

Fund:
GENERAL

Department:
POLICE

Division:
POLICE PROTECTION

Division No.: **40101**

MISSION:

The mission of the Police Department is to work in partnership with our community to preserve life, maintain human rights, protect property and improve the quality of life by providing quality police service to all in a fair, sensitive and professional manner.

SERVICES:

The Police Department is responsible for the enforcement of laws of the State of Illinois and the City of Carbondale and the investigation of all criminal incidents. The Police Department is also responsible for investigating traffic crashes, for special traffic enforcement, for planning special events and for the enforcement of City ordinances regarding animals.

SIGNIFICANT GOALS AND OBJECTIVES:

GOAL:

A. Promote a philosophy of shared responsibility by the entire community in reducing crime

Objective:

1. Strengthen the community's and Department's understanding of police and citizen roles in combating crime

Strategies:

- a. Assist and facilitate the development of broad-based groups to study and design strategies to address specific crime problems in neighborhoods
- b. Develop liaisons with community advisory groups to determine community needs and resources
- c. Train department personnel in problem-solving skills
- d. Maintain the Volunteer in Police Services program in the Department with community citizen participation

e. Promote the Crime Stoppers program for identifying criminal, drug and gang activity

GOAL:

B. Promote proactive strategies designed to address conditions which prevent crime and provide for a safe environment which enhances continued cultural and economic growth of the City

Objective:

1. Maintain a consistent and increasingly proactive approach to all requests for police service

Strategies:

- a. Interact with citizens to identify and seek solutions to problems through the assignment of officers to geographic districts
- b. Maintain neighborhood-based policing efforts utilizing patrol districts which are responsive to crime trends
- c. Utilize trained Department personnel and other City staff in Crime Prevention through Environmental Design and home crime prevention
- d. Expand the quality of intelligence information and information sources to coordinate targeted patrol activities, crime prevention and follow-up investigations
- e. Maintain quality services to victims of violent crimes and senior citizens through the Crime Victim Advocate Program
- f. Continue partnerships with agencies responding to issues involving the mentally ill
- g. Register and track sex offenders residing within the community to ensure compliance with state statues regarding residency and other restrictions

Objective:

2. Maintain an emphasis on enforcement of those laws and ordinances relating to the protection of persons and property and safe transit within the City

Strategies:

- a. Partner with the Southern Illinois University Police Department to maintain a narcotics unit and a Street Crimes Unit
- b. Enforce a "zero tolerance" policy to reduce the level of drug-related crime

- c. Conduct regular foot and bicycle patrols in those areas identified as susceptible to criminal activity
- d. Maintain patrols for liquor establishments and neighborhood areas to reduce underage alcohol abuse and complaints of loud parties, liquor offenses, smoking violations and street closings
- e. Improve the safety of vehicular and pedestrian traffic by analysis of traffic crash information, educational efforts and targeted enforcement
- f. Maintain the use of crime analysis information to target areas of high crime activity and repeat calls for service
- g. Maintain the use of speed monitors to address speed problems in neighborhoods and at high accident locations
- h. Maintain a comprehensive criminal justice system response to incidents of domestic violence
- i. Maintain the use of forensic science and technology in the investigation of criminal activity
- j. Use mobile video systems to record traffic violations, specifically during DUI investigations, to support officer testimony in courtroom proceedings
- k. Use the EOD robot and X-ray equipment to respond to bomb calls, and other dangerous events where the unique remote abilities of the equipment will offer greater safety for the officers and community

GOAL:

- C. Promote the community's awareness of crime reduction and prevention

Objective:

- 1. Maintain a specific organizational component for the development and support of community-based and public involvement programs

Strategies:

- a. Increase the number of citizens involved with Neighborhood Watch and other general awareness and safety presentations
- b. Maintain an open public rapport through media

releases, use of the Department's web site, the City's web site in participation in community groups and individual contacts

- c. Increase cooperation with local civic and fraternal organizations
- d. Maintain a customer survey and conduct quality assurance checks to help improve department services and responses to community problems
- e. Continue the Volunteer in Police Services program with community citizen participation

GOAL:

- D. Continue the highest quality of police services by hiring and promoting quality employees and by providing the necessary training and equipment

Objective:

- 1. Attract, retain and promote quality personnel

Strategies:

- a. Maintain accreditation status in the Illinois Law Enforcement Accreditation Program
- b. Maintain a commitment to Career Development, a definitive program for providing new information on the operational, legal and safety aspects of law enforcement
- c. Continue both on-shift and in-service training which allows for timely updates of operational procedural issues
- d. Maintain a communications training program to increase the efficiency and operations of the communications function and Computer Aided Dispatch Systems

Objective:

- 2. Actively recruit potential employees from all ethnic backgrounds

Strategies:

- a. Conduct recruiting at local and regional levels including colleges, universities and other selected community locations
- b. Emphasize the positive, progressive and professional stature of the Department

- c. Maintain liaison with the minority community to develop job-related qualifications that include minorities. Work to address those issues which could result in a reluctance to apply for law enforcement positions
- d. Maintain and promote the Community Service Officer program to recruit young men and women from all ethnic backgrounds into police service with the potential of being future Carbondale Police Officers
- e. Maintain and promote the Police Explorer program to recruit young men and women from all ethnic backgrounds into police service with the potential of being future Carbondale Police Officers
- f. Expand the City's potential recruiting pool by utilizing the Department's web site to advertise law enforcement positions
- g. Use new and emerging mediums to interact with and attract candidates

Objective:

- 3. Maintain and enhance the use of computer technology

Strategies:

- a. Maintain and enhance the use of mobile computers in patrol vehicles
- b. Expand the use of computerized reporting by patrol officers
- c. Maintain and enhance an efficient records management system
- d. Maintain and enhance the use of the Department's Web site
- e. Maintain and enhance use of the Department's Share Point Site to disseminate intelligence information
- f. Maintain the use of electronic mail within the Department for all personnel
- g. Continue to use an electronic logbook to allow for intranet use and more security of overall computer use within the Department

GOAL:

- E. Increase public safety by solving crimes

Objective:

- 1. Identify and apprehend persons who commit criminal acts

Strategies:

- a. Assign and deploy police patrol personnel in a manner to most effectively provide a response to calls for service and conduct preliminary investigations
- b. Assign staff to properly investigate criminal incidents
- c. Utilize up-to-date forensic crime scene investigation methods
- d. Seek the cooperation of federal, state and other local law enforcement agencies as needed to investigate crimes
- e. Provide relevant training in areas such as advanced patrol tactics, investigative and forensic services
- f. Utilize the Department's AFIX computer to analyze latent fingerprints not suitable for comparison in State and National databases

GOAL:

- F. Provide quality animal control services

Objective:

- 1. Reduce animal nuisance complaints and provide for a safe environment

Strategies:

- a. Maintain a proactive role in identifying and abating animal nuisances and hazardous situations
- b. Improve upon a consistent and increasingly proactive approach to all requests for animal control services
- c. Provide training to the Animal Control Officer on new techniques for handling different types of domestic and wild animals
- d. Maintain professional contacts with other animal control organizations to evaluate new or improved

Objective:

2. Strengthen the community's awareness of animal welfare and related legal issues

Strategies:

- a. Develop additional educational programs which promote a better understanding of animal care and responsibilities
- b. Maintain neighborhood canvasses to encourage voluntary dog registration using informational materials
- c. Present training on dog bites and issues regarding reporting
- d. Educate the public regarding the City Code as it relates to vicious animals
- e. Contribute articles to the *Carbondale Communique*

PROGRAM HIGHLIGHTS:

The Police Department will continue in FY 2014 to develop partnerships among agencies and resident groups to address community problems while maintaining a strong commitment to crime prevention and suppression. The Department will continue active participation in groups dedicated to improving the quality of life in our community.

During FY 2013, the Police Department was actively involved in the Sexual Assault Response Committee, working with Southern Illinois University's Department of Public Safety (SIU DPS), Jackson County Sheriff's Office and Jackson County State's Attorney's Office to develop model protocols for responding to and investigating sexual assaults.

The Department's Crime Victim Services Unit provided needed assistance and referrals to victims of domestic violence, sexual assault and violent crime. The Crime Victim Advocate also coordinated events which provided services to families and youth. The Crime Victim Services Unit provided internships for students in the School of Social Work at Southern Illinois University (SIU) Carbondale which assisted the Crime Victim Advocate in maintaining initiatives associated with peer group counseling services for crime victims with disabilities, as well as assisting with a case load that includes almost 1,400 new clients each year.

The Police Department completed the final year of the Violence Against Women Act Domestic Violence Project. The total grant funds awarded to the Department for this project over eight grant periods, beginning in 1997 total \$2.86 million. Our V.A.W.A. project was one of the longest standing projects in the nation. Despite the loss of grant funds for the project, the Police Department will continue to focus on a coordinated community response to domestic violence in Carbondale and Jackson County in partnership with the Women's Center, First Circuit Probation of Jackson County, Southern Illinois University and Southern Illinois University Carbondale School of Law.

The Department received a \$5,620 Illinois Department of Transportation, Child Passenger Safety grant, which provided the Department with funds to purchase child passenger safety seats and the accessories necessary for their proper installation. This was the fourth year the Department was awarded the grant. Department personnel, trained as Certified Child Passenger Safety Technicians, inspected and installed child passenger safety seats for members of our community. The Department also partnered with the Southwestern Illinois Occupant Protection Resource Center to provide public information and education, as well as implementing a child safety seat distribution program for our community.

Speeding motor vehicles continued to be one of the largest complaints received by the Department. In response, the Department continued two initiatives to address the speed violations. The first, a selected traffic enforcement program, deployed officers to conduct directed traffic enforcement patrols at high accident and speed complaint locations. In addition, speed monitoring devices were deployed to increase compliance and to conduct speed studies. The second initiative involved the continued use of a dedicated traffic unit to increase the enforcement of traffic laws.

During FY 2012, the Police Department continued its philosophy of enhancing the police services provided, both within the department and in the community, by aggressively seeking grant funding opportunities. The Department was awarded and/or administered grant funds which provided the Department with the ability to purchase equipment, provide additional training and overtime for Department personnel, as well as to provide new and additional police services and programming in and for our community.

The Street Crimes Unit (SCU), which consists of a Sergeant and two patrol officers, was responsible for over 300 felony, misdemeanor and ordinance arrests in response to their concentration on intelligence information regarding known offenders, drug hot spots and citizen complaints. The arrests included offenses of dangerous drugs and weapons violations. The SCU had a significant impact on violent crime by concentrating on and disrupting known offenders and crime trends by establishing a culture of aggressive enforcement and crime prevention.

The Department will continue its commitment to a Volunteer in Police Services (V.I.P.S.) program. Volunteers provide essential services which enhance the productivity of Department operations while serving the community through public service.

The Police Protection Division will begin its eleventh year with a Community Service Officer (CSO) program. The CSO program was developed to recruit young women and men from all ethnic backgrounds to work in the Police Protection Department in various police related duties and functions. This program has resulted in four CSO's being hired as Carbondale Police Officers.

The Police Department will begin its third year with a Law Enforcement Career Exploring program. Law Enforcement Exploring is a worksite-based program for young men and women who have completed the eighth grade and are 14 years of age, or are 15 years of age but have not yet reached their 21st birthday and have an interest in learning more about careers in the field of Law Enforcement. Law Enforcement Explorer posts help youth to gain insight into a variety of programs that offer fun-filled, hands-on career activities that promote the growth and development of adolescent youth. Officers volunteer their time assisting with program activities that focus on training young adults on the purposes, mission and objectives of law enforcement. The program provides career orientation experiences; leadership opportunities and community service activities that assist young adults in choosing a career path within law enforcement and challenge them to become responsible citizens of their communities.

The Animal Control Unit will continue to protect the public from injury and annoyance caused by animals and protects animals from abuse and neglect. The Animal Control Officer provides education and information programs for pet owners and is responsible for the issuance of dog licenses. The City ordinance revisions related to animals provided the Police Protection Division the ability to restrict the ownership and facilitate the removal of dangerous and vicious dogs. These revisions provided a

new level of protection for the community.

The Police Department strengthened its partnership with Southern Illinois University (SIU) and the SIU Department of Public Safety (DPS) by combining forces to implement a joint narcotics unit focused exclusively on combating drugs, gangs and violent crime within our community. The Carbondale community, which includes the campus of SIU, has significantly benefited and will continue to benefit from the cooperation and coordination between the agencies in providing a safer Carbondale.

The Carbondale Police Department also partnered with SIU and the SIU DPS by becoming a member of the Campus Life and Safety Task Force. One of the task force goals the Department is involved with includes formulating short-term and long-term goals to address the results of a campus climate survey regarding perception of safety and violence. Faculty in the Department of Criminology & Criminal Justice will measure perceptions of campus climate, perceptions of safety, experiences with various forms of criminal, disorderly and uncomfortable campus-based events, as well as perceived safety issues within the surrounding community. The task force would then use this knowledge to gain a better overall understanding of "what people think" about safety at SIU and in the City of Carbondale. This understanding could assist in generating knowledge that might inform and help to direct patrol operations and educational initiatives by SIU DPS and City Police, improve facilities planning and address areas in need of attention in managing both the City and the University's physical space.

The Police Department continued to enhance its web site, www.carbondalepolice.com to provide citizens an interactive tool to help them become more informed about crime in their neighborhoods and to help fight crime in their community. Citizens are able to visit the Police Department's web site and view a fully interactive Crime Mapping Program. Crime Mapping allows citizens to learn more about the location and type of crime in their neighborhood and community. This type of program includes information and photographs of registered sex offenders, as well as informative articles on crime prevention and internet safety. Citizens are also able to enter free, customizable crime alerts which will automatically provide them with electronic mail notifications when a crime occurs in their neighborhood. Proactive police activity, including vehicle stops, foot patrols and extra patrol requests are also included.

The Illinois Law Enforcement Alarm system (ILEAS) was created to meet the needs of local law enforcement

throughout the State of Illinois in matters of mutual aid, Emergency response and the combining of resources for

transparency, effective self management, fiscal competency and minimal staff encumbrance associated with maintaining

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public safety and terrorism prevention and response. ILEAS is a consortium which includes over 900 local government units. Under the auspices of ILEAS, there are nine Weapons of Mass Destruction/Special Response Teams and seven Mobile Field Force Teams. The City of Carbondale Police Department has officers assigned to both teams and will continue to command the combined Region 9 and Region 11 Mobile Field Force (MFF) team. The MFF team is a multi-jurisdictional team of locally-employed officers equipped and trained to deal with civil disorder and provide large support to local agencies that have large issues and may be in need of as many as 50+ officers at any one time. MFF teams are designed to provide rapid, organized and disciplined response to civil disorder, crowd control or other tactical situations.

The Police Department has partnered with Carbondale Community High School District No. 165 in the development of a School Resource Officer Program. The program is staffed by a Carbondale Police Officer who is assigned to the Carbondale Community High School (CCHS) on a full time basis when school is in session. While the sworn position's salary and fringe benefits are included in the City budget, CCHS reimburses the City for these costs. This program provides an extra layer of safety and security for the students and faculty at the CCHS campus and also promotes positive relations between students, faculty and law enforcement officers.

Following the retirement of the Police Evidence Technician, which was staffed by a civilian employee, the position was reclassified to a sworn position. The School Resource Officer position and the reclassification of the Police Evidence Technician to that of a sworn position has resulted in a net increase of two previously unfunded patrol officer positions. The full reimbursement of the School Resource Officer position and the elimination of the civilian position significantly offsets the budgeted impact of these two sworn patrol officer position additions in the City budget.

The Police Protection Division has been accredited since 1991. The Department is one of less than 150 nationwide to receive Meritorious Accreditation Status, which is only awarded to agencies, who have maintained, accredited status for 15 or more continuous years. The Department is currently accredited by the Illinois Association of Chiefs of Police, through the Illinois Law Enforcement Accreditation Program (ILEAP). The standards required by ILEAP are comprehensive and ensure consistent, professional and effective law enforcement, while at the same time allowing

the process. ILEAP allows the Police Protection Division to continue to maintain a professional accreditation process that ensures compliance with the best recognized standards, yet allows personnel to focus more time on addressing and exemplifying our core values of integrity, justice, equity, accountability and respect and customer service.

In FY 2014, a new Building Maintenance Division (40330) was added to the Public Works Department. This division will provide for the maintenance and repair of all City buildings and facilities. This new division will allow for centralized oversight of expenses and allow expenses to be aggregated for additional cost savings. Such expenses will include utilities, repairs, fire suppression and extinguisher system inspection, security and fire alarm monitoring contracts and elevator contracts. As a result, certain expenses in this division's budget have been reduced and aggregated into the new Building Maintenance (40330) budget.

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2012	Authorized Budget FY 2013	Estimated Actual FY 2013	Budget FY 2014
Total Calls for Service	B-1	61,266	63,000	60,107	63,000
Index Crimes Cleared by Arrest (%)	B-1/E-1	46.50%	38.00%	44.25%	38.00%
Public Assistance Call Responses	B-1	24,849	28,000	21,135	25,000
Average Number of Minutes to Respond to Priority 1 and 2 (Emergency) Calls	B-1	3:56	4:00	5:48	4:00
Average Number of Minutes to Respond to Priority 3 (Non-Emergency) Calls	B-1	6:54	7:00	7:45	7:00
Felony Arrests	B-2	665	650	672	650
Misdemeanor Arrests	B-2	1,114	1,250	1,267	1,350
Traffic Arrests	B-2	3,666	5,000	5,056	5,250
Ordinance Violation Arrests	B-2	1,575	1,450	1,393	1,500
Pay-By-Mail Ordinance Violations Collected	B-2	495	550	466	550
House Watches/Extra Patrols/Park & Walks Conducted	B-1	16,786	17,000	13,831	17,000
Calls Received on Crime Stoppers Tip Line	B-1	47	60	44	60
Persons Served by Support Services	A-1/B-1/C-1	339	300	360	375
Persons Served by Crime Victim Advocate	B-1	1,365	1,400	1,210	1,400
Citizen Volunteer Hours Utilized	A-1	936	500	1,317	1,350
Officer and Department Training Hours	D-1/E-1	8,408	6,750	9,682	9,000

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2012	Authorized Budget FY 2013	Estimated Actual FY 2013	Budget FY 2014
Minority and Female Applicants Recruited for Testing	D-2	72	50	45	65
Persons Served by Animal Control Officer	F-1/F-2	800	800	774	825
Written Warnings Issued by Animal Control	F-1	89	100	63	100
Written Citations Issued by Animal Control	F-1	310	350	293	350
Dog Licenses Issued	F-1	999	850	982	1,000

NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2012	AUTHORIZED BUDGET FY 2013	ESTIMATED ACTUAL FY 2013	BUDGET FY 2014	\$ AMOUNT BUDGET FY 2014
Chief of Police	1.00	1.00	1.00	1.00	\$97,155
Deputy Chief	1.00	1.00	1.33	2.00	\$164,284
Lieutenant	5.00	5.00	4.66	5.00	\$374,462
Sergeant	9.81	10.00	9.67	9.78	\$660,521
Data Systems Supervisor	1.00	1.00	0.62	1.00	\$47,398
Patrol Officer	48.35	49.00	49.29	50.25	\$2,636,011
Telecommunicator	8.20	8.48	8.54	8.48	\$344,556
Police Evidence Technician	1.00	1.00	0.42	0.00	\$0
Administrative Assistant	1.00	1.00	1.00	1.00	\$46,166
Administrative Secretary	1.00	1.00	1.00	1.00	\$35,809
Records Clerk	0.31	0.00	0.00	0.00	\$0
Records Supervisor	0.00	0.00	0.77	1.00	\$43,555
Records Technician	2.54	3.00	2.70	3.00	\$101,894
Crime Victim Advocate	1.59	1.00	1.00	1.00	\$50,822
VAWA Project Coordinator	0.91	1.00	0.50	0.00	\$0
Support Services Specialist	0.00	0.00	0.50	1.00	\$44,391
Customer Service Clerk	0.15	0.00	0.50	0.00	\$0
Community Service Officer	0.00	0.96	0.00	0.96	\$20,419
Animal Control Officer	1.00	1.00	1.00	1.00	\$47,460
Student Intern	0.00	0.00	1.00	0.00	\$0
TOTAL	83.86	85.44	84.00	87.47	\$4,714,903

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EXPENDITURE CLASSIFICATION		ACTUAL	AUTHORIZED	ESTIMATED	BUDGET
		FY2012	BUDGET FY2013	ACTUAL FY2013	BUDGET FY2014
PERSONAL SERVICES					
100	Employee Salary and Wages	4,268,430	4,426,367	4,392,049	4,714,903
101	Accrued Sick Leave	24,367	0	0	0
102	Accrued Vacation Leave	9,350	0	0	0
110	Employee Overtime	402,104	432,585	300,550	293,802
112	Employee Premium Payments	0	0	180,156	187,392
115	Employer VEBA Contributions	58,162	47,385	48,365	50,927
130	Employee Health Ins. Benefits	821,504	879,898	814,732	738,240
131	Employee Retirement Benefits	1,547,659	1,841,013	1,816,570	2,252,469
140	Employee Work. Comp. Benefits	236,180	265,224	221,328	154,414
141	Employee Unemp. Comp. Benefits	8,299	10,000	2,547	0
150	Special Contractual Benefits	78,099	71,850	71,850	80,800
TOTAL PERSONAL SERVICES		7,454,154	7,974,322	7,848,147	8,472,947
DIRECT OPERATING CHARGES & SERVICES					
200	Professional & Consultant Fees	18,711	18,275	13,638	26,000
210	Publishing and Filing Fees	598	500	1,250	850
220	Communications-Telephone	47,859	39,688	37,100	41,208
221	Communications-Data	2,133	4,693	5,098	4,693
222	Communications-Postage	4,305	4,796	4,485	4,896
230	Utilities-Electric	40,857	44,714	40,331	0
231	Utilities-Gas	8,681	6,000	10,708	0
232	Utilities-Water and Sewer	1,260	2,368	1,531	0
240	Travel, Conferences, Training	73,664	73,994	58,662	68,354
250	Repairs & Maint.-Equip.	36,637	63,681	59,793	69,347
251	Repairs & Maint.-Bldg & Struc.	53,063	48,093	46,750	0
260	Rental Charges	9,805	9,992	9,830	11,469
270	Outside Printing Services	5,521	6,250	5,734	6,250
271	Other Outside Services	112,089	87,975	83,955	67,834
272	Office Supplies	11,960	18,600	14,712	16,200
273	Operating Supplies & Materials	74,991	69,447	78,350	63,670
275	Motor Fuels and Lubricants	142,982	168,273	164,905	169,153
280	Subscriptions and Memberships	6,840	6,845	7,869	8,476
281	Insurance and Bonds	910	1,836	2,160	70
282	Licenses and Taxes	1,507	1,000	1,311	1,500
299	Operating Equipment	86,351	76,304	124,095	0
TOTAL DIR. OPER. CHRGS. & SRVCS.		740,724	753,324	772,267	559,970
SERVICES AND CHARGES TRANSFERRED IN					
311	Vehicle & Equipment-Parts	75,150	67,892	75,000	55,000
315	Building & Structure-Maint.	50,266	74,855	66,605	0
352	Engineering Services	45,366	0	2,379	0
360	Property Management Services	17,749	22,160	8,045	0
TOTAL SRVCS. & CHRGS. TRANS IN		188,531	164,907	152,029	55,000

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EXPENDITURE CLASSIFICATION	ACTUAL FY2012	AUTHORIZED BUDGET FY2013	ESTIMATED ACTUAL FY2013	BUDGET FY2014
CAPITAL OUTLAY				
501 Buildings and Structures	0	0	0	0
502 Office Furniture, Fixtures & Equipment	9,482	0	0	0
503 Machinery and Equipment	0	17,598	0	0
504 Licensed Vehicles	136,956	146,334	146,334	0
TOTAL CAPITAL OUTLAY	146,438	163,932	146,334	0
CONTINGENCIES				
801 Division Contingency	0	82,931	0	0
TOTAL CONTINGENCIES	0	82,931	0	0
TOTAL EXPENDITURES	8,529,847	9,139,416	8,918,777	9,087,917