

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. Special emphasis is placed upon combating violent crime and career criminals, along with enhancing community relations.

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 Advocacy Services Unit
- 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 statutes 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
- 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
- f. Process Freedom of Information Act requests for police related records in an efficient and timely manner

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

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. 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 Community Resource Officer 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 methods of animal handling

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 2016 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.

The Department will also continue to place an emphasis on combatting violent crime and career criminals while at the same time enhancing community relations.

During FY 2015, 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 over 1,700 clients each year.

The Police Department completed the first year of the renewal of the Violence Against Women Act Domestic Violence Project in FY 2015. The award, in the amount of \$290,710 over a three year period, increased the total grant funds awarded to the Department for this project over nine grant periods, beginning in 1997, to almost \$3.2 million. Our V.A.W.A. project has been one of the longest standing projects in the nation and the most recent award was one of only 15 nationally. This will allow the Police Department to 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, Jackson County State's Attorney Office and the Jackson County Sheriff's Office.

The Police Department received grant funds from the 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 sixth 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.

The Police 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 thirteenth 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 Department performing various police related duties and functions. This program has resulted in five CSO's being hired as Carbondale Police Officers and one being hired as a Telecommunicator.

The Animal Control Unit will continue to protect the public from injury and annoyance caused by animals, as well as 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 approximately 1,000 dog licenses. City ordinance related to animals provides the Police Department the ability to restrict the ownership and facilitate the removal of dangerous and vicious dogs from the community.

The Police Department continued to operate 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 public safety and terrorism prevention and response. ILEAS is a consortium which includes over 900 local governments 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. In FY 2015 ILEAS provided the Police Department with another grant vehicle for transporting personnel and equipment valued at almost \$45,000.

The Police Department has partnered with Carbondale Community High School District No. 165 in the development of a School Resource Officer Program, which entered its third year during FY2015. 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. In furthering the partnership with CCHS, the Police Department began offering Personal Safety for Women self-defense instruction during physical education classes at the high school.

The Police Department has partnered with Carbondale Elementary School District No. 95 (CESD) in the development of a Police in Schools Program where members of the Police Department stop by each of the four attendance centers to informally meet with students, teachers and staff. This program provides an extra layer of safety and security for the students and faculty at each of the CESD attendance centers and also promotes positive relations between students, faculty and law enforcement officers. In furthering the partnership with CESD, the Police Department began offering DARE instruction to children in the sixth grade at the Carbondale Middle School.

During FY 2015, the Police Department strengthened its partnership with SIU and the SIU DPS by combining forces through the operation of 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. During the fall semester, the two agencies also combined resources through the implementation of a Resident Student Organization Police Liaison program to provide education and outreach services with the fraternity and sororities on campus and in the community.

Speeding motor vehicles continued to be a priority enforcement component by the Department. In response, the Department continued to staff a dedicated Traffic Unit, specifically responsible for two initiatives to address the speed violations. The first is a selected traffic enforcement program which deployed the traffic 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 Police Department handles an average of 1,100 traffic crashes per year and approximately 14% result in personal injury.

In FY 2015, an increased emphasis was placed on targeting long term or short term, emerging crime trends and "Hot Spots" of criminal activity. This includes not only extra patrols and directed patrols from the patrol bureau, but directed patrols and investigations from the Investigations Bureau to include Joint Narcotics Unit investigations with the SIU DPS. A shift in Patrol Bureau policing priorities also refocused efforts to a more qualitative approach of

policing instead of one more solely focused on a quantitative approach. For instance, aggressive enforcement of laws and ordinances to rid the City of highly visible and highly aggressive panhandling in the business corridors were put into place. Neighborhood based community policing efforts also reduced crime almost 40% in the heart of one of our largest residential neighborhoods which is primarily occupied with high density student rentals, yet bordered by owner occupied, historic residential properties.

During the Spring of FY2015, the Police Department replaced an aging police records management system that was fifteen years old. Both the Carbondale Police Department and the SIU PDS implemented a solution from Information Technologies, Incorporated (ITI), a privately held St. Louis, Missouri based company. ITI is in their 27th year of business of providing police records management system solutions for law enforcement agencies and they have over 270 active clients in 30 different states. Over the last five years, their client retention rate is over 93%. ITI focuses on small to medium sized agencies and provide a hosted service solution, meaning, among other things, they are responsible for and are able to manage all system upgrades, updates and support, relieving the City's IT staff from having to add those responsibilities. ITI's software suite will provide the Police Department with all of the software modules currently being used, such as Computer Aided Dispatch, Records Management, Mobile Computer Systems, Evidence Management, Investigations Case Management, etc. ITI's software suite also has some additional modules that the Police Department currently manages on its own with separate, standalone software, such as Licenses & Registrations and Asset, Fleet and Personnel Management. ITI's Regional Data Sharing functionality allows interagency database information sharing across all agencies who use an ITI solution. With the close working relationship that the Carbondale and SIU PDS have together, information sharing is extremely important. This City Council supported initiative was a \$74,000 project for FY2015, with ongoing costs of \$50,000 for future fiscal years.

In the FY 2016 budget process the Computer Network Technician position was moved into the Information Systems Division to better utilize the personnel and bring consistency to the City's technology needs.

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

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2014	Authorized Budget FY 2015	Estimated Actual FY 2015	Budget FY 2016
Citizen Volunteer Hours Utilized	A-1	2,004	1,600	1,856	1,700
Total Calls for Service	B-1	83,011	80,000	80,170	80,000
Index Crimes Cleared by Arrest (%)	B-1, E-1	48.50%	40.00%	45.75%	42.00%
Public Assistance Call Responses	B-1	22,050	25,000	19,792	22,500
Average Number of Minutes to Respond to Priority 1 and 2 (Emergency) Calls	B-1	4:08	4:00	4:09	4:00
Average Number of Minutes to Respond to Priority 3 (Non-Emergency) Calls	B-1	5:18	7:00	5:57	6:00
Felony Arrests	B-2	677	675	680	675
Misdemeanor Arrests	B-2	1,138	1,150	1,095	1,150
Traffic Arrests	B-2	6,175	5,500	4,863	5,500
Ordinance Violation Arrests	B-2	1,512	1,400	1,017	1,400
Pay-By-Mail Ordinance Violations Collected	B-2	538	500	420	500
House Watches/Extra Patrols/Park & Walks Conducted	B-1	18,126	16,000	19,500	17,000
Calls Received on Crime Stoppers Tip Line	B-1	64	55	80	70
Persons Served by Support Services	A-1, B-1 C-1	378	400	650	800
Persons Served by Crime Victim Advocate	B-1	1,755	1,650	1,856	1,700
FOIA (Freedom of Information Act) Requests	C-1	796	467	1,020	1,000
Officer and Department Training Hours	D-1, E-1	12,656	9,000	7,830	7,000

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2014	Authorized Budget FY 2015	Estimated Actual FY 2015	Budget FY 2016
Minority and Female Applicants Recruited for Testing	D-2	52	50	75	75
Persons Served by Animal Control Officer	F-1, F-2	827	825	775	800
Written Warnings Issued by Animal Control	F-1	81	100	84	80
Written Citations Issued by Animal Control	F-1	236	300	246	250
Dog Licenses Issued	F-1	973	1,000	931	950

NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2014	AUTHORIZED BUDGET FY 2015	ESTIMATED ACTUAL FY 2015	BUDGET FY 2016	\$ AMOUNT BUDGET FY 2016
Chief of Police	1.00	1.00	1.00	1.00	\$99,201
Deputy Chief	2.00	2.00	1.30	2.00	\$167,562
Lieutenant	4.90	5.00	5.00	5.00	\$380,204
Sergeant	9.80	10.00	10.00	10.00	\$654,839
Computer Network	0.32	1.00	1.00	0.00	\$0
Patrol Officer	51.28	50.05	51.27	50.05	\$2,747,092
Telecommunicator	7.77	8.37	7.81	8.37	\$346,113
Administrative Assistant	1.00	1.00	1.00	1.00	\$47,084
Administrative Secretary	1.00	1.00	1.00	1.00	\$36,519
Records Supervisor	1.00	1.00	1.00	1.00	\$44,433
Records Technician	3.00	3.00	3.00	3.00	\$103,941
Crime Victim Advocate	1.00	1.00	1.00	1.00	\$51,845
Support Services Specialist	1.00	1.00	0.97	1.00	\$45,289
Community Service Officer	0.77	0.96	0.96	0.96	\$20,819
Animal Control Officer	1.00	1.00	1.00	1.00	\$48,400
TOTAL	86.84	87.38	87.31	86.38	\$4,793,341

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EXPENDITURE CLASSIFICATION		ACTUAL	AUTHORIZED	ESTIMATED	BUDGET
		FY2014	BUDGET FY2015	ACTUAL FY2015	BUDGET FY2016
PERSONAL SERVICES					
100	Employee Salary and Wages	4,614,298	4,826,485	4,754,649	4,793,341
101	Accrued Sick Leave	8,278	0	0	0
102	Accrued Vacation Leave	(4,211)	0	0	0
110	Employee Overtime	273,647	290,480	278,580	283,456
111	Employee Overtime-Court	38,277	38,962	34,865	35,475
112	Employee Premium Payments	187,753	178,622	171,056	174,049
115	Employer VEBA Contributions	69,126	120,369	87,348	96,230
130	Employee Health Ins. Benefits	766,138	781,682	782,475	814,913
131	Employee Retirement Benefits	2,246,632	2,354,769	2,341,704	2,479,889
140	Employee Work. Comp. Benefits	165,573	174,310	171,496	174,342
141	Employee Unemp. Comp. Benefits	0	0	2,547	0
150	Special Contractual Benefits	86,819	80,800	71,850	80,800
TOTAL PERSONAL SERVICES		8,452,330	8,846,479	8,696,570	8,932,495
DIRECT OPERATING CHARGES & SERVICES					
200	Professional & Consultant Fees	33,315	24,100	17,056	38,100
210	Publishing and Filing Fees	1,140	1,500	1,000	750
220	Communications-Telephone	41,020	46,998	45,926	48,084
221	Communications-Data	6,342	5,869	6,350	6,360
222	Communications-Postage	6,140	6,250	6,667	6,520
230	Utilities-Electric	3,483	0	0	0
232	Utilities-Water and Sewer	6	0	0	0
240	Travel, Conferences, Training	38,299	67,454	64,649	81,154
250	Repairs & Maint.-Equip.	48,326	54,503	52,861	57,588
251	Repairs & Maint.-Bldg & Struc.	95	0	0	0
260	Rental Charges	13,391	11,667	11,365	12,123
270	Outside Printing Services	9,301	8,250	8,736	8,625
271	Other Outside Services	103,714	245,042	205,894	224,440
272	Office Supplies	14,259	15,800	15,327	17,400
273	Operating Supplies & Materials	106,795	93,841	87,494	83,750
275	Motor Fuels and Lubricants	145,411	168,958	153,410	150,960
280	Subscriptions and Memberships	9,147	9,255	8,713	9,885
281	Insurance and Bonds	0	70	40	80
282	Licenses and Taxes	582	1,000	1,976	1,500
299	Operating Equipment	153,502	31,128	44,649	14,000
TOTAL DIR. OPER. CHRGS. & SRVCS.		734,268	791,685	732,113	761,319
SERVICES AND CHARGES TRANSFERRED IN					
311	Vehicle & Equipment-Parts	84,585	68,000	82,000	68,000
352	Engineering Services	1,068	0	0	0
TOTAL SRVCS. & CHRGS. TRANS IN		85,653	68,000	82,000	68,000

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EXPENDITURE CLASSIFICATION	ACTUAL FY2014	AUTHORIZED BUDGET FY2015	ESTIMATED ACTUAL FY2015	BUDGET FY2016
CAPITAL OUTLAY				
502 Office Furn., Fix & Equip.	0	0	17,935	0
503 Machinery and Equipment	9,584	0	0	0
504 Licensed Vehicles	134,928	44,979	44,979	0
TOTAL CAPITAL OUTLAY	144,512	44,979	62,914	0
CONTINGENCIES				
801 Division Contingency	0	102,998	0	0
TOTAL CONTINGENCIES	0	102,998	0	0
TOTAL EXPENDITURES	<u>9,416,763</u>	<u>9,854,141</u>	<u>9,573,597</u>	<u>9,761,814</u>