



“The roles and responsibilities of law enforcement are constantly shifting”

Dan Polk, Police Commissioner.

Experience going out the door is just a part of the cycle in any organization and FY 2015-2016 was a year of transition for the Palos Park Police Department and like any organization, the departure of a sworn officer is a loss of institutional knowledge and experience (Full / Part time) has an impact.

We continually look for qualified people to join our department and experience the challenge to set new goals that will allow us to continually look for new ways to engage. FY 2017-2018 we keenly focus on the degree of safety and harmony established in our community and the past vehicles to deliver professional service to all.

FY-2017-2018 budget submissions seek to continue to shape our organizational culture, improve our capability, and heighten our awareness of the potential for improvement through coordinated deployment and administration of resources to reduce/eliminate redundant staffing and administration.

“The people of Palos Park deserve nothing less than excellence in their police department. Our commitment to the best practices in law enforcement and public safety policy is reflected in our focus in FY 2017-2018 through both internal efficiencies and external efficiencies make for effective services to the community.

Staff, technology, training and equipment resources are all necessary to fulfill our critical mission!

Capital Improvements/Programs:

Budget Line Item Submissions

01 22 40 4010 FULL TIME SWORN VACENCY REPLACEMENT PROGRAM

Currently the Palos Park Police force is looking to fill three (3) sworn officer vacancies, (Churin, Ricobene and Spurgash) created by two seeing employment with other departments and one death. No doubt a small suburban department, be it Palos Park or a comparable community seeks the best qualified candidates and find it a constant struggle. The strain on the department is made more pressing by the overall smaller number of full time officers we employ.

Never before has the recruitment and retention of police personnel been as critical or as challenging for police organizations as it is today. To address these challenges successfully, we must examine the process in an entirely different manner. This process will require a constant review of the labor market, compensation systems, recruiting techniques, leadership and operational management systems. Quite simply – when recruiting and retaining personnel, every detail is important and deserves attention.

It's a problem with no clear explanation and our hiring challenges are profession wide, based on such factors, including the economy, lower unemployment and Omni-present bad press swirling around police nationwide. 2016 saw the departure of a significant number of part time officers as well, who took full time open positions elsewhere, (Maske, Taylor, Slabenak, Coburn, Schabert) Legatzke and Wagner retired.

We remain committed to developing new and different ways of managing the process — reducing costs, managing demand, revaluing policing and re-engineering operations to make affordability in policing a reality. Like any smaller community we have a small budget, and limited sources of revenue to fund that budget.

We recognize that unfortunately, smaller police departments can serve as training grounds for officers who are seeking careers in law enforcement in larger departments. Turnover in smaller towns can be common and we all grapple with issues regarding police protection, ranging from justifying a full-time position to training expenses.

When we dedicate resources to hire and train new officers, who may move on to a larger department after a year or two, the use of a contract requiring newly hired-trained officers stay for a certain number of years or repay the training cost, can make a difference if an officer chooses to leave in the first year or two. A pro-rated, by year contract may be a viable option for any new hires.

Police departments are expensive, especially for small municipalities that struggle with budgets and have limited funding. Police departments within any municipality are generally the highest-spending department due to personnel costs for those employees.

Capital Improvements/Programs:

Budget Line Item Submissions

01 22 70 7011 COMPUTER REPLACEMENT ROTATION

Three (3) desk 7020 top computers Dell Optiplex computers. Upgrade computers in house for CAPERS, LEADS, E Crash reports, SWCD interface for sworn and support staff. Desk top computers (3) enhancing and creating a technological platform to support staff members with some an updated e-environment usage dedicated for local adjudication internal tracking. Integration of the SWCD and CAPERS reporting data into one single platform with the GIS system database.

Total Request 5,500

27 22 70 7990 27 28 828230 VEHICLE REPLACEMENT

One 2017 Ford Police Package SUV \$27,500 Joe Rizza Ford (One new in car radio & lights \$3,900) \$700 Graphics \$1,400 Equipment Removal/Installation (We will seek additional cost benefits if we seek two patrol unit replacements purchases at one time Total Request with \$700 Graphics \$1,400 Equipment Removal/Installation. 2016 saw our patrol area coverage has increase by 2,000 acers and we added a western patrol area beat (Beat 4).

Total Request \$30,500.00

27 22 70 7300 DOJ BVP (Ballistic Vests Partnership)

Individual officer body worn vests.

Each year we complete and submitted our DOJ BVP (Ballistic Vests Partnership) purchases providing our officers with vests. As you are aware, we participate in the US DOJ Body Armor Safety Initiative that fund a portion of body armor used by our staff and provided to our staff under the vests program, within village financial constraints.

We would ask you consider funding a portion of the ballistic vests. The portion of the replacement vest program we would ask is four (4) vests, our costs portion \$600 per = \$2,200.

Total Request \$2,200.00

01 22 40 4110

Ruse Burglary Task Force Two (2) shift per week participation. Continued Support and augmentation of the ISP Task Force by PPPD Staff.

We know our Senior citizens are an easy target and they are vulnerable being established, financially stable and often the target of thieves and criminal rings that know that. We feel being part of the Illinois State Police Ruse Burglary Task Force will help in cases with little information or in communities like Palos Park that have fewer police resources to investigate ruse burglaries on their own.

On going, experienced officers participating in the task force come from areas that see many ruse burglaries. By participating on a part time basis in the state police task force we would assign an officer work with ISP on ruse burglary investigations and conduct surveillance, interview witnesses as well as review past cases to find similarities to new reports. Our goal is anything that might lead to arrests in these crimes.

Average costs per week for VoPP Total \$870.00 per week Based on \$36.00 hard costs per hour x 2 12 hours shifts = 24 hours per week.

02 40 4100 SALARIES FULL TIME

The front end clerical staff positions are covered by a combination of support staff to oversee all reception, data entry, phones, reports, CAPERS report software, SWCD data, court and clerical filings, subpoena, time sheet consistency, LEADS coordinator, purchase orders, expungement orders, supplies, and now Local Adjudication duties.

Our clerical support staff is also key point for Local Adjudication and the work load, preparing for the hearings, holding the hearing, follow up hearing issues. As well as ticket processing, etc... As well as our administrative tow fee. Request 3% for full time clerical support person.

We utilize measurement as the first step that leads to control and eventually to improvement. If you can't measure something, you can't understand it. If you can't understand it, you can't control it. If you can't control it, you can't improve it.

Total Request \$

Department Quantitative: 2016

- Service Calls | Incidents | Events 28,386
- Arrest Adult 178/Juvenile 4
- Local Adjudication Violations 716
- Patrol-Initiated Incidents Case Reports 598
- Moving Violations 580

Department Qualitative:

Efficiency and Accountability Daily

Active Partnerships SSERT, ILEAS, Region 4 MFF, SSMCT, SWMC, SWCD, SSFITF, South Suburban Chiefs, 5th District Detectives, FBI Law Enforcement Executive development

Department Qualitative:

- Levels of Fear
- Levels of Satisfaction
- Fairness
- Courteousness

The Palos Park Police Department and our partner, Southwest Central Dispatch (SWCD) records response times from the time the call is received until the first police officer arrives on scene using a Computer Aided-Dispatch system.

Needless to say a key factor in response time is the number officers in field. Our staffing varies predicated on peak times and historical data on demands, between a low of 2 officers to a high of 4 officers.

FY2012: High 4:36 Low 1:10

FY2013; High 6:30 Low 1:55

FY2014: High 5:19 Low 2:16

FY2015: High 7.23 Low 2.23

FY2016: High 7:34 Low 2:54

Uniform Crime Reporting Statistics

Part One Crime Per 1,000 Residents:

- FY2012: 1Robbery 4 Burglary 33 Thefts 38 Part one offenses
- FY2013: 0 Robbery 8 Burglary 13 Thefts 31Part one offenses
- FY2014: 0 Robbery 1Burglary 29 Thefts 30 Part one offenses
- FY2015: 0 Robbery 4 Burglary 31Thefts 35 Part one offenses
- FY2016: 0 Robbery 4 Burglary 28Thefts 34 Part one offenses
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3) Sworn Personnel “Available” Staffing

Deploying staff at statistical key times for demand is an important tool in meeting our available staffing goals. Our staffing varies predicated on “peek times” and historical data on demands, between a low of 2 officers to a high of 4 officers when the chief is on patrol.

We will be looking to add twenty-five (25) patrol hours per week. We have four patrol coverage beats and work to always maintain three (3) patrol officers to cover the patrol beats.

While not populous, our patrol beats cover a massive amount of territory extending from 7800 West to 13500 West and the Canal to 131st. The patrol hours per week would give us three patrol officers 24/7/365. We often go down to two staff members on Sunday thru Thursday after midnight.

The Cost at an average of \$19.00 per part time officer hours would be \$475.00 per week increase in hard costs. We continue to better utilize field staff and work smarter, as well as augment our full-time staff with a cadre of trained, educated and experienced part-time officers in developing an ideal blend of resource allocation through part and full time staff.

4) Citizen Complaints

One officer complaint related to a Facebook posting (Un professional conduct portrayed in an alleged posting, a drive through restaurant.) Police Administration never did obtain or locate a posting.

Resolution: Review of the professional standards, conduct and depicting a professional image of the organization and profession. A Review with the officer on public image and perception.

One officer complaint related to a Facebook posting (Alleged comment on a death case in another state.) Portraying the organization as un professional conduct that was seen as un caring and crude.

Resolution: Review of the professional standards, conduct and depicting a professional image of the organization and profession. A Review with the officer on public image and perception.

One officer complaint related to Cal Sag Trail for safety issues and the officers presence (Complainant felt they did not belong on the trail)

Resolution: Review of the time and resources dedicated to the trail, as it related to our overall responsibility to service the entire village. Some feel we should be on the trail sun up to sun down, others feel we are over policing the trail. We cut back on dedicating six (6) hours of patrol resources per day on the trail to promote courtesy and trail behavior.

One officer complaint related to an officer not regularly “checking” on the former husband and father of the complainant’s children because “He was dirty”

Resolution: Review of the time, calls and staff time dedicated to what in essence is a divorce dispute. With our agency used to harass and disturb the ex-spouse. Complaint advised we cannot serve as a private agency to “dig up dirt” on her ex-husband.

Several internal reports on an officer lacking tactics safety procedures and handling serious calls in an unsafe manner.

Resolution: After a review of the officers overall ability, our relationship ended.

Internal issue with prisoner processing procedures and the process of processing prisoners.

Resolution: Review with officer on prisoner processing processes and remedial training on a uniform prisoner processing case. Remedial training and review.

Internal officer complaint related to a communication skills and customer service abilities and issues related to interaction demeanor, communication skills during the course of fulfilling duties and responsibilities of a patrol officer charged with serving the public.

Resolution: Review with FTO's, patrol supervisors and the officer. Counseling and review and an agreed ending of our relationship.

5) Arrest

Department arrest made in years:

FY2012	38 Part One offense arrests	Total Arrests 155
FY2013	31 Part One offense arrests	Total Arrests 202
FY2014	30 Part one offense arrests	Total Arrests 181
FY2015	35 Part One offense arrests	Total Arrests 258
FY2016	34 Part One Offenses	Total Arrests 178

External agency / partnerships

Illinois law Enforcement Alarm System ILEAS

Region 4 Mobile Field Force MFF

South Suburban Major Crimes Task Force SSMCTF,

Southwest Major Case Unit Southwest Central Dispatch SWCD

South Suburban Fire Investigating Task Force SSFITF

South Suburban Chiefs,

Cook County court 5th District Detectives

FBI Law Enforcement Executive Development Association FBI LEEDA

Federal Task Force: Unfilled Positions: Federal / Local Partnership: At every turn optimize and utilize allocated asset forfeiture funds for departmental initiatives. Allocated asset forfeiture funds from the D.E.A. Task Force officer to pay various enforcement, training and interdiction tools for our field patrol staff. To that end secure fleet enhancement vehicles and upgrades for detection and prevention by field staff.

PPPD 2015-2016 Budget Line Item Submissions

01 22 40 4100 FULL TIME (sworn) OFFICER SALARIES

(Supervisors) MILLER, SAWYER, HUGHES. (Officers) CHURIN, CAMPBELL, KOTSIANIS, CAIAZZO, CHIBE, WINTER, RICOBENE, Spurgash

Appointment of a cover / swing patrol sergeant to supervise and cover patrol supervision when the day and night shift sergeants are off.

They are leaders, coaches and disciplinarians, but also a messenger and spokesman of command staff. Leadership is about developing, fostering and championing the people under you.

Sergeants do more than just count heads and remind people of the obvious. They have to be sensitive to the needs and idiosyncrasies of individual Officers while carrying out the orders, expectations and directives. A sergeant has to find a way to direct officers who look to them for guidance and consistency.

01-22-40-4110 SALARIES FULL TIME SWORN (Officers)

CAMPBELL, KOTSIANIS, CAIAZZO, CHIBE, WINTER, Three (3) Vacant Full time sworn positions

HUGHES, MILLER & SAWYER (Sworn Supervisors)

01 22-40-4111 SALARIES PART TIME SWORN

We are heavily dependent on shifts being covered by part time sworn staff, as well as their ability to cover all shifts vacant because of full time sworn vacations, training, sick calls, holiday time, etc. We rarely call back full time sworn on overtime.

We utilize the additional part-time officer concentrating on shift overlap coverage, additional field staff during peak hours, and traffic/parking patrol. Each year we have seen an increase in many new Recreation Department initiatives requiring a police traffic presence. We do utilize cost recovery on some of "private" events, IE... Half Marathon, Turkey trot etc.. traffic control

C.S.O. program cost funded under this line item = cost per year \$

Total Request \$280,000.00

01-22-40-4150 SALARIES - PART TIME CLERICAL

We currently operate an all part-time clerical staff. With one lead person, the other support members augment our lead person with the local adjudication process, reception, data entry, phones, reports; CAPERS report software, SWCD data, court and clerical filings, subpoena, time sheet consistency, LEADS co coordinator, purchase orders, expungments orders, supplies,

In addition to these duties, our lead part time clerk assigns and manages the duties of the one part time support staff member

Our lead clerical member works as our point person on the local adjudication process and all aspects of the internal ticket processing and hearing preparation.

Total Request \$ 38,850.00

01-22-40-4200 OVERTIME

The overtime vacillates depending on the number of cases, court appearances, and unfilled shift voids that create a void in the schedule and have to be covered. Increased numbers of arrests equate into more time spent in court. Additionally, this line item is also impacted by the rates for full time sworn staff in the collective bargaining contract. Our full-time officers currently accrue overtime after eighty-four hours, in a two -week pay period.

Special details / cases / incidents etc . . . can quickly take a toll on overtime monies. (We are cognizant of tight fiscal limitations, pressed by family members to locate the offender(s) and obligated to utilize and pursue all avenues available to properly conduct fair, impartial, and lawful investigations).

Training, the key to effective efficient officers, crime prevention functions, adverse weather and parades, fests, etc . . . also account for overtime monies.

Total Request \$34,000.00

[These numbers are predicated on the number of full time sworn staff members and one civilian.](#)

01-22-50-5310 HEALTH / DENTAL INSURANCE

01-22-50-5320 LIFE INSURANCE

01-22-50-5330 IMRF FT. Clerk IMRF-SLEP

01-22-50-5340 EMPLOYEE ASSISTANCE PROGRAM

01-22-50-5350 SOCIAL SECURITY & MEDICARE

01-22-50-5360 UNEMPLOYMENT INSURANCE

22-60-6300 IRMA LIABILITY & BOND INSURANCE

22-60-6540 LEGAL FEES-MISCELLANEOUS

01 22-60-6700 VEHICLE MAINTENANCE SUPPLIES

Our program to work collaboratively with our in house mechanic to ensure prompt and coordinated repairs, keeping in mind the time sensitive nature of patrol units being down or out of service.

Hours of operation and repair priority remain important part of the equation.

Spot light bulbs, vehicle floor mats, report writing lights, first aid kits for all vehicles, oil, transmission fluid, replacement tires, additional hubcaps, locking gas caps, along with normal maintenance and repairs. *Note: With a \$25,000.00 deductible through our insurance carrier,

there may be times when we need monies under the \$25,000 to cover minor damage repairs, etc...The deductible would also come from this line item.

Total Request \$35,550

01 22-60-6708 OFFICE EQUIPMENT MAINTENANCE

Office equipment repairs Copier lease

Radio Maintenance Cars \$1,500.00 \$3,500.00 portable radio replacement rotation, (Mobile Data Terminals M.D.T. repair, upkeep etc..)

Fire extinguisher service.

Total Request \$ 5,000.00

01 22-60-6800 DISPATCH / COMMUNICATIONS CHARGES

Current Contract with Southwest Central Dispatch increased assessment has been anticipated as SWCD now assess us for part time sworn officers, as well as full time sworn officers. For many years they just assessed full time sworn with part time sworn officers not part of the equation.

Total Request \$184,410

01 22 60 6810 PROFESSIONAL DEVELOPMENT

Illinois Chiefs of Police \$125.00 5th District Investigators \$25.00

South Suburban Major Case Squad \$200.00 NIMS FEMA etc...

Illinois South Suburban Chiefs of Police & mandated continuing education for chiefs of police \$350.00

We are doing extensive on line training with staff staying in house for the training. N.E.M.R.T. \$100.00 per officer x 17 officers & 2 support staff members = \$1,900.00

Seminars Cultural Diversity, Laws of Arrest / Liability Issues, Etc . Terror related issues, WMD, bio-hazard Decision shooting range training and additional specialty training provided by private entities at a cost per officer in SSERT tractics

Total Request \$3,000.00

01 22 60 6920 CREDIT CARD BANK FEES

Total request \$1,800

VoPP /MAP collective bargaining agreement for Tuition Incentives. We currently have two officers in college course degree level work, one Bachelor program and one Master's program.

Today's policing is much more about social work than it is law enforcement. It's about resolving low-level disputes and officers using experience in psychology, sociology and other college-taught disciplines that as more adept at addressing these issues.

Increasing educational standards studies has shown incidents of police misconduct and discipline will be reduced. One study of Florida officers found that 75 percent of disciplinary actions were administered to officers who only had a high school diploma. College educations has shown to aid the officers in their behavior and performance, enhance their critical thinking skills and situational discernment, and decrease dogmatism.

Current Average Tuition Rate Per Credit Hour by School

School	Fall	2016
Northern Illinois	317.60	
Governor's State	386.00	
U of IL-Chicago	500.00	
Western Illinois	334.70	
Illinois State	370.24	
Average	\$381.56	

TOTAL REQUEST \$6,500

01 22 60 6990 MISCELLANEOUS CONTRACTUAL

Copier, equipment etc..

TOTAL REQUEST \$20,500

01 22-70-7010 OFFICE SUPPLIES

Copier Supplies \$800.00 Fax machine toner cartridges computer paper, green bar paper, two printers (\$1,500) printer ribbons, general office supplies, etc .

Total Request \$6,800.00

01 22-70-7020 PRINTING

This would include the printing of Y and P tickets during the year and new Local Adjudication tickets. A new and additional tool (local adjudication) will require its own distinct ticket various reports, general case reports, domestic violence reports, alcohol influence reports, tow reports, juvenile contacts, letterhead, envelopes, business cards, etc. **Total Request \$ 2,00.00**

01 22-70-7035 PUBLICATIONS

2015 Criminal Codes 2015 Traffic Codes Stop Stamps/Pads/Stickers, racial profiling data collection forms, Adjudication notices, Two Hearing notices **Total Request \$ 1,000**

01 22-70-7040 POSTAGE

Total Request \$ 300

01 22-70-7060 TRAVEL EXPENSES

Training / Conference / Major Case investigations requiring overnight travel and monies available to reimburse officers for unexpected travel. Total Request \$0

01 22-70-7080 VEHICLE FUEL / FLUIDS

Gasoline prices have been fluctuating from highs of \$4.00 per gallon to lows of \$2.00.

Total Request \$58,000.00

01 22-70-7090 CRIME PREVENTION MATERIALS

We dedicate a significant amount of staff time and resources to business and community outreach initiatives, all of which establish open line of communications, community dialogue and make our agency a "User Friendly agency".

Supplement: File for Life, You Are Not Alone Program, Citizen On Patrol, Neighborhood Watch, Senior Well Being Checks, Block Home Program, Walk and Talk Program, Police Cadet Program.

Total Request \$ 1,800.00

01 22-70-7110 FIREARMS AND AMMUNITION

We need to insure that all officers shoot four times a year.

45mm duty ammunition 1,500 \$530.00

45mm practice ammunition 9,000, shotgun shells, 00 buck \$1,000 Targets \$120

Terror & SRT simulations practical applications \$700 Cleaning supplies etc...\$200

Cleaning kit / gun oil \$22.00

Training, preparation, practice and decision based deadly force training all limit our exposure and liability. Tactical targets (real life armed / unarmed) decision \$59.15. (Shotgun training should become a regular part of firearms training, as well as tactical decision shooting in conjunction with our deadly force policy.

Total Request \$3,500.00

01 22-70-7200 PHONE EXPENSES

Total Request \$2,250.00

01 22-70-7210 MOBILE PHONE TELECOMMUNICATIONS

Sergeant's cellular phone & Southwest Major Case Unit (2) Nextel radio/cellular phone.

Total Request \$3,000

01 22-70-7300 UNIFORM EXPENSES

As costs for uniforms and leather goods continually increase, we have a contractual obligation to supply our full time sworn with all duty related gear (shirts, pants, flashlights, caps, rain gear, traffic vest, safety kits, gun belts, hand cuff cases, first aid kits, etc..

Additionally, with a significant number of part time officers, we are regularly making smaller amount purchases for their uniform needs and equipment.

Prices continue to escalate (Note: CONTRACT ISSUE + PART TIME SWORN EQUIPMENT)

Total Request \$15,925.00

01 22-70-7340 PHOTOGRAPHIC SUPPLIES

We have gone all digital and use those cameras as the primary department cameras. The cameras are frequently utilized for photographing prisoners, crime scenes, accidents, etc. High tech digital imaging requires higher expenses from time to time to enhance and refine photos.

Film developing: From time to time, we need to use the 35mm camera on crime scenes requiring detailed photography I.E.... Arson, major accidents, residential fires, etc . . . this film must be developed professionally. Total Request \$ 500.00

01 22-70-7400 REFUNDS

In the event of clerical error, i.e... Reimburse for over payment of a fine etc.

Total Request \$0

01 22-70-7510 EQUIPMENT

Flares and / or Cyalume light sticks used extensively for community events and the traffic control associated with same. \$500.00

Operational needs, print lifts, swabs, evidence vials, etc . . . \$400.00 Prisoner property bags, DUI Breathalyzer mouth pieces and printer paper.

Update/ replacement of exposure control kits and other items associated with blood borne pathogens, vomit control, exposure hand cleaner, gowns, mask.

Narcotics field testing kits. Evidence Collection kits. Total Request \$ 1,900.00

01 22-70-7760 JANITORIAL SUPPLIES

Cleaning and upkeep of the facility.

Total Request \$ 0

22-70-7920 MEDICAL FEES AND SUPPLIES

New part time officer's physical / drug screening and/or other unanticipated medical costs. We must also offer staff Hepatitis B shots as needed, this is mandatory as related to blood borne pathogens and cost \$200.00 per employee. Hep B, Respirators, Hearing test, Blood lead level.

Total Request \$2,200.00

22-70-7990 MISC. COMMODITIES

Petty cash available for small "emergency" cash purchases. \$100.00 per month available.

Total Request \$2,000.00

01 22 40 4110 FULL TIME (sworn) OFFICER SALARIES

SAWYER, HUGHES, CAMPBELL, KOTSIANIS, CAIAZZO, CHIBE, WINTER.

Full time sworn Vacancies: CHURIN, RICOBENE & SPURGASH



Fiscal Year 2017- 2018 Process and Preparation Acknowledgments:

The Men and Women of the Palos Park Police Department, Metropolitan Alliance of Police Local 150, the Palos Park Police Foundation, The Citizens on Patrol Service COPS, The Palos Park Women’s Club , our Finance Department Administrative Staff, our elected officials and the people of Palos Park for their thoughtful input, and recommendations.

We as an organization held open FY 2017 – 2018 Budget planning meetings for all PPPD staff to discuss and analyze our budget formulation and prioritize the key points of Staffing, Training and Equipment.

We are grateful for the frank and open dialogue that these meetings produced related to our core goals and objectives to stay on task, engaged and focused.

Respectfully submitted February 24, 2017

Dan Polk, Police Commissioner

Joe Miller, Chief of Police