requested topic.
- Assists with media.
- Researches and develops appropriate policies, general procedures, standard operating procedures and general operating guidelines for the Police Department.
- Researches and prepares ordinances for the City on police related subjects or topics having a bearing on police operations or enforcement.
- Is responsible for seeking out, researching and writing applications for available grants and other alternative funding opportunities.
- Assists the Support Supervisor in ensuring that personnel documentation is maintained in accordance with State, City and Department requirements.
- Maintains cooperative working relationships with a variety of City staff and department committees to obtain solutions to problems and better coordinate services provided.
- Monitors the Operations Division employee Early Warning System and ensures that appropriate steps are being taken.
- Ensures that personnel within his/her command receive appropriate training.
- Promotes continuous improvements in methods of patrol operations or investigations by revising and developing work standards, implementing appropriate corrective actions to resolve enforcement problems and ensuring adherence to quality assurance programs.
- Maintains and enhances department's public and employee relations efforts through contacts with civic organizations, businesses, City residents and City employees; investigates and resolves complaints or concerns; attends meetings of professional, civic, and service organizations as a representative of the Police Department.
- Assists the Chief in representing the police department with other entities inside and outside of Darien.
- Attends various meetings as needed, including DuComm Support, DuPage States Attorney, MERIT, DuMEG and others.
- Coordinates periodic audits of the evidence and property room and ensures proper disposal of evidence / property that is no longer justified in keeping.
- Performs other duties as assigned by the Chief of Police.
- In the absence of the Chief of Police assumes command of the Police Department.
- When necessary, performs all duties and functions of a sworn police officer, including tactical team activities and field command situations directing department efforts.
- Assume responsibility for scheduling oversight and have authority to direct subordinates in necessary corrections to the schedule in order to meet the Department's operational goals.

- Respond to major incidents in order to establish and maintain a command presence and ensure the proper allocation of resources as they arrive.
- Plans, directs and reviews the work plan for assigned staff ensuring resources are being properly allocated to the operations to adequately address crime and disorder problems.
- Oversees the operations of the investigative services section including, school resource officer, task force officer, and detectives ensuring proper case management and case assignment.
- Serves as the liaison for MERIT, DuMeg, and other law enforcement entities.
- Assists subordinate employees in developing and meeting appropriate enforcement or case clearance goals and objectives for each shift or unit.
- Monitors and evaluates the effectiveness of service delivery methods and procedures.
- Coordinates with the FTO supervisor the orientation, training and evaluation of newly hired personnel and the training program to ensure its objectives are being met.
- Directs sergeants in the development and implementation of goals, objectives and policies and priorities for assigned programs and recommends changes to policies.
- Represents the department in meetings with individuals, groups of citizens, other law enforcement executives and state/local government officials.
- Oversees pre-planned events to ensure safety and efficiency and appropriate staffing.
- Manages and oversees special projects.
- Periodically attends roll calls and disseminate and receive information to and from the field officers and supervisors.
- Participate on various committees to be established at the direction of the Chief of Police.
- Reviews daily training plans and ensures they are completed by required employees.
- Reviews calls for service for service quality.
- Reviews and approves overtime sheets.
- Handles administrative tow hearings.
- The Operations Commander provides an administrative chain of command for these specialty officers relative to their areas of police specialization.
- In the absence of the Chief of Police and the Administration Commander the Operations Commander assumes command of the Police Department.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Professional knowledge of law enforcement, criminal justice and public administration principles and practices.
- Keeps current regarding trends and developments in law enforcement and investigations theory, practices, and management through appropriate educational programs, professional associations and literature.
- Knowledge of federal, state and local laws.
- Knowledge of supervisory and management principles and practices.
- Skill in law enforcement techniques and ability to use them safely.
- Skill in interpersonal relationships and effective communication (both oral and written) with staff, City management and citizens.
- Skill in analyzing management information and interpreting it accurately.
- Ability to manage dangerous or crisis situations, extreme stress, without a loss of productivity.

- Knowledge of principles of data led policing
- Knowledge in resource allocation.
- Knowledge in community oriented policing principles including problem solving.
- Skill in analyzing management information and interpreting it accurately.
- Able to lead employees to ensure the success of departmental programs and assignments.
- Necessary analytical skills to critically evaluate the delivery of general police services to the community and respond to deficiencies by identifying and implementing appropriate corrective actions.
- Knowledge of safety rules and regulations and their application within the department.

### **MENTAL AND PHYSICAL ABILITY**

- Ability to concentrate and pay close attention to detail with constant interruptions associated with answering the phone or responding to citizens or employees seeking assistance.
- Ability to manage, develop and implement strategies intended to address a crisis situation while under varying extremes of stress without loss of productivity.
- Ability to sit for extended periods of time while analyzing data and/or preparing written reports.
- Physical effort required associated with walking, standing, stooping, and lifting as part of basic law enforcement duties.
- Good vision is required, either uncorrected or corrected through the use of lenses.
- Good hearing is required, either uncorrected or corrected through the use of a hearing aid.

### **EQUIPMENT USED**

The Deputy Chief shall be able to function with expertise: computer (numerous pieces of software including windows, excel, PowerPoint, Word, Lexipol, Guardian Tracker and others), general office equipment, automobile, radio, firearms, and other standard police equipment.

### **MINIMUM QUALIFICATIONS REQUIRED**

- **Licenses:**
  - Certified Police Officer
  - Valid Driver's License
- **Experience:** Minimum of four years of supervisory and/or managerial experience.
- **Training:** Advanced knowledge of law enforcement and police administrative theory and practice. The required training is for the better efficient and effective implementation of police operational services, better preparation of related reports, analyses, procedural recommendations and budgets. If not already possessed, an appointed commander shall attend either the Northwestern University Center for Public Safety or Southern Police Institute's School of Police Staff and Command or the F.B.I. National Academy.
- **Education:** A bachelor's level degree in police science, criminal justice or a police related field is preferred.

*This job description should not be interpreted as all-inclusive. It is to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this description.*

# CITY OF DARIEN

## JOB DESCRIPTION

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JOB TITLE: **Manager – Administrative Services**

DEPARTMENT: **Police**

REPORTS TO: **Chief of Police**

FLSA STATUS: **Exempt**

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### **JOB SUMMARY**

The manager of the Administrative Services Division has the responsibility to oversee the support functions of the police department and the operations of the Records area.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- **Records Supervisor**
  - Ensures subordinate employees comply with approved policies and procedures. Develops and secures approval of policies and procedures for the Administrative Services Division. Evaluates employee's recommendations concerning unit procedures and approves implementation as appropriate.
  - Oversees the qualifications and certifications of employees under his/her authority.
  - Orients, assigns work to, and evaluates performance of, employees under his /her authority. Schedules employees under his/her authority for vacations, training and other activities.
  - Disciplines and recommends discipline of subordinates. May investigate performance complaints of direct reports. Issue oral and written reprimands to employees under his/her authority.
  - Is responsible for the maintenance, control and dissemination of complete and accurate police records, evidence, general information and statistical reports and all documentation processed by the department for internal and external use.
  - Does not have formal or informal authority over sworn positions within the department.
  
- **Administrative Assistance**
  - With personal computer (utilizing Microsoft Word) and/or typewriter, transcribes letters, reports, charts, forms and other special documents for Chief of Police.
  - Enters data and creates reports using Microsoft Excel software.
  - Organizes, updates, and files documents and retrieves them from departmental files. Purges files and creates new ones as needed. Updates departmental list of files as needed. Ensures that personnel documentation is maintained in accordance with State, City and Department requirements. Ensures that all department records are properly documented and filed.
  - Completes various research or special projects as assigned.
  - Type varied materials from rough drafts dictation machine or compose utilizing a personal computer. Schedules appointments for the chief.
  - Schedules appointments and reservations; handles preparations for meetings.



- Manages the training (documentation & scheduling) of personnel in all fields of study. Determining which employees attend what training remains the purview of the employee and the employee's supervisor.
- Prepares and types purchase orders. Checks account balances and assigns account numbers. Verifies invoices received and forwards to Finance Department for payment.
- Researches vendors and prices for departmental purchases and supplies of over \$500.00. Obtains quotes when needed.
- Creates and maintains forms developed via various software programs (Word, Adobe, etc.), purchases forms especially when forms require carbon copies. Makes sure forms whether in paper form or electronic format are available to employees.
- Is responsible for the procurement, inventory, distribution, maintenance and efficient use of equipment, materials and supplies in conjunction with operations personnel. Handles purchase orders, agenda memos, invoice preparation for payment, procuring quotes, etc.
- Works other city employees and sworn staff to ensure the proper maintenance of the building and grounds as well as the fleet.
- Prepares the paperwork for administrative tows, testimony remains with operations.
- Is the department's FOIA Administrator.
- Develops and maintains a variety of contacts with external organizations such as other local law enforcement agencies, Vendors, Maintenance Personnel and Providers of Products and Supplies.
- Administers long and short term capital and operating budgets for the Administration Division in conjunction with Chief of Police; develops and implements appropriate methods to monitor adherence to budget and resolve variances.
- Assists the Chief in planning, organizing, directing and controlling the management of the Administration Division. Participates in developing goals and objectives and in designing and implementing appropriate plans to meet agreed upon goals.
- Provides reports to and for the Chief on any requested topic.
- Maintains cooperative working relationships with a variety of City staff and department committees to obtain solutions to problems and better coordinate services provided.
- Adheres to Citywide and departmental policies and procedures and rules and regulations.
- Attends various meetings as needed, including DuPage County Records Consortium, LERMI, FOIA and others.
- Prepares agenda memos, types minutes, etc. for the Police Commission.
- Prepares agenda, agenda memos, types minutes, etc. for the Fire & Police Commission.
- Performs other duties as assigned by the Chief of Police.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- General knowledge of law enforcement, criminal justice and public administration principles and practices as they relate to job duties.
- General knowledge of federal, state and local laws as they relate to job duties.
- Knowledge of supervisory and management principles and practices.
- Skill in interpersonal relationships and effective communication (both oral and written) with staff, City management and citizens.
- Skill in analyzing management information and interpreting it accurately.
- Knowledge in resource allocation.
- Able to lead employees to ensure the success of departmental programs and assignments.

- Necessary analytical skills to critically evaluate the delivery of services and respond to deficiencies by identifying and implementing appropriate corrective actions.
- Knowledge of safety rules and regulations and their application within the department.
- Familiar with the records functions.
- Ability to transcribe dictation.
- Ability to proofread correspondence and typed documents to identify and correct spelling, grammatical and/or formatting errors.
- Ability to organize files in a logical manner.
- Ability to set priorities and handle multiple tasks simultaneously.
- Ability to read and comprehend written policies, procedures, instructions, etc.
- Ability to interact effectively with peers, superiors, officials, and members of the public.
- Ability to comprehend and carry out moderately complex work instructions.
- Knowledge of computer operations, hardware and software to assist other employees with computer problems.
- Ability to exercise independent judgment and initiative.
- Ability to serve the public within a customer service-oriented organization.

#### **MENTAL AND PHYSICAL ABILITY**

- Ability to concentrate and pay close attention to detail with constant interruptions associated with answering the phone or responding to citizens or employees seeking assistance.
- Ability to manage, develop and implement strategies intended to address a crisis situation while under varying extremes of stress without loss of productivity.
- Ability to sit for extended periods of time while analyzing data and/or preparing written reports.
- Physical effort required associated with walking, standing, stooping and lifting as part of basic duties.
- Good vision is required, either uncorrected or corrected through the use of lenses.
- Good hearing is required, either uncorrected or corrected through the use of a hearing aid.
- Occasionally lifts, carries, and/or moves objects (files, packages, etc.) weighing up to 25 pounds.
- Ability to speak and hear clearly over the telephone to obtain or relay information to callers and communicate effectively, particularly with members of the public.
- Ability to see documents on computer screen, small print on written documents or forms, file labels, etc.
- Ability to reach up high or down low to put files in or retrieve them from file cabinets.
- Requires good coordination and mobility of hands and fingers to operate computer keyboard, use small hand tools, etc.
- Ability to adapt to changing technology and to work smoothly and cooperatively on a variety of procedures.
- Works in a normal office environment where there are little or no physical discomforts associated with changes in weather such as rain, cold, snow, heat or discomforts associated with noise, dust, dirt and the like.

### **EQUIPMENT USED**

Shall be able to function with expertise: computer (numerous pieces of software including windows, excel, PowerPoint, Word, Lexipol, Guardian Tracker and others) and general office equipment. Routinely uses telephones, photocopy machine, fax machine, dictation equipment, calculator and other standard office equipment.

### **MINIMUM QUALIFICATIONS REQUIRED**

- **License:** Have or ability to obtain any necessary licenses for the position.
- **Experience:** Minimum of four years supervisory and / or managerial experience is preferred.
- **Training:** Required training is for the more efficient and effective implementation of records, customer service, better preparation of related reports, analyses, procedural recommendations and budgets.
- **Education:** A bachelor's level degree in police science, criminal justice or a police related field is preferred.

*This job description should not be interpreted as all-inclusive. It is to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this description.*

**AGENDA MEMO**  
**Police Committee**  
**July 15, 2019**

**ISSUE STATEMENT**

Approval of an ordinance to add an additional sergeant position within the police department.

**BACKGROUND HISTORY**

Currently the police department has six sergeants all assigned to patrol functions, two are assigned to each of the three shifts. There are two detective positions, one School Resource Officer and one Task Force Officer all of whom report directly to the commander of operations.

Having no Detective Sergeant leaves a supervisory gap within the Detective Section which is problematic. Though personnel assigned to the Detective Section are highly motivated and are capable of working with little supervision there remains a need for a supervisor to manage cases, review reports, assign cases, etc. Currently the Operations Commander is responsible for case management, overseeing investigations, reviewing reports, assigning cases, etc. This is time consuming and frequently gets ignored because of other pressing duties. Creating a Detective Sergeant relieves these functions from the Operations Commander. See Detective Sergeant job description.

Not having a Detective Sergeant also causes inefficiencies at the Operations Commander level of the Police Department. Currently the Operations Commander has too many individuals reporting to him. The Operations Commander has six sergeants, three CSOs, a property clerk and 4 detectives who report directly to him. Placing a Detective Sergeant in charge of the 4 detectives and assigning the CSOs to the patrol sergeants to supervise would reduce the amount of direct reports to the Operations Commander by eight.

Pending the committee's direction, staff will prepare the necessary ordinance.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approval of an additional sergeant position.

**ALTERNATE CONSIDERATION**

As directed.

**DECISION MODE**

This item will be on the August 5, 2019, City Council agenda for formal approval.

# CITY OF DARIEN

## JOB DESCRIPTION

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JOB TITLE: **Sergeant – Detective**  
DEPARTMENT: **Police**  
DIVISION: **Operations**  
JOB STATUS: **Full-Time**  
REPORTS TO: **Deputy Chief of Police**

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*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in this class. Descriptions are not intended to reflect all duties performed within the job.*

### **POSITION PURPOSE**

The purpose of the Detective Sergeant is to supervise and oversee the activities of assigned personnel to ensure proper performance of investigative and other police duties. The Detective Sergeant assigns, delegates and coordinates investigative work of subordinates; performs traditional supervisory functions such as scheduling work and employee evaluations. The Detective Sergeant also conducts and participates in case investigation and may be assigned background investigations. The position is responsible for overseeing and supervising property management and evidence handling.

### **DUTIES AND TASKS**

The following responsibilities, major duties and related tasks have been identified as being essential to the proper and effective performance of the Detective Sergeant. The individual assigned as the Detective Sergeant is expected to perform all of the following responsibilities, duties and tasks.

#### **Leadership Skills**

Consistently exhibits a professional appearance; effectively represents the department; leads by example; assumes command and acts appropriately in the absence of superior officer in situations beyond the scope of his/her normal command; self-initiates activity when appropriate.

#### **Schedule, Monitor and Evaluate Personnel**

Assigns personnel to various work assignments on a daily basis, including problem areas; monitors attendance; calls in additional staff when understaffed; gives continuous feedback to subordinates about positive and negative aspects of performance, including citizen contacts; reviews subordinates' daily activity; completes accurate performance appraisals based upon sufficient contact with subordinates.

#### **Conducts Administrative Investigations**

Investigates minor complaints against officers; follows through on calls from citizens; communicates with citizens (via telephone and in person); responds in writing to citizens when appropriate; keeps Chief and Deputy Chief informed of all major investigations.

**Sergeant Responsibility**

Utilizes subordinates in the delegation process in a responsible manner; respects and follows the chain of command except when exigencies exist; reviews and approves written reports of subordinates; conducts inspections as necessary. Directly supervises five to ten employees.

**Stays Current with Trends and Issues in Law Enforcement**

Remains up to date and responsive to current policing issues and trends having a direct impact on the department; suggests changes to policies, procedures and general orders.

**Receives Training**

Participates in both in-house and external training curricula; shows initiative in developing and improving skills based upon training received; upon receiving training brings new training concepts back to the department and instructs same.

**Determines Training Needs**

Recommends and assists in determining department training needs; conducts testing and evaluation of new equipment when appropriate.

**Interacts Well with Other Employees/Citizens**

In communicating with other employees and citizens demonstrates cooperation, tact, support and respect; utilizes input from others and offers feedback; displays a willingness to work with all units and citizens to solve problems.

**Communication with Outside Agencies**

Interacts in a positive manner with outside law enforcement agencies (Federal, State, County, and local), city administration and other governmental entities.

**Management of Cases**

Monitors/evaluates/disseminates reports; ensures efficient assignment of caseload; ensures accurate completion and closure of investigations; facilitates follow-up of police reports and other documentation.

**Management of Special Assignments**

Assigns special tasks to investigators (e.g. background checks, tobacco compliance, etc.); follows-up on special tasks; identifies/monitors/reports on appropriate response to criminal patterns and trends.

**Manage Major Incidents**

Identifies and assigns proper personnel; provides guidance and support to clear/close major cases; ensures proper handling of evidence, paperwork and other information related to major incidents.

**Scheduling**

The Detective Sergeant position involves regularly scheduled work hours, normally Monday through Friday, but may be called upon to extend in the event of emergency, disaster, workload

or work-in-progress. Work is performed in a normal office environment, with some exposure to outdoor temperatures.

### **MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

The Detective Sergeant must have skills in personnel management and effective oral and written communications. The position requires skills in the use of computer hardware and software. The detective sergeant must have considerable knowledge of Federal, State, and local laws including criminal and civil law. The Detective Sergeant needs to have considerable knowledge of crime scene and property management, criminal investigative practices and procedures. Must have the ability to plan, organize, develop and supervise work activities of investigators and other assigned personnel. Ability to prepare and maintain accurate reports and records of assigned activity. Knowledge of department personnel policy rules, regulations and procedures including knowledge of related labor management, union contracts and personnel management. Ability to interact positively with residents, other city employees, external contacts and the general public. Ability to interact effectively in a stressful environment and act quickly and calmly in emergencies.

### **PHYSICAL DEMANDS / ESSENTIAL FUNCTIONS**

- Have hearing correctable to levels below 35 dB and in the 500-3,000Hz frequency range; and sight correctable to 20-20.
- Effect arrests, or subdue resisting individuals.
- Chase fleeing suspects or run to persons requiring emergency assistance; or provide assistance to citizens and co-workers in distress.
- Lift and carry equipment and injured/deceased persons, force entry into buildings, or climb flights of stairs/ladders.
- Walk, stand or sit for long periods of time (including driving).
- Operate required equipment with necessary finger dexterity.
- Read, comprehend and speak English.
- Use a computer.
- Achieve and maintain firearm proficiency at an acceptable level.
- May be exposed to extreme weather, disease and occasional violence.

### **MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS**

Must possess basic knowledge of police application, policy and practices at a level generally acquired through completion of basic State of Illinois law enforcement training, Police Staff and Command and an Associate degree in Criminal Justice, or equivalent years of training and experience. Valid Illinois class D Driver's License required.

**AGENDA MEMO**  
**Police Committee**  
**July 15, 2019**

**ISSUE STATEMENT**

A resolution appointing a Coordinator of the City of Darien Office of Emergency Management

**BACKGROUND/HISTORY**

Commander Gerald R. Piccoli was previously the Coordinator and since he retired on July 5, 2019, Chief Thomas recommends the appointment of Sergeant Jason Norton for the position.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approving the appointment.

**ALTERNATE CONSIDERATION**

As recommended by the Committee.

**DECISION MODE**

This item will be placed on the July 15, 2019, City Council agenda for formal consideration.



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPOINTING A COORDINATOR OF THE  
CITY OF DARIEN OFFICE OF EMERGENCY MANAGEMENT**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS** that Sergeant Jason Norton is the coordinator of the City of Darien Office of Emergency Management.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS this 15<sup>th</sup> day of July, 2019.**

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 15th day of July, 2019.**

\_\_\_\_\_  
JOSEPH A. MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

# Darien Police Department

## Monthly Report

July 2019



## **National Night Out**

The Darien Police Department is once again participating in National Night Out (NNO). This is our third time being a part of NNO. It is scheduled for Tuesday August 6, 2019 at Darien Community Park from 6pm - 9pm.

National Night Out is a nationwide event that helps promote police-community partnerships and neighborhood camaraderie to make our neighborhoods safer!

We are planning a touch-a-truck event with the Darien Police Department, Darien Municipal Services, Fire Departments, and surrounding law enforcement agencies. We will have a police canine demonstration, a SWAT demonstration, and many kid and family-friendly events and activities. We are planning on having many giveaways and will have many local organizations represented. This year we will also be offering a car seat safety check from 6pm-8pm.

It would be a great benefit to the community, and we believe yourself, to have you participate in this event in any way possible.

## **Electronic Communications Device Law (625 ILCS 5/12-610.2)**

"Electronic communication device" means an electronic device, including but not limited to a hand-held wireless telephone, hand-held personal digital assistant, or a portable or mobile computer, but does not include a global positioning system or navigation system or a device that is physically or electronically integrated into the motor vehicle.

Here are some of the highlights. For more complete review you can review the entire statute (625 ILCS 5/12-610.2).

- You may not operate a motor vehicle on a roadway while using an electronic communication device.
- A person who violates this Section shall be fined a maximum of \$75 for a first offense, \$100 for a second offense, \$125 for a third offense and \$150 for a fourth or subsequent offense
- A driver using an electronic communication device for the sole purpose of reporting an emergency situation and continued communication with emergency personnel during the emergency situation.
- A driver using an electronic communication device in hands-free or voice-operated mode, which may include the use of a headset. This doesn't mean holding your phone in your hand and speaking via speaker phone. **Your phone is not allowed to be held in your hand in HANDS-FREE mode!**
- A driver using an electronic communication device while parked on the shoulder of a roadway
- A driver using an electronic communication device when the vehicle is stopped due to normal traffic being obstructed and the driver has the motor vehicle transmission in neutral or park.

Please do not drive distracted.

## **Calls for Service**

Due to a switch to a new software to manage Computer Aided Dispatch (CAD) we are unable to provide data regarding calls for service at this time.

# Crime Report

June 2019

## Part 1 Offenses

	<u>Jun</u> <u>2019</u>	<u>Jun</u> <u>2018</u>	<u>Jun</u> <u>2014</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>	<u>YTD</u> <u>2019</u>	<u>YTD</u> <u>2018</u>	<u>YTD</u> <u>2014</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>
Murder	0	2	0	-100.0%	0.0%	0	2	0	-100.0%	0.0%
Sexual Assault	0	0	1	0.0%	-100.0%	3	6	1	-50.0%	200.0%
Robbery	0	0	0	0.0%	0.0%	1	0	3	0.0%	-66.7%
Assault & Battery	0	1	1	-100.0%	-100.0%	1	3	5	-66.7%	-80.0%
<b>Violent Crime</b>	0	3	2	-100.0%	-100.0%	5	11	9	-54.5%	-44.4%
Burglary	2	0	7	0.0%	-71.4%	18	9	23	100.0%	-21.7%
Theft	10	15	32	-33.3%	-68.8%	64	64	166	0.0%	-61.4%
Motor Vehicle Theft	0	1	0	-100.0%	0.0%	7	5	1	40.0%	600.0%
Arson	0	2	2	-100.0%	-100.0%	0	2	13	-100.0%	-100.0%
<b>Property Crime</b>	12	18	41	-33.3%	-70.7%	89	80	203	11.3%	-56.2%
<b>Part One Crime</b>	12	21	43	-42.9%	-72.1%	94	91	212	3.3%	-55.7%

## Part 2 Offenses

	<u>Jun</u> <u>2019</u>	<u>Jun</u> <u>2018</u>	<u>Jun</u> <u>2014</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>	<u>YTD</u> <u>2019</u>	<u>YTD</u> <u>2018</u>	<u>YTD</u> <u>2014</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>
Assault	0	0	0	0.0%	0.0%	3	3	0	0.0%	0.0%
Battery	5	5	0	0.0%	0.0%	19	23	0	-17.4%	0.0%
Domestic Battery	3	9	0	-66.7%	0.0%	18	37	0	-51.4%	0.0%
Criminal Damage	6	2	0	200.0%	0.0%	17	22	0	-22.7%	0.0%
Criminal Trespass	3	0	0	0.0%	0.0%	8	5	0	60.0%	0.0%
Disorderly Conduct	2	3	0	-33.3%	0.0%	15	22	0	-31.8%	0.0%

# Arrest Report

June 2019

## Part One Offenses

	<u>Jun</u> <u>2019</u>	<u>Jun</u> <u>2018</u>	<u>Jun</u> <u>2014</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>	<u>YTD</u> <u>2019</u>	<u>YTD</u> <u>2018</u>	<u>YTD</u> <u>2014</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>
Murder	0	0	0	0.0%	0.0%	0	0	0	0.0%	0.0%
Sexual Assault	0	0	0	0.0%	0.0%	0	0	0	0.0%	0.0%
Robbery	0	0	0	0.0%	0.0%	0	0	2	0.0%	-100.0%
Assault & Battery	0	0	0	0.0%	0.0%	1	1	2	0.0%	-50.0%
<b>Violent Crime</b>	0	0	0	0.0%	0.0%	1	1	4	0.0%	-75.0%
Burglary	0	1	0	-100.0%	0.0%	4	1	1	300.0%	300.0%
Theft	0	5	13	-100.0%	-100.0%	17	28	74	-39.3%	-77.0%
Motor Vehicle Theft	1	0	0	0.0%	0.0%	2	0	0	0.0%	0.0%
Arson	0	0	0	0.0%	0.0%	0	0	0	0.0%	0.0%
<b>Property Crime</b>	1	6	13	-83.3%	-92.3%	23	29	75	-20.7%	-69.3%
<b>Part One Crime</b>	1	6	13	-83.3%	-92.3%	24	30	79	-20.0%	-69.6%

## Part Two Offenses

	<u>Jun</u> <u>2019</u>	<u>Jun</u> <u>2018</u>	<u>Jun</u> <u>2014</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>	<u>YTD</u> <u>2019</u>	<u>YTD</u> <u>2018</u>	<u>YTD</u> <u>2014</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>
Assault	0	0	0	0.0%	0.0%	0	0	0	0.0%	0.0%
Battery	1	1	2	0.0%	-50.0%	3	6	7	-50.0%	-57.1%
Domestic Battery	3	3	1	0.0%	200.0%	8	19	7	-57.9%	14.3%
Criminal Damage	5	0	2	0.0%	150.0%	5	4	4	25.0%	25.0%
Criminal Trespass	3	1	0	200.0%	0.0%	7	2	1	250.0%	600.0%
Disorderly Conduct	1	1	0	0.0%	0.0%	9	21	11	-57.1%	-18.2%
Alcohol Possession	1	0	0	0.0%	0.0%	2	1	0	100.0%	0.0%
Alcohol Consumption	3	1	3	200.0%	0.0%	5	2	7	150.0%	-28.6%

# Arrest Report

June 2019

## Drug Related Offenses

	<u>Jun</u> <u>2019</u>	<u>Jun</u> <u>2018</u>	<u>Jun</u> <u>2014</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>	<u>YTD</u> <u>2019</u>	<u>YTD</u> <u>2018</u>	<u>YTD</u> <u>2014</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>
Cannabis	0	0	1	0.0%	-100.0%	0	1	12	-100.0%	-100.0%
Controlled Substance	1	0	1	0.0%	0.0%	4	4	6	0.0%	-33.3%
Hypodermic Syringes	0	0	0	0.0%	0.0%	0	0	0	0.0%	0.0%
Drug Paraphernalia	0	0	0	0.0%	0.0%	0	1	11	-100.0%	-100.0%
Methamphetamine	0	0	0	0.0%	0.0%	0	0	0	0.0%	0.0%

## Adult / Juvenile

	<u>Jun</u> <u>2019</u>	<u>Jun</u> <u>2018</u>	<u>Jun</u> <u>2014</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>	<u>YTD</u> <u>2019</u>	<u>YTD</u> <u>2018</u>	<u>YTD</u> <u>2014</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>
Adult	20	21	0	-4.8%	0.0%	105	173	34	-39.3%	208.8%
Juvenile	3	2	0	50.0%	0.0%	16	24	4	-33.3%	300.0%

## Warrants

	<u>Jun</u> <u>2019</u>	<u>Jun</u> <u>2018</u>	<u>Jun</u> <u>2014</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>	<u>YTD</u> <u>2019</u>	<u>YTD</u> <u>2018</u>	<u>YTD</u> <u>2014</u>	<u>1 Year</u> <u>Change</u>	<u>5 Year</u> <u>Change</u>
Served	4	7	2	-42.9%	100.0%	19	28	16	-32.1%	18.8%

# Traffic Summary

June 2019

## Accidents

Type of Accident	<u>Jun</u> <u>2019</u>	<u>Jun</u> <u>2018</u>	<u>Percent</u> <u>Change</u>	<u>YTD</u> <u>2019</u>	<u>YTD</u> <u>2018</u>	<u>Percent</u> <u>Change</u>
Property Damage	39	52	-25.0%	256	280	-8.6%
Personal Injury	9	10	-10.0%	33	38	-13.2%
Fatal	0	0	0.0%	0	0	0.0%
<b>Total</b>	<b>48</b>	<b>62</b>	<b>-22.6%</b>	<b>289</b>	<b>318</b>	<b>-9.1%</b>
Fatalities	0	0	0.0%	0	0	0.0%
Hit & Run	4	10	-60.0%	38	40	-5.0%
Private Property	15	18	-16.7%	105	104	1.0%
DUI	0	0	0.0%	3	1	200.0%



# Traffic Summary (continued)

June 2019

## Enforcement

	<u>June 2019</u>	<u>June 2018</u>	<u>Percent Change</u>	<u>YTD 2019</u>	<u>YTD 2018</u>	<u>Percent Change</u>
Traffic Stops	341	269	26.8%	2298	1713	34.2%
Moving Citation	90	79	13.9%	537	541	-0.7%
Moving Warning	149	103	44.7%	904	695	30.1%
<b>Total Moving</b>	<b>239</b>	<b>182</b>	<b>31.3%</b>	<b>1441</b>	<b>1236</b>	<b>16.6%</b>
Non-Moving Citation	66	60	10.0%	414	344	20.3%
Non-Moving Warning	109	76	43.4%	736	450	63.6%
<b>Total Non-Moving</b>	<b>175</b>	<b>136</b>	<b>28.7%</b>	<b>1150</b>	<b>794</b>	<b>44.8%</b>
<b>Total Warning</b>	<b>258</b>	<b>179</b>	<b>44.1%</b>	<b>1640</b>	<b>1145</b>	<b>43.2%</b>
<b>Total Citations</b>	<b>156</b>	<b>139</b>	<b>12.2%</b>	<b>951</b>	<b>885</b>	<b>7.5%</b>
<b>Total Enforcement Actions</b>	<b>414</b>	<b>318</b>	<b>30.2%</b>	<b>2591</b>	<b>2030</b>	<b>27.6%</b>
DUI Arrests	5	4	25.0%	38	33	15.2%
<b>Category</b>						
Speed	151	116	30.2%	951	824	15.4%
Registration	62	38	63.2%	346	258	34.1%
Traffic Sign or Signal	28	38	-26.3%	203	211	-3.8%
Equipment	49	28	75.0%	318	182	74.7%
Distracted Driving	26	37	-29.7%	204	139	46.8%
Insurance	19	18	5.6%	130	113	15.0%
Lane Violation	21	8	162.5%	131	101	29.7%
License	15	11	36.4%	111	82	35.4%
Signal	17	6	183.3%	52	39	33.3%
Yield	5	8	-37.5%	29	29	0.0%
Seat Belt	2	4	-50.0%	17	20	-15.0%
Other	4	1	300.0%	34	11	209.1%
Parking	3	1	200.0%	7	10	-30.0%
Accident	10	4	150.0%	54	8	575.0%
Alcohol	1	0	0.0%	2	3	-33.3%
Reckless	1	0	0.0%	2	0	0.0%