

# **PUBLIC SAFETY COMMITTEE**

**JULY PACKET 2019**

## **A G E N D A**

MEETING OF THE PUBLIC SAFETY COMMITTEE OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON JULY 8<sup>TH</sup>, 2019 AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS.

CALL TO ORDER

ROLL CALL

1. REVIEW MAY 13<sup>TH</sup>, 2019 PUBLIC SAFETY COMMITTEE MEETING MINUTES.
2. REVIEW WEEKLY PRESS RELEASES – INFORMATION.
3. REVIEW MONTHLY EXPENDITURE REPORT FOR JUNE 2019– INFORMATION.
4. REVIEW OVERTIME REPORT FOR 05/20/2019 – 06/16/2019- INFORMATION.
5. REVIEW PROPOSAL TO PURCHASE THE BEST EVIDENCE MANAGEMENT SYSTEM FROM PORTER LEE CORPORATION.
6. DISCUSSION ON ESTABLISHING AN ANNUAL DEPARTMENT AWARDS RECOGNITION PROGRAM AND AWARDS CEREMONY.
7. REVIEW LETTER(S) OF RECOGNITION AND APPRECIATION – INFORMATION.
8. DISCUSSION ITEM(S)
  - Peer Jury Program between Village of Downers Grove and Village of Willowbrook.
9. \* VISITOR'S BUSINESS (Public comment is limited to three minutes per person).
10. ADJOURNMENT.

NEXT MEETING SCHEDULED AUGUST 12<sup>TH</sup>, 2019 AT 5:30 P.M.

## COMMITTEE MEETING

### AGENDA ITEM SUMMARY SHEET

#### AGENDA ITEM DESCRIPTION

MOTION TO APPROVE THE PUBLIC SAFETY COMMITTEE MEETING MINUTES ON MAY 13<sup>TH</sup>, 2019.

#### COMMITTEE REVIEW

- Finance/Administration
- Municipal Services
- Public Safety

Meeting Date: 07/08/2019

<input type="checkbox"/> Discussion Only	<input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date)
<input type="checkbox"/> Seeking Feedback	<input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board)
<input checked="" type="checkbox"/> Regular Report	<input type="checkbox"/> Report/documents requested by Committee

#### BACKGROUND

The attached minutes are from the Public Safety Committee held on May 13<sup>th</sup>, 2019.

#### STAFF RECOMMENDATION (if any)

APPROVE MOTION.

## A G E N D A

MINUTES OF THE PUBLIC SAFETY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MAY 13<sup>TH</sup>, 2019 AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS.

### CALL TO ORDER

*Meeting called to order at 5:30 p.m. Trustee Davi arrived at 5:39 p.m.*

### ROLL CALL

*In attendance, Chairperson Gayle Neal, Trustee Umberto Davi, Deputy Chief Lauren Kaspar and Chief Robert Schaller.*

1. REVIEW APRIL 8<sup>TH</sup>, 2019 PUBLIC SAFETY COMMITTEE MEETING MINUTES.  
*Trustee Davi and Chairperson Neal approved the April 8<sup>th</sup>, 2019 meeting minutes @ 5:41 p.m.*
2. REVIEW WEEKLY PRESS RELEASES – INFORMATION.  
*The Committee reviewed the weekly press releases.*
3. REVIEW MONTHLY EXPENDITURE REPORT FOR MARCH 2019 AND APRIL 2019– INFORMATION.  
*The Committee reviewed the monthly expenditure report for end of FY 18/19.*
4. REVIEW OVERTIME REPORT FOR 03/11/2019 – 04/21/2019- INFORMATION.  
*The Committee reviewed the Overtime Report.*
5. REVIEW MONTHLY OFFENSE SUMMARY REPORT FOR APRIL 2019 - INFORMATION.  
*The Committee reviewed the Monthly Offense Report. Chief Schaller discussed the domestic battery, aggravated assault and tobacco enforcement cases that occurred between 04/01/2018 and 05/01/2018.*
6. REVIEW LETTER(S) OF RECOGNITION AND APPRECIATION – INFORMATION.  
*The Committee reviewed the Letter of Appreciation received from the Oakbrook Police Department for Detective Daniel Polflet.*
7. \* VISITOR'S BUSINESS (Public comment is limited to three minutes per person).  
*There were no members of the public present to comment at this meeting.*
8. ADJOURNMENT.  
*The meeting was adjourned at 6:09 p.m.*

NEXT MEETING SCHEDULED JUNE 10<sup>TH</sup>, 2019 AT 5:30 P.M.

## COMMITTEE MEETING

### AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION	COMMITTEE REVIEW
INFORMATION ONLY – PRESS RELEASES	<input type="checkbox"/> Finance/Administration <input type="checkbox"/> Municipal Services <input checked="" type="checkbox"/> Public Safety
	Meeting Date: <u>07/08/2019</u>

Discussion Only       Approval of Staff Recommendation (for consideration by Village Board at a later date)  
 Seeking Feedback       Approval of Staff Recommendation (for immediate consideration by Village Board)  
 Regular Report       Report/documents requested by Committee

### BACKGROUND

The attached are press releases approved for the weeks of:

June 3<sup>rd</sup> – 9<sup>th</sup>, 2019  
June 10<sup>th</sup> – 16<sup>th</sup>, 2019

### STAFF RECOMMENDATION (if any)

None.



**Willowbrook Police Department**  
**Press Release for the week of June 3<sup>rd</sup> – 9<sup>th</sup>, 2019**  
**June 10<sup>th</sup>, 2019**  
**Contact: Chief Robert Schaller or Laurie Schmitz**  
**at (630) 325-2808**

FOR IMMEDIATE RELEASE

**NOTE:** Any person listed as being charged and/or arrested by this Department has merely been accused of such offense(s) and are presumed innocent until proven guilty.

06/03/2019 At 2:06 p.m. Officers responded to the 70 block of Stirling Lane for the report of a THEFT. Offender(s) unknown, who identified themselves as plumbing contractors, entered the apartment and removed an Apple watch and jewelry. The cost to replace the items was estimated at \$470.00 U.S.C.

06/03/2019 Samuel N. Richards, Jr., 49, 18000 block of Sherman Street, Lansing, Illinois was arrested for alleged FORGERY, possession of (2) counterfeit \$100 bills, following an incident in the 7600 block of Kingery Highway, Mobil Gas Station. Mr. Richards was transported to the DuPage County Jail.

06/04/2019 At 4:05 p.m. Officers responded to the 800 block of 75<sup>th</sup> Street for the report of a BURGLARY FROM MOTOR VEHICLE. Offender(s) unknown, using an unknown blunt type object, damage a window on the parked/unattended motor vehicle and removed a purse and its contents. The cost to repair/replace the damaged/stolen items was estimated at \$1,550.00 U.S.C.

06/05/2019 At 1:48 p.m. Officers responded to the 7600 block of Kingery Highway, Target Store, for the report of a THEFT. Offender(s) unknown, by unknown means, removed a wallet and its contents from the unattended/unsecured purse. The cost to replace the items was estimated at \$20.00 U.S.C.

APPROVED ON 6/19/2019  
BY: UL 521

Willowbrook Police Department  
Press Release for the week of June 10<sup>th</sup> – 16<sup>th</sup>, 2019

June 17<sup>th</sup>, 2019

Contact: Deputy Chief Lauren Kaspar or Laurie Schmitz  
at (630) 325-2808

FOR IMMEDIATE RELEASE

**NOTE:** Any person listed as being charged and/or arrested by this Department has merely been accused of such offense(s) and are presumed innocent until proven guilty.

06/14/2019 At 1:52 p.m. Officers responded to the 7900 block of Joliet Road for the report of a MOTOR VEHICLE THEFT of a 2015 Jeep Cherokee. Offender(s) unknown gained access to the unattended/unsecured motor vehicle, utilized the motor vehicle key, and removed the vehicle from the business parking lot. The cost to replace the vehicle was undetermined at the time of the report.

06/15/2019 At 11:06 p.m. Ayala, Jose Fernando V, 64, 6000 block of Archer Road, Summit, Illinois was arrested for alleged DRIVING UNDER THE INFLUENCE – ALCOHOL, IMPROPER LANE USAGE and ILLEGAL TRANSPORTATION OF ALCOHOL following a traffic stop at the intersection of Kingery Highway and Interstate 55. Mr. Ayala was transported to the Willowbrook Police Department and released after posting bond.

06/16/2019 At 2:18 a.m. Simental, Jose X., 30, 6000 block of 63<sup>rd</sup> Street, Chicago, Illinois was arrested for alleged DRIVING UNDER THE INFLUENCE – ALCOHOL following a traffic stop at the intersection of Kingery Highway and Plainfield Road. Mr. Simental was transported to the Willowbrook Police Department and released after posting bond.

# COMMITTEE MEETING

## AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION	COMMITTEE REVIEW
INFORMATION - MONTHLY EXPENDITURE REPORT	<input type="checkbox"/> Finance/Administration <input type="checkbox"/> Municipal Services <input checked="" type="checkbox"/> Public Safety Meeting Date: <u>07/08/2019</u>
<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Seeking Feedback <input checked="" type="checkbox"/> Regular Report	<input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date) <input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board) <input type="checkbox"/> Report/documents requested by Committee
BACKGROUND	
The attached report is a monthly Expenditure Report for the month of June 2019.	
REQUEST FOR FEEDBACK (if any)	
NONE.	
STAFF RECOMMENDATION (if any)	
NONE.	

## EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 06/30/2019

## POLICE DEPARTMENT

## ACTIVITY FOR

MONTH

YTD BALANCE  
06/30/20192019-20  
ORIGINAL  
BUDGET% BDGT  
USEDAVAILABLE  
BALANCE

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 06/30/2019	YTD BALANCE 06/30/2019	2019-20 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Dept 30 - POLICE DEPARTMENT						
CAPITAL IMPROVEMENTS	RADIO EQUIPMENT	0.00	74,764.82	74,764.82	0.00	5,200.00
01-30-680-622	NEW VEHICLES					93,008.18
01-30-680-625	CAPITAL IMPROVEMENTS	74,764.82	74,764.82	172,973.00	43.22	98,208.18
ADMINISTRATION						
01-30-400-147	MEDICARE	2,849.66	5,934.80	39,257.00	15.12	33,322.20
01-30-400-151	IMRF	1,705.18	3,424.76	21,075.00	16.25	17,650.24
01-30-400-161	SOCIAL SECURITY	850.79	1,734.08	10,684.00	16.23	8,949.92
01-30-400-171	SUI - UNEMPLOYMENT	0.65	3.23	1,612.00	0.20	1,608.77
01-30-630-101	SALARIES - PERMANENT EMPLOYEES	161,910.51	334,696.75	2,150,593.00	15.56	1,815,896.25
01-30-630-102	OVERTIME	23,644.20	51,363.41	285,000.00	233,636.59	
01-30-630-103	OVERTIME - SPECIAL DETAIL & GRANTS	0.00	0.00	8,000.00	0.00	8,000.00
01-30-630-126	SALARIES - CLERICAL	13,391.68	26,317.23	163,325.00	16.11	137,007.77
01-30-630-127	OVERTIME - CLERICAL	249.47	1,082.72	9,000.00	12.03	7,917.28
01-30-630-131	PERSONNEL RECRUITMENT	0.00	0.00	2,500.00	0.00	2,500.00
01-30-630-141	HEALTH/DENTAL/LIFE INSURANCE	56,094.56	59,783.71	374,733.00	15.95	314,979.29
01-30-630-155	POLICE PENSION	75,912.16	151,824.32	986,858.00	15.38	835,033.68
01-30-630-201	PHONE - TELEPHONES	1,768.84	3,471.20	27,000.00	12.86	23,528.80
01-30-630-202	ACCREDITATION	0.00	0.00	8,000.00	0.00	8,000.00
01-30-630-228	MAINTENANCE - BUILDINGS - HVAC	0.00	0.00	7,180.00	0.00	7,180.00
01-30-630-235	NICOR GAS (7760 QUINCY)	206.76	206.76	3,000.00	6.89	2,793.24
01-30-630-238	FIAT	0.00	3,500.00	3,500.00	100.00	0.00
01-30-630-241	FEES - FIELD COURT ATTORNEY	0.00	0.00	12,000.00	0.00	12,000.00
01-30-630-242	DUPAGE CHILDRENS CENTER	0.00	0.00	3,000.00	0.00	3,000.00
01-30-630-245	FIRING RANGE	75.60	331.58	2,500.00	13.26	2,168.42
01-30-630-246	RED LIGHT - ADJUDICATOR	0.00	0.00	6,000.00	0.00	6,000.00
01-30-630-247	RED LIGHT - CAMERA FEES	0.00	0.00	275,000.00	0.00	275,000.00
01-30-630-248	RED LIGHT - COM ED	122.68	243.45	2,000.00	12.17	1,756.55
01-30-630-249	RED LIGHT - MISC FEE	15.00	30.00	22,000.00	0.14	21,970.00
01-30-630-250	SANITARY (7760 QUINCY)	0.00	0.00	400.00	0.00	400.00
01-30-630-301	OFFICE SUPPLIES	529.20	763.83	7,000.00	10.91	6,236.17
01-30-630-302	PRINTING & PUBLISHING	178.00	178.00	5,450.00	3.27	5,272.00
01-30-630-303	FUEL/MILEAGE/WASH	8,817.58	8,817.58	65,000.00	13.57	56,182.42
01-30-630-304	SCHOOLS/CONFERENCES/TRAVEL	3,872.53	8,312.73	30,207.00	27.52	21,894.27
01-30-630-305	TUITION/REIMBURSEMENT	0.00	2,250.00	6,000.00	37.50	3,750.00
01-30-630-307	FEES/DUES/SUBSCRIPTIONS	2,870.37	3,088.27	17,485.00	17.66	14,396.73
01-30-630-308	CADET PROGRAM	0.00	0.00	4,000.00	0.00	4,000.00
01-30-630-311	POSTAGE & METER RENT	476.97	476.97	4,000.00	11.92	3,523.03
01-30-630-315	COPY SERVICE	360.88	360.88	4,000.00	9.02	3,639.12
01-30-630-331	OPERATING SUPPLIES	81.95	105.54	3,500.00	3.02	3,394.46
01-30-630-345	UNIFORMS	21.99	926.09	33,000.00	2.81	32,073.91
01-30-630-346	AMMUNITION	0.00	0.00	13,000.00	0.00	13,000.00
01-30-630-401	OPERATING EQUIPMENT	1,833.00	5,614.98	26,900.00	20.87	21,285.02
01-30-630-402	BODY CAMERAS	0.00	0.00	33,846.00	0.00	33,846.00
01-30-630-405	FURNITURE & OFFICE EQUIPMENT	0.00	0.00	7,500.00	0.00	7,500.00
01-30-630-409	MAINTENANCE - VEHICLES	1,579.85	1,579.85	70,000.00	2.26	68,420.15
01-30-630-421	MAINTENANCE - RADIO EQUIPMENT	0.00	0.00	12,250.00	0.00	12,250.00
ADMINISTRATION		359,420.06	676,422.72	4,767,385.00	14.19	4,090,962.28

EXPENDITURE REPORT FOR WILLOWBROOK  
PERIOD ENDING 06/30/2019  
POLICE DEPARTMENT

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 06/30/2019	YTD BALANCE 06/30/2019	2019-20 ORIGINAL BUDGET		AVAILABLE BALANCE
				% BDGT USED	% BDGT USED	
DATA PROCESSING						
01-30-640-212	EDP EQUIPMENT/SOFTWARE	2,038.80	2,038.80	22,000.00	9.27	19,961.20
01-30-640-225	INTERNET/WEBSITE HOSTING	0.00	0.00	1,968.00	0.00	1,968.00
01-30-640-263	EDP LICENSES	3,695.00	10,963.60	28,315.00	38.72	17,351.40
01-30-640-267	DOCUMENT STORAGE/SCANNING	0.00	0.00	18,000.00	0.00	18,000.00
DATA PROCESSING			5,733.80	13,002.40	70,283.00	18.50
RISK MANAGEMENT						
01-30-645-273	SELF INSURANCE - DEDUCTIBLE	0.00	0.00	20,000.00	0.00	20,000.00
RISK MANAGEMENT				0.00	20,000.00	20,000.00
CONSTRUCTION						
01-30-635-288	BUILDING CONSTR & REMODEL	0.00	0.00	112,900.00	0.00	112,900.00
CONSTRUCTION				0.00	112,900.00	112,900.00
PATROL						
01-30-650-268	ANIMAL CONTROL	0.00	0.00	800.00	0.00	800.00
01-30-650-340	K-9 PROGRAM	0.00	0.00	1,000.00	0.00	1,000.00
01-30-650-343	JAIL SUPPLIES	0.00	0.00	1,500.00	0.00	1,500.00
01-30-650-348	DRUG FORFEITURE EXP - STATE	0.00	0.00	5,000.00	0.00	5,000.00
01-30-650-349	DRUG FORFEITURE EXP - FEDERAL	0.00	0.00	6,000.00	0.00	6,000.00
PATROL				0.00	14,300.00	0.00
INVESTIGATIVE						
01-30-655-339	CONFIDENTIAL FUNDS	0.00	0.00	1,000.00	0.00	1,000.00
INVESTIGATIVE				0.00	1,000.00	1,000.00
TRAFFIC SAFETY						
01-30-660-105	PART TIME - CROSSING GUARD	136.87	679.90	5,300.00	12.83	4,620.10
TRAFFIC SAFETY			136.87	679.90	5,300.00	4,620.10
ESDA COORDINATOR						
01-30-665-263	SIREN MAINTENANCE	0.00	0.00	500.00	0.00	500.00
ESDA COORDINATOR				0.00	500.00	500.00
CRIME PREVENTION						
01-30-670-302	PRINTING & PUBLISHING	0.00	0.00	1,000.00	0.00	1,000.00
01-30-670-331	COMMODITIES	0.00	0.00	5,000.00	0.00	5,000.00
CRIME PREVENTION				0.00	6,000.00	6,000.00
TELECOMMUNICATIONS						
01-30-675-235	RADIO DISPATCHING	0.00	69,081.48	308,058.00	22.42	238,976.52
TELECOMMUNICATIONS				0.00	69,081.48	308,058.00

EXPENDITURE REPORT FOR WILLOWBROOK  
PERIOD ENDING 06/30/2019  
POLICE DEPARTMENT

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 06/30/2019	YTD BALANCE 06/30/2019	2019-20 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Total Dept 30 - POLICE DEPARTMENT		440,055.55	833,951.32	5,478,699.00	15.22	4,644,747.68
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		<b>440,055.55</b>	<b>833,951.32</b>	<b>5,478,699.00</b>	<b>15.22</b>	<b>4,644,747.68</b>

**COMMITTEE MEETING**  
**AGENDA ITEM SUMMARY SHEET**

<b>AGENDA ITEM DESCRIPTION</b> INFORMATION – MONTHLY OVERTIME REPORT		<b>COMMITTEE REVIEW</b> <input type="checkbox"/> Finance/Administration <input type="checkbox"/> Municipal Services <input checked="" type="checkbox"/> Public Safety  Meeting Date: <u>07/08/2019</u>
<p><input type="checkbox"/> Discussion Only      <input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date)</p> <p><input type="checkbox"/> Seeking Feedback      <input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board)</p> <p><input checked="" type="checkbox"/> Regular Report      <input type="checkbox"/> Report/documents requested by Committee</p>		
<b>BACKGROUND</b> <p>The attached report is a summary of the overtime expenditure between the dates of:</p> <p style="text-align: center;"><u>05/20/2019 – 06/16/2019</u></p>		
<b>REQUEST FOR FEEDBACK (if any)</b> NONE.		
<b>STAFF RECOMMENDATION (if any)</b> NONE.		

## OT Hours From 05/20/2019 to 06/16/2019 (Paid Compensation Only)

July 02, 2019

Date/Time	Employee	Approval	Hours
05/20/19 06:30-07:00		05/21/19 08:59 by L. Kaspar	0.50
05/20/19 07:00-04:30		05/22/19 09:54 by L. Kaspar	1.50
05/20/19 14:30-17:00		05/21/19 08:50 by L. Kaspar	2.50
05/20/19 15:00-23:00		05/21/19 08:59 by L. Kaspar	8.00
05/21/19 23:00-03:00		05/22/19 08:03 by L. Kaspar	4.00
05/22/19 03:00-07:00		05/23/19 11:04 by L. Kaspar	4.00
05/22/19 07:00-12:30		05/28/19 08:22 by L. Kaspar	5.50
05/22/19 07:15-12:15		05/28/19 08:20 by L. Kaspar	5.00
05/22/19 13:00-15:00		05/23/19 11:04 by L. Kaspar	2.00
05/22/19 15:30-17:00		05/28/19 08:21 by L. Kaspar	1.50
05/23/19 06:30-11:00		05/28/19 08:20 by L. Kaspar	4.50
05/23/19 07:00-11:00		05/28/19 08:22 by L. Kaspar	4.00
05/23/19 11:00-14:00		05/28/19 08:20 by L. Kaspar	3.00
05/23/19 11:15-12:15		05/28/19 08:20 by L. Kaspar	1.00
05/23/19 14:30-15:00		05/29/19 10:08 by L. Kaspar	0.50
05/23/19 14:30-18:30		05/29/19 10:08 by L. Kaspar	4.00
05/23/19 15:00-19:00		05/29/19 10:09 by L. Kaspar	4.00
05/23/19 16:00-17:30		05/28/19 08:22 by L. Kaspar	1.50
05/24/19 07:00-16:30		05/28/19 08:19 by L. Kaspar	9.50
05/24/19 10:00-15:00		05/29/19 10:09 by L. Kaspar	5.00
05/24/19 10:00-13:00		05/29/19 10:09 by L. Kaspar	3.00
05/24/19 13:00-16:00		06/4/19 08:47 by L. Kaspar	3.00
05/24/19 13:00-16:00		05/28/19 08:23 by L. Kaspar	3.00
05/24/19 13:00-16:00		05/28/19 08:21 by L. Kaspar	3.00
05/24/19 14:30-17:30		05/29/19 10:09 by L. Kaspar	3.00
05/24/19 15:00-18:00		06/4/19 08:48 by L. Kaspar	3.00
05/24/19 15:30-21:30		05/28/19 08:23 by L. Kaspar	6.00
05/24/19 16:00-21:30		05/28/19 08:22 by L. Kaspar	5.50
05/24/19 16:30-21:30		05/28/19 08:23 by L. Kaspar	5.00
05/25/19 06:00-09:00		05/31/19 10:26 by L. Kaspar	3.00
05/25/19 07:00-15:00		05/28/19 08:24 by L. Kaspar	8.00
05/25/19 10:00-13:00		05/31/19 10:26 by L. Kaspar	3.00
05/25/19 23:00-07:00		05/28/19 08:24 by L. Kaspar	8.00
05/26/19 07:00-15:00		05/28/19 08:23 by L. Kaspar	8.00
05/28/19 07:00-08:00		06/3/19 10:52 by L. Kaspar	1.00
05/28/19 08:00-16:00		06/3/19 10:46 by L. Kaspar	1.00

## OT Hours From 05/20/2019 to 06/16/2019 (Paid Compensation Only)

July 02, 2019

Date/Time	Employee	Approval	Hours
05/28/19 15:00-16:00		05/29/19 16:09 by L. Kaspar	1.00
05/28/19 20:00-21:00		06/4/19 08:48 by L. Kaspar	1.00
05/29/19 10:00-11:00		05/30/19 09:34 by L. Kaspar	1.00
05/29/19 10:00-11:00		05/30/19 09:34 by L. Kaspar	1.00
05/29/19 23:00-00:00		05/30/19 09:34 by L. Kaspar	1.00
05/29/19 23:00-23:30		05/30/19 09:34 by L. Kaspar	0.50
05/30/19 06:30-12:00		06/4/19 08:47 by L. Kaspar	5.50
05/30/19 11:00-14:00		06/3/19 10:48 by L. Kaspar	3.00
05/30/19 14:30-18:30		06/3/19 10:50 by L. Kaspar	4.00
05/30/19 16:00-18:00		05/31/19 10:26 by L. Kaspar	2.00
05/31/19 08:00-13:00		06/3/19 10:54 by L. Kaspar	5.00
05/31/19 12:00-15:00		06/3/19 10:52 by L. Kaspar	3.00
05/31/19 14:30-16:00		06/4/19 08:46 by L. Kaspar	1.50
05/31/19 15:30-16:30		06/3/19 10:50 by L. Kaspar	1.00
05/31/19 23:00-03:00		06/4/19 08:48 by L. Kaspar	4.00
06/01/19 07:00-10:30		06/11/19 09:21 by L. Kaspar	3.50
06/01/19 07:00-12:00		06/3/19 10:54 by L. Kaspar	5.00
06/01/19 22:30-06:30		06/3/19 10:56 by L. Kaspar	8.00
06/03/19 14:30-16:00		06/5/19 15:40 by L. Kaspar	1.50
06/03/19 16:00-20:00		06/11/19 09:20 by L. Kaspar	4.00
06/03/19 18:00-22:00		06/11/19 09:21 by L. Kaspar	4.00
06/04/19 16:00-16:30		06/11/19 09:21 by L. Kaspar	0.50
06/05/19 11:00-12:00		06/10/19 12:44 by L. Kaspar	1.00
06/05/19 14:30-15:30		06/10/19 12:45 by L. Kaspar	1.00
06/06/19 07:00-11:00		06/7/19 09:02 by L. Kaspar	4.00
06/06/19 14:00-16:00		06/11/19 09:21 by L. Kaspar	2.00
06/06/19 15:00-19:00		06/17/19 09:19 by L. Kaspar	4.00
06/07/19 12:00-15:00		06/10/19 12:48 by L. Kaspar	3.00
06/07/19 13:00-16:00		06/10/19 12:48 by L. Kaspar	3.00
06/07/19 16:00-16:30		06/11/19 09:21 by L. Kaspar	0.50
06/08/19 06:30-14:30		06/10/19 12:48 by L. Kaspar	8.00
06/08/19 12:00-15:00		06/10/19 12:44 by L. Kaspar	3.00
06/08/19 14:30-19:00		06/10/19 12:48 by L. Kaspar	4.50
06/09/19 07:00-15:00		06/10/19 12:49 by L. Kaspar	8.00
06/09/19 10:30-12:30		06/11/19 09:22 by L. Kaspar	2.00
06/09/19 15:00-15:30		06/10/19 12:48 by L. Kaspar	0.50

**OT Hours From 05/20/2019 to 06/16/2019 (Paid Compensation Only)**

July 02, 2019

Date/Time	Employee	Approval	Hours
06/10/19 07:00-10:00		06/17/19 08:12 by L. Kaspar	3.00
06/10/19 10:00-12:00		06/11/19 09:20 by L. Kaspar	2.00
06/10/19 13:00-14:30		06/11/19 09:21 by L. Kaspar	1.50
06/10/19 14:00-17:00		06/11/19 09:21 by L. Kaspar	3.00
06/10/19 14:00-17:00		06/11/19 09:20 by L. Kaspar	3.00
06/11/19 11:00-12:00		06/13/19 10:09 by L. Kaspar	1.00
06/12/19 15:30-16:30		06/17/19 08:12 by L. Kaspar	1.00
06/13/19 15:00-19:30		06/17/19 08:10 by L. Kaspar	4.50
06/13/19 15:00-18:00		06/17/19 09:18 by L. Kaspar	3.00
06/13/19 16:00-16:30		06/17/19 08:13 by L. Kaspar	0.50
06/13/19 17:30-20:30		06/17/19 08:12 by L. Kaspar	3.00
06/13/19 23:00-00:00		06/17/19 08:12 by L. Kaspar	1.00
06/14/19 07:00-11:00		06/17/19 08:12 by L. Kaspar	4.00
06/14/19 07:30-11:00		06/17/19 09:17 by L. Kaspar	3.50
06/14/19 13:00-16:00		06/17/19 09:16 by L. Kaspar	3.00
06/14/19 14:30-17:00		06/17/19 09:17 by L. Kaspar	2.50
06/14/19 19:30-03:30		06/17/19 09:17 by L. Kaspar	8.00
06/14/19 23:00-03:00		06/21/19 06:06 by L. Kaspar	4.00
06/15/19 07:00-11:00		06/17/19 09:33 by L. Kaspar	4.00
06/15/19 11:00-15:00		06/17/19 09:17 by L. Kaspar	4.00
06/15/19 14:30-18:30		06/17/19 09:17 by L. Kaspar	4.00
06/15/19 16:00-19:00		06/17/19 09:19 by L. Kaspar	3.00
06/15/19 16:30-20:00		06/17/19 09:19 by L. Kaspar	3.50
06/15/19 18:30-22:30		06/17/19 09:19 by L. Kaspar	4.00
06/15/19 19:30-03:30		06/17/19 08:13 by L. Kaspar	8.00
06/16/19 06:30-07:00		06/17/19 09:28 by L. Kaspar	0.50
06/16/19 14:30-22:30		06/17/19 09:29 by L. Kaspar	8.00
06/16/19 23:00-07:00		06/17/19 09:29 by L. Kaspar	8.00
<b>100 matches.</b>			<b>Total Hours: 342.00</b>

## COMMITTEE MEETING

### AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION	COMMITTEE REVIEW
A PROPOSAL TO PURCHASE THE BEAST EVIDENCE MANAGEMENT SYSTEM FROM PORTER LEE CORPORATION.	<input type="checkbox"/> Finance/Administration <input type="checkbox"/> Municipal Services <input checked="" type="checkbox"/> Public Safety

Meeting Date: 07/08/2019

<input type="checkbox"/> Discussion Only	<input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date)
<input type="checkbox"/> Seeking Feedback	<input checked="" type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board)
<input type="checkbox"/> Regular Report	<input type="checkbox"/> Report/documents requested by Committee

### BACKGROUND

It has become clear that our property management system is antiquated, requiring repetitive duplication of the same task, and has become difficult to meet CALEA standards. Upon researching evidence management system, it was determined that the DuPage County Crime Laboratory is using a laboratory information management system called the BEAST from Porter Lee Corporation. Porter Lee also offers the BEAST as an evidence management system that fully integrates with the laboratory making laboratory request and chain of custody simple. This system is used by the vast majority of municipalities in the county. The BEAST would also provide flexible chain of custody tracking, paperless chain of custody, digital image capture, and the ability to produce management and statistical reports. The purchase of this software has been budgeted under line item 01-30-640-267.

### REQUEST FOR FEEDBACK (if any)

### STAFF RECOMMENDATION (if any)

Staff recommends accepting the proposal from Porter Lee Corporation.



# QUOTE

Valid for: 90 Days

Porter Lee Corporation  
1901 Wright Blvd.  
Schaumburg, IL 60193  
(847) 985-2060

## Updated quote

### Prepared For:

Agency Name and State: Willowbrook Police Department - IL

Contact Name: Lauren Kasper

Email: Lkasper@willowbrook.il.us

Quote Date: 05/15/2019

Quote ID: 7155

Prepared By: Joe Altman Phone: (847) 985-2060 x0 Email: joe.altman@porterlee.com

### Software

Description	Part #	Qty	Unit Price	Price
BEAST Barcoded Evidence Software	PLC-EMS	1	\$3,000.00	\$3,000.00
Additional BEAST Property Management License	PLC-EMS	1	\$1,000.00	\$1,000.00
<b>Sub Total: \$4,000.00</b>				

### Hardware

Description	Part #	Qty	Unit Price	Price
DS8178 Kit	ZEB-DS8178SR7U210001	1	\$1,000.00	\$1,000.00
DS8178 PWS Kit	DS8178 PWS Kit	1	\$100.00	\$100.00
ZD420 Thermal Transfer Desktop Printer 203 DPI Resolution USB 2.0, USB Host	ZD420T	2	\$695.00	\$1,390.00
<b>Sub Total: \$2,490.00</b>				

### Supplies

Description	Part #	Qty	Unit Price	Price
Resin Ribbon 4.33" Wide x 244' Length ZD420 Cartridge	RIBBON-ZD420	4	\$18.00	\$72.00
White Barcode Labels (1,500)	PLC-LBL-WHT-1500	1	\$43.00	\$43.00
White Barcode Labels 4" x 5" (500)	PLC-LBL-WHT-500	4	\$43.00	\$172.00
<b>Sub Total: \$287.00</b>				

### Services

Description	Part #	Qty	Unit Price	Price
Installation and Training	PLC-Install	2	\$1,350.00	\$2,700.00
Annual Software Support	PLC-Support	1	\$875.00	\$875.00
<b>Sub Total: \$3,575.00</b>				

### Section Totals

	Sub Totals
Software	\$4,000.00
Hardware	\$2,490.00
Supplies	\$287.00
Services	\$3,575.00
	<b>Total: \$10,352.00</b>



## *The Crime Fighter BEAST*



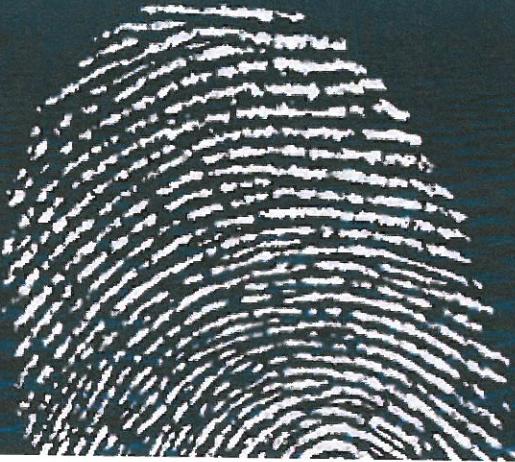
Integrated Evidence Tracking Systems for Police Departments and Crime Laboratories.

Like Us On  
**facebook** 

### **What is the Crime Fighter Beast?**

Porter Lee Corporation (PLC) is the industry leader in Evidence Management software applications. From crime scene, to analysis, to the court room.

The BEAST provides dependability.



## *The Crime Fighter BEAST*



Integrated Evidence Tracking Systems for Police Departments and Crime Laboratories.

Like Us On  facebook

Unlike other systems which adapt their warehouse inventory systems to track evidence, The BEAST applications are designed specifically for the Law Enforcement industry. The user interface is simple and intuitive while remaining robust in functionality.



## *The Crime Fighter BEAST*



Integrated Evidence Tracking Systems for Police Departments and Crime Laboratories.

Like Us On  facebook

Selecting the Crime Fighter BEAST will significantly improve data integrity, centralize information and in general assist in applying consistent data and evidence handling standards across the department. PLC integration specialists will ensure your new technology choice aligns with business objectives, providing key interfaces, improved searches and notifications.



## *The Crime Fighter BEAST*

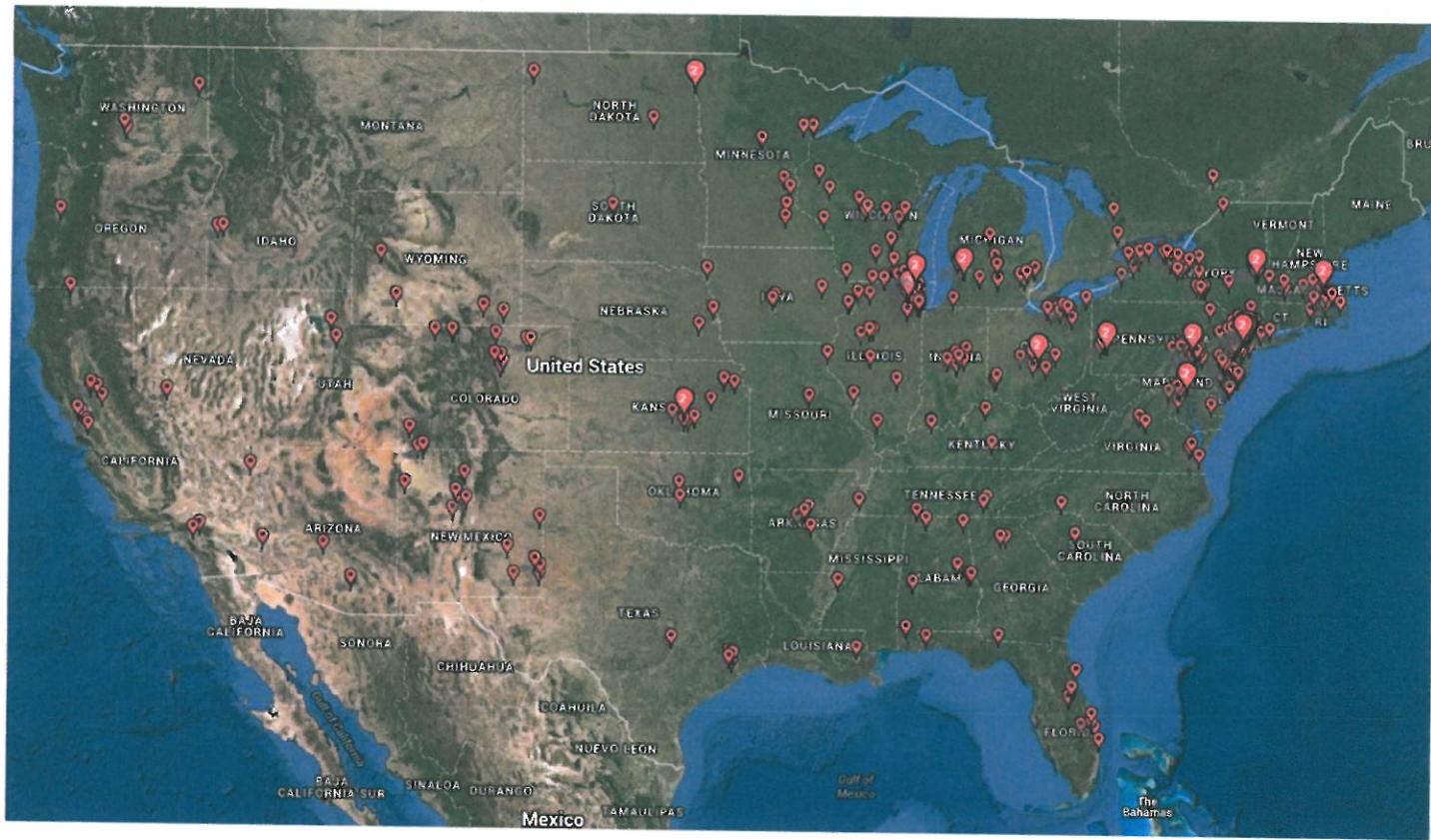


Integrated Evidence Tracking Systems for Police Departments and Crime Laboratories.

Like Us On  facebook

Porter Lee Corporation has been in business for more than 20 years providing forensic LIMS and police evidence handling software and services. Our products were born in crime labs and police property rooms and is tailored for these environments. From the beginning, the entire product line has been designed to facilitate the collection and preservation of forensic evidence, provide an unbreakable chain-of-custody record, and enhance the day-to-day efficiency of the agencies in which we operate.

With over 880 law enforcement customers worldwide. Porter Lee is one of the largest evidence management vendors in the nation.





## *The Crime Fighter BEAST*



Integrated Evidence Tracking Systems for Police Departments and Crime Laboratories.

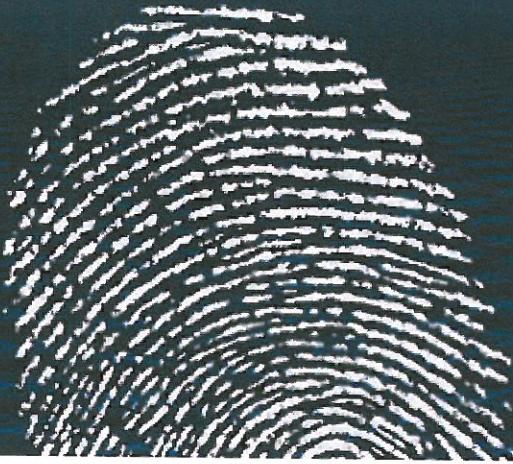
Like Us On  
**facebook** 

### Crime Scene



Property/Evidence can be entered into the BEAST utilizing either stand-alone laptops/tablet PC's or live using a secure VPN. Barcodes can be generated on demand and digital photos linked at the scene.

- Support new mobility platforms
- Tag data at the source



## *The Crime Fighter BEAST*



Integrated Evidence Tracking Systems for Police Departments and Crime Laboratories.

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### Intake



The BEAST intake processes are simple and efficient. Unlike traditional paper forms, the application has built in rules to ensure complete and accurate information is collected every time.

- Reduce transcription errors
- Facilitate 24/7 evidence collection/drop-off



## *The Crime Fighter BEAST*



Integrated Evidence Tracking Systems for Police Departments and Crime Laboratories.

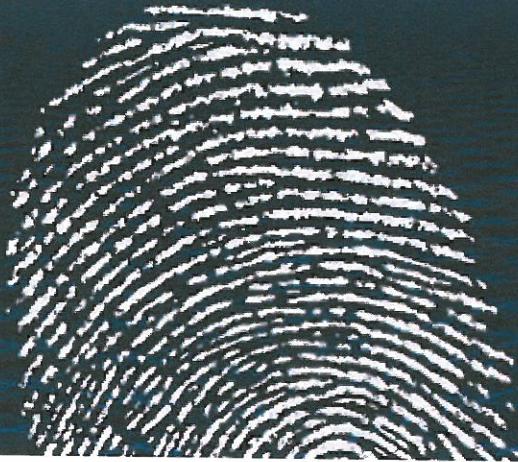
Like Us On  facebook

### Property Room



Property/Evidence transfers and inventories are simplified. By utilizing barcode scanners, custodians can quickly scan and document chain of custody. Digital signatures and barcodes increase integrity and traceability for business processes.

- Automate witnessing
- Consolidate best practices/re-engineer legacy processes.



## *The Crime Fighter BEAST*



Integrated Evidence Tracking Systems for Police Departments and Crime Laboratories.

Like Us On  facebook

### Crime Lab



With PLC's integrated Property and Laboratory solution the process of submitting evidence to the lab and receiving analytical reports is streamlined. The lab's electronic notebook and report writing features can be enhanced with instrument interfaces, lab asset management and quality assurance features.

- Easy access to dashboard information
- Enforce consistent workflows



## *The Crime Fighter BEAST*



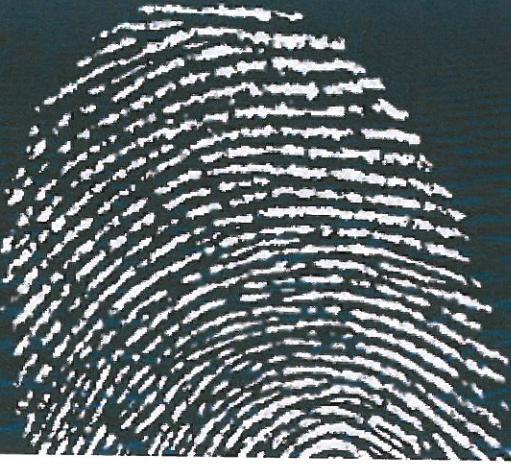
Integrated Evidence Tracking Systems for Police Departments and Crime Laboratories.

Like Us On  
**facebook** 

### Court Room



Proper handling of evidence and appropriate discovery can make or break a case. Using the BEAST, agencies can trust the accuracy and completeness of the custody. Field level audit logging and discovery packet features are indispensable.



# *The Crime Fighter BEAST*

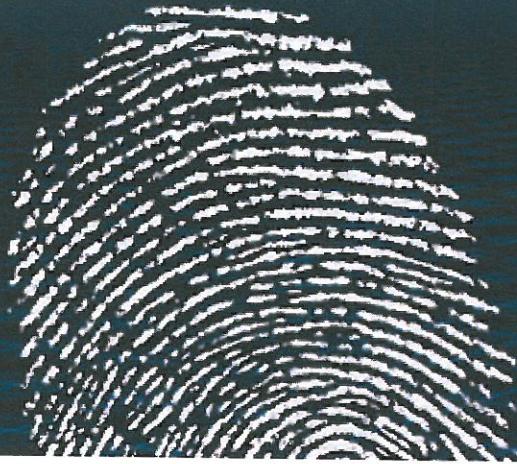


Integrated Evidence Tracking Systems for Police Departments and Crime Laboratories.

Like Us On  facebook

## Technology

- MS SQL / ORACLE - Database compatibility
- Windows 7 or Higher compatibility
- Deploy on existing agency PC's, Laptops and Tablets
- Platforms available: Client/Server or Web
- Off the shelf or custom deployment options
- Integrate with existing CAD/RMS
- Data Conversion Services available for your existing electronic system



## *The Crime Fighter BEAST*



Integrated Evidence Tracking Systems for Police Departments and Crime Laboratories.

Like Us On  facebook

See how you can Unleash the BEAST!  
**Schedule a Demo Today!**

[www.porterlee.com](http://www.porterlee.com)

847-985-2060

## COMMITTEE MEETING

### AGENDA ITEM SUMMARY SHEET

#### AGENDA ITEM DESCRIPTION

Discussion on establishing an annual department awards recognition program and awards ceremony.

#### COMMITTEE REVIEW

- Finance/Administration
- Municipal Services
- Public Safety

Meeting Date: 07/08/2019

<input checked="" type="checkbox"/> Discussion Only	<input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date)
<input type="checkbox"/> Seeking Feedback	<input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board)
<input type="checkbox"/> Regular Report	<input type="checkbox"/> Report/documents requested by Committee

#### BACKGROUND

Currently the Village of Willowbrook Personnel Manual outlines an employee recognition and awards program in Article V, Section 5.11. This awards program outlines the criteria for letters of appreciation, letters of commendations, and meritorious service awards. The Willowbrook Police Department would like to expand upon the current awards program by creating a general order outlining the criteria and selection process for the above listed awards in addition to other awards such as officer of the year, employment service awards, and honorable mention awards. The recipients of the awards would be recognized at an annual awards ceremony in conjunction with a regularly scheduled Village Board meeting.

#### REQUEST FOR FEEDBACK (if any)

None.

#### STAFF RECOMMENDATION (if any)

None.



\* CALEA 24.1.2 \*

**GENERAL ORDER**  
**Willowbrook Police Department**  
**Willowbrook, IL**

Directive Title:	<b>DEPARTMENT AWARDS</b>	Directive Number:	<b>1044</b>
Section:	<b>ADMINISTRATION</b>	Page:	<b>1 of 3</b>
Revised Date:	07/01/2019	Effective Date:	07/01/2019
Distribution:	<b>ALL</b>	Author:	<b>Deputy Chief Lauren Kaspar</b>

**I. PURPOSE:**

The purpose of this order is to establish a formal system for acknowledging officers and civilian employees of the Willowbrook Police Department for exceptional service and job performance. It is the policy of the Willowbrook Police Department to use the criteria set forth in this order to recognize officers and civilian employees for both their day to day efforts and to reward officers and civilian employees who demonstrate excellence and professionalism in the performance of their job performance and service to the public.

**II. DEFINITIONS:**

None.

**III. REGULATIONS:**

All department awards will be placed in the recipient employee's personnel file and maintained in accordance with the Village of Willowbrook Personnel Manual and the Collective Bargaining Agreement.

**IV. PROCEDURES:**

**A. Employment Awards**

The department will recognize officers and civilian employees at every five (5) year increment of service during the department's annual awards recognition event. Officers reaching each increment will be issued new uniform service bars that will denote their number of years of service to the Willowbrook Police Department. Employees reaching a 20, 25, or 30-year benchmark increment may also receive a gift for their particular service level.

**B. Letter of Recognition Awards**

The department will recognize officers and civilian employees for outstanding acts or achievements which involve performance above and beyond their basic job duties. Said recognition may be for particular instances of bravery, professionalism, and service. Any officer or civilian employee can nominate a fellow officer or civilian employee to receive this recognition at any time. The chief of police will make the final decision on the matter. Letters of Recognition will be presented to officers or civilian staff as they occur and the recipients will be recognized at the department's annual awards recognition event.

C. Meritorious Service Awards

Officers and civilian staff shall be eligible for a Meritorious Service Award plus honorarium if they qualify under any of the following as outlined in the Village of Willowbrook Personnel Manual:

1. Any Willowbrook employee during his/her regular course of employment shall be eligible if at the risk of his/her personal safety attempts to save the life of another or save the person from serious personal injury.
2. Any Willowbrook employee during his/her regular course of employment shall be eligible if, in attempting to save the life of another or prevent serious injuries to another, exhibits superior efforts in a range which exceeds the common standards of performance expected of his/her profession.
3. Any Willowbrook employee not necessarily in the course of normal employment but within an adjoining municipality or adjoining unincorporated area shall be eligible for an award if at the risk of his/her personal safety attempts to save the life of another or save the person from serious personal injury.
4. Any Willowbrook employee not necessarily in the course of his/her regular employment but within an adjoining municipality or adjoining unincorporated area shall be eligible if in attempting to save the life of another or prevent serious injuries to another, exhibits superior efforts in a range which exceeds common standards of performance expected of their profession.

Any officer or civilian employee can nominate a fellow officer or civilian employee to receive this recognition at any time. The chief of police will make the final decision on the matter. All Meritorious Service Awards will be presented by the chief of police at the department's annual awards recognition event.

D. Officer of the Year

To be awarded this honor, an officer should be an outstanding police officer who has had an excellent work record over the past year, including good self-initiated field activity, arrests, citations, contacts, etc. This honor shall be awarded to the officer who has made the most significant contribution to the Willowbrook Police Department throughout the year, and who, through their dedication and consistent high quality of work, is admired by his/her peers. The officer should also exhibit stellar professionalism, compassion, and understanding during their interactions with offenders and the community.

1. Selection process

The following procedure will be utilized to select the Officer of the Year:

- a. Only one (1) Officer of the Year may be selected.
- b. Each January all officers will be requested to nominate one of their peers in an anonymous ballot style voting. The officer receiving the most nominations will be the recipient of the Officer of the Year Award.
- c. In the event of a tie, the Willowbrook Public Safety Committee will be asked to provide the tie breaking vote.

2. Recipients of the Officer of the Year Award will be recognized at the annual awards recognition event, and will receive an award plate to be worn in accordance with uniform regulations. A plaque honoring the individual will also be presented.

E. Annual Awards Recognition Event

During the first quarter of the year, the department will host a recognition event at which time the Chief of Police or his designee shall present the officer of the year award recipient. In addition, any letters of recognition, employment, meritorious service, or other awards given to officers during the prior year will be formally recognized before the department.

**RESTRICTED LAW ENFORCEMENT DATA**

This data is proprietary and shall not be duplicated, disclosed, or disseminated without the written consent of this agency.

**ISSUING AUTHORITY**

This General Order will supersede any written directives or understandings in conflict.

By order of:

\_\_\_\_\_  
Robert R. Schaller, Chief of Police

## COMMITTEE MEETING

### AGENDA ITEM SUMMARY SHEET

#### AGENDA ITEM DESCRIPTION

INFORMATION –LETTERS & CERTIFICATES OF APPRECIATION

#### COMMITTEE REVIEW

- Finance/Administration
- Municipal Services
- Public Safety

Meeting Date: 07/08/2019

<input checked="" type="checkbox"/> Discussion Only	<input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date)
<input type="checkbox"/> Seeking Feedback	<input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board)
<input type="checkbox"/> Regular Report	<input type="checkbox"/> Report/documents requested by Committee

#### BACKGROUND

#### REQUEST FOR FEEDBACK (if any)

None.

#### STAFF RECOMMENDATION (if any)

None.

VILLAGE OF LA GRANGE  
**DEPARTMENT OF POLICE**  
304 WEST BURLINGTON AVENUE  
LA GRANGE, IL 60525

KURT BLUDER  
Chief of Police

Phone: 708.579.2334  
Fax: 708.579.1085

June 10, 2019

Chief Robert Schaller  
Willowbrook Police Department  
7760 S. Quincy  
Willowbrook, Illinois 60527

Dear Chief Schaller,

On behalf of the Village of La Grange, I would like to express our gratitude and appreciation for the volunteers that were provided to assist us while hosting the 73rd annual La Grange Pet Parade. The success of such a large event would not have been possible without the assistance and collaboration of many departments such as yours.

Please forward our thanks to your officer(s) that assisted us and should your department ever need assistance, please don't hesitate to contact us.

Sincerely,



Kurt Bluder  
Chief Of Police

## COMMITTEE MEETING

### AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION  INFORMATION –DISCUSSION ITEMS	COMMITTEE REVIEW  <input type="checkbox"/> Finance/Administration <input type="checkbox"/> Municipal Services <input checked="" type="checkbox"/> Public Safety  Meeting Date: <u>07/08/2019</u>
<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Seeking Feedback <input type="checkbox"/> Regular Report	<input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date) <input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board) <input type="checkbox"/> Report/documents requested by Committee
<b>BACKGROUND</b>  <ul style="list-style-type: none"><li>• Peer Jury Program between Village of Downers Grove and Village of Willowbrook.</li></ul>	
None.	<b>REQUEST FOR FEEDBACK (if any)</b>
None.	<b>STAFF RECOMMENDATION (if any)</b>

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

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 Village of Willowbrook, an Illinois municipal corporation (hereinafter referred to as "Willowbrook"). Downers Grove and Willowbrook are herein jointly referred to as the "Parties".

**W I T N E S S E T H:**

**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 Willowbrook 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 Willowbrook 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 Willowbrook 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, Willowbrook 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

## Willowbrook: Village Administrator

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**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 governed 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: \_\_\_\_\_  
Village Manager

ATTEST:

## Village Clerk

## Village of Willowbrook

By: \_\_\_\_\_  
Village Administrator

ATTEST:

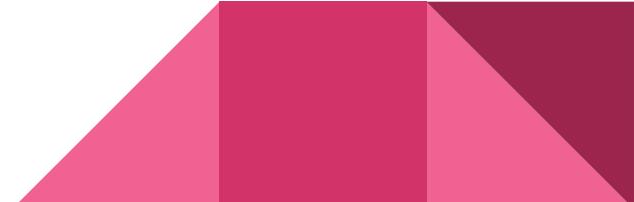
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## Village Clerk

# Regional Peer Jury Program

Trial Period Review and Next Steps  
May 22, 2019

# Regional Peer Jury Program Overview



# Regional Peer Jury Program Overview

Village Council Directed Staff to Pursue Regional Peer Jury Program Similar to DG Township Program

Initiated Due to Suspension of Downers Grove Township Program

Available to Municipalities Participating in DGT Peer Jury

6-Month Trial Period in January to June, 2019

# Regional Peer Jury Program Overview

Partnership Among Municipalities

Downers Grove Provides Services

Offenders Pay for a Portion of Total Expenses

Municipalities Share in Balance of Cost on a Per Case Basis

# Regional Peer Jury Program Overview

## Services Provided by Downers Grove

- Select, Maintain and Train a Jury Pool
- Provide a Jury at Each Hearing
- Package and Distribute Case Information to Jury
- Schedule All Offender Hearings (Original & Return)
- Administer & Preside Over the Hearings
- Provide Security at the Hearings
- Report Case Results to Participants
- Maintain Relationships with Community Service Organizations to Facilitate Community Service Assignments
- Provide a Venue for Hearings

# Regional Peer Jury Program Overview

## **Participating Police Department Responsibilities**

- Contact the VoDG to Schedule Offender Hearings
- Prepare & Submit Case Summaries
- Communicate with Offenders Regarding Case Status
- Share In the Cost of Program
- Manage Case Files

# Regional Peer Jury Program Overview

## Offenders Must:

- Be Arrested by a Participating Municipality
- Commit a Minor, First Time Offense
- Provide an Admission of Guilt
- Have Written Permission from Parent / Guardian to Participate
- Pay a \$100 Case Fee

# Regional Peer Jury Program Overview

## **Jurors Must:**

- Be a Student at a High School Located within a Participating Municipality; or
- Be a High School Student Residing within a Participating Municipality

# Regional Peer Jury Program Overview

<b>Est. Cases Per Year</b>	96
<b>Meetings Per Year</b>	24
<b>Est. Total Cost</b>	\$19,700 to \$24,000
<b>Est. Cost Per Case</b>	\$205 to \$250
<b>Revenue from Offender Fees</b>	\$9,600 - 100
<b>Net Cost to be Shared</b>	\$10,100 to \$14,400

# Regional Peer Jury Program Overview

Municipality	Cases	% of Total Cases	Cost Allocation
Downers Grove	24	25%	\$2,500 to \$3,600
Municipality A	50	52%	\$5,200 to \$7,500
Municipality B	15	16%	\$1,600 to \$2,300
Municipality C	7	7%	\$700 to \$1,000
<b>Total</b>	<b>96</b>	<b>100%</b>	<b>\$10,100 to \$14,400</b>

# Regional Peer Jury Program Overview

6-Month Trial Period, January to June 2019

3 to 8 Municipalities

Jurors from at Least 3 High Schools

20 to 40 Total Cases (Min.1 Case for Each Municipality)

Revenues & Expenses within Ranges in Report

# Regional Peer Jury Program

Municipality Meeting #4  
May 22, 2019

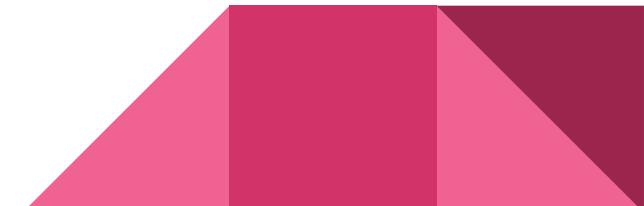
# Agenda

**Program Performance through Trial Period**

**Program Costs and Billing**

**Future of the Program**

**Participation Going Forward**



# Program Performance through Trial Period

Operating Plan Overview - Presented on 8/15/2018	Results	Target Met
<b>6-Month Trial Period</b>	<b>January - May</b>	<b>*No</b>
<b>3 to 8 Municipalities</b>	<b>7</b>	<b>Yes</b>
<b>20 to 40 Total Cases (Min. 1 Case from Each Municipality)</b>	<b>22</b>	<b>Yes (No)</b>
<b>Jurors from at Least 3 High Schools</b>	<b>8</b>	<b>Yes</b>
<b>Expenses within Ranges of Report</b>	<b>\$7,341.74</b>	<b>Yes</b>

\*High school graduation, finals and summer break prevented June meetings.

# Program Performance through Trial Period

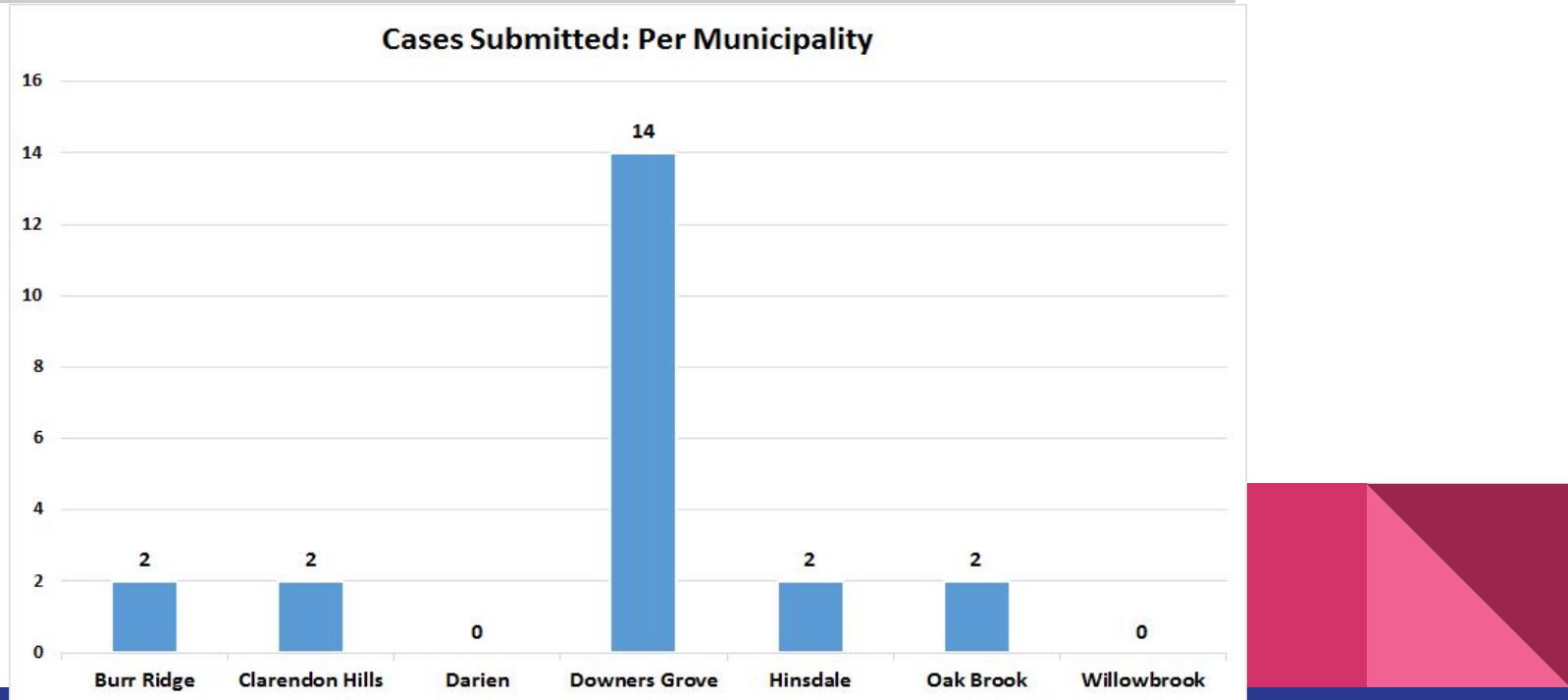
## Summary of Program Usage

Municipality	Cases Submitted	Peer Jurors	Offender Origin
Burr Ridge	2	2	1
Clarendon Hills	2	3	3
Darien	0	3	0
Downers Grove	14	16	3
Hinsdale	2	6	1
Oak Brook	2	2	1
Willowbrook	0	1	0
Non-Participants	0	3	13
Total	22	36	22

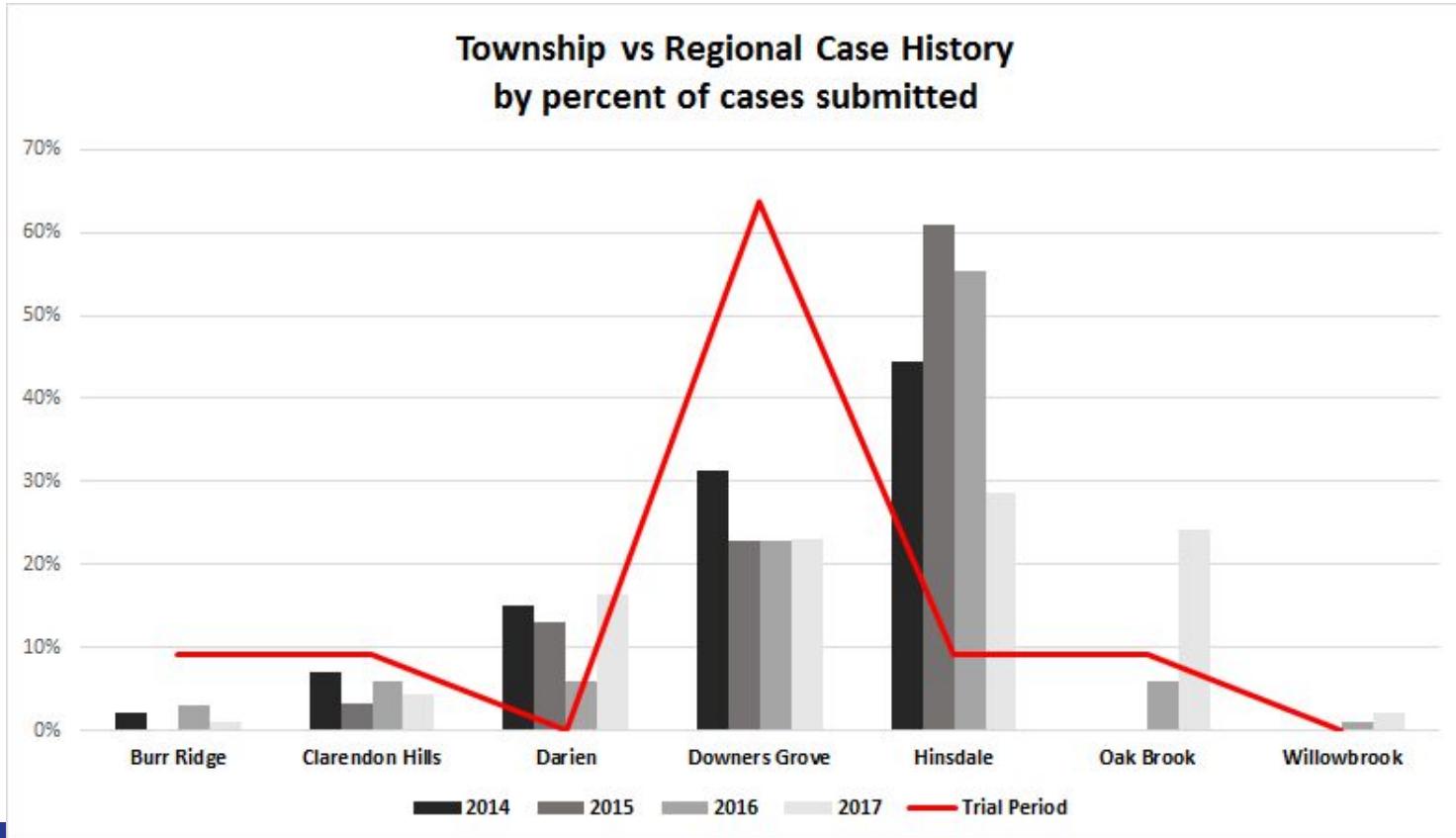
# Program Performance through Trial Period

## Key Takeaways for Submitted Cases

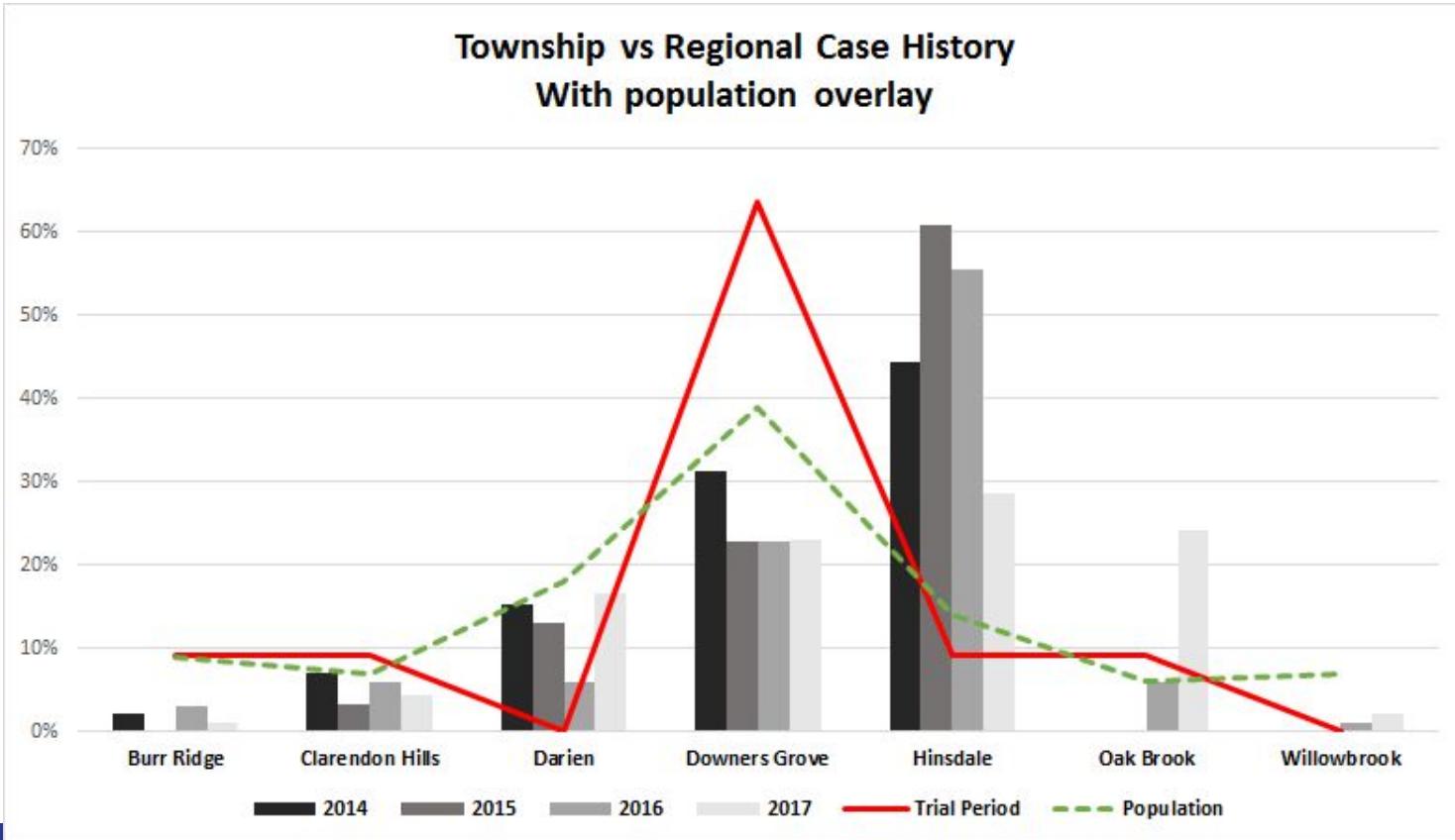
- Village of Downers Grove was the primary user of the program
- Participation from other municipalities lower than program estimates



# Program Performance through Trial Period



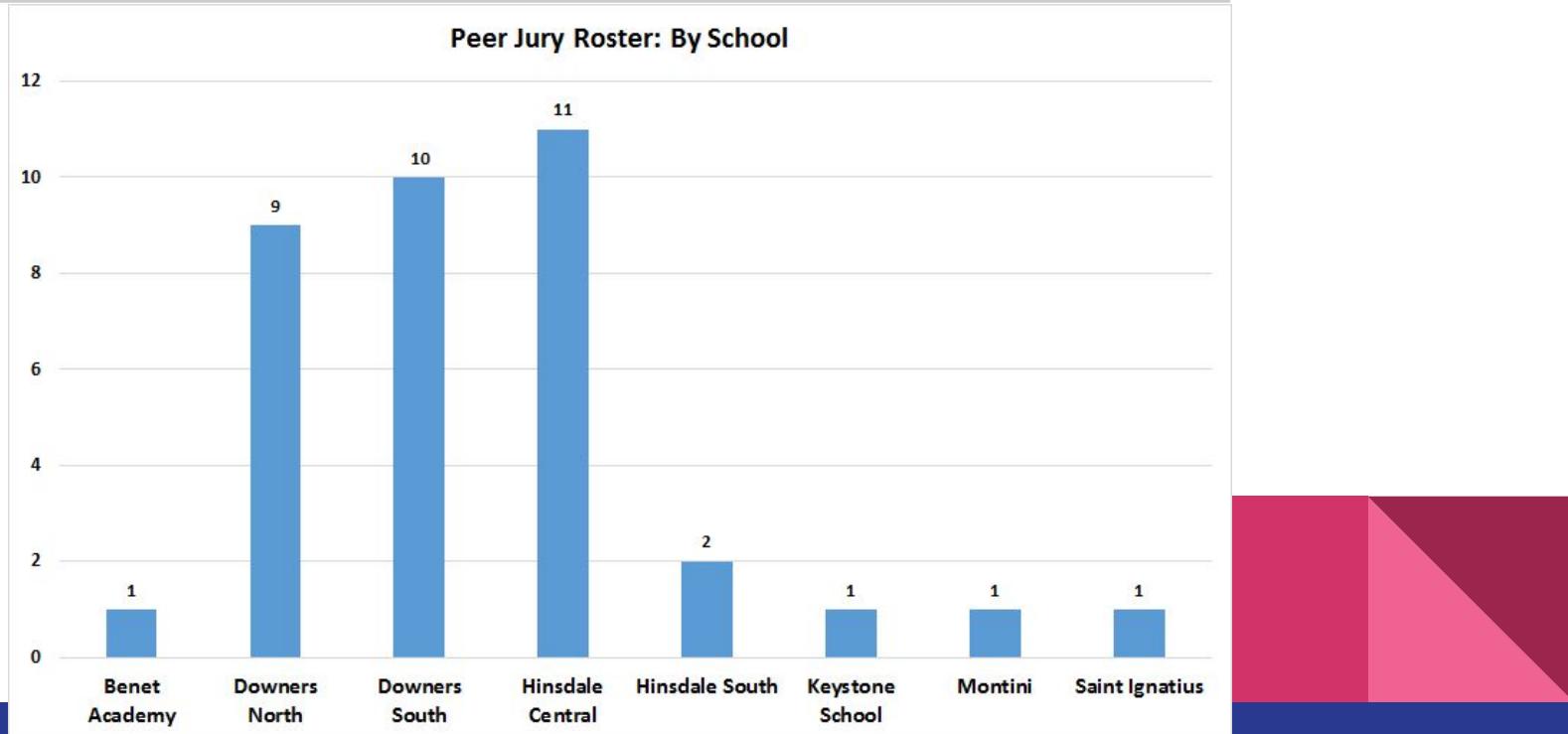
# Program Performance through Trial Period



# Program Performance through Trial Period

## Key Takeaways for the Jury Pool

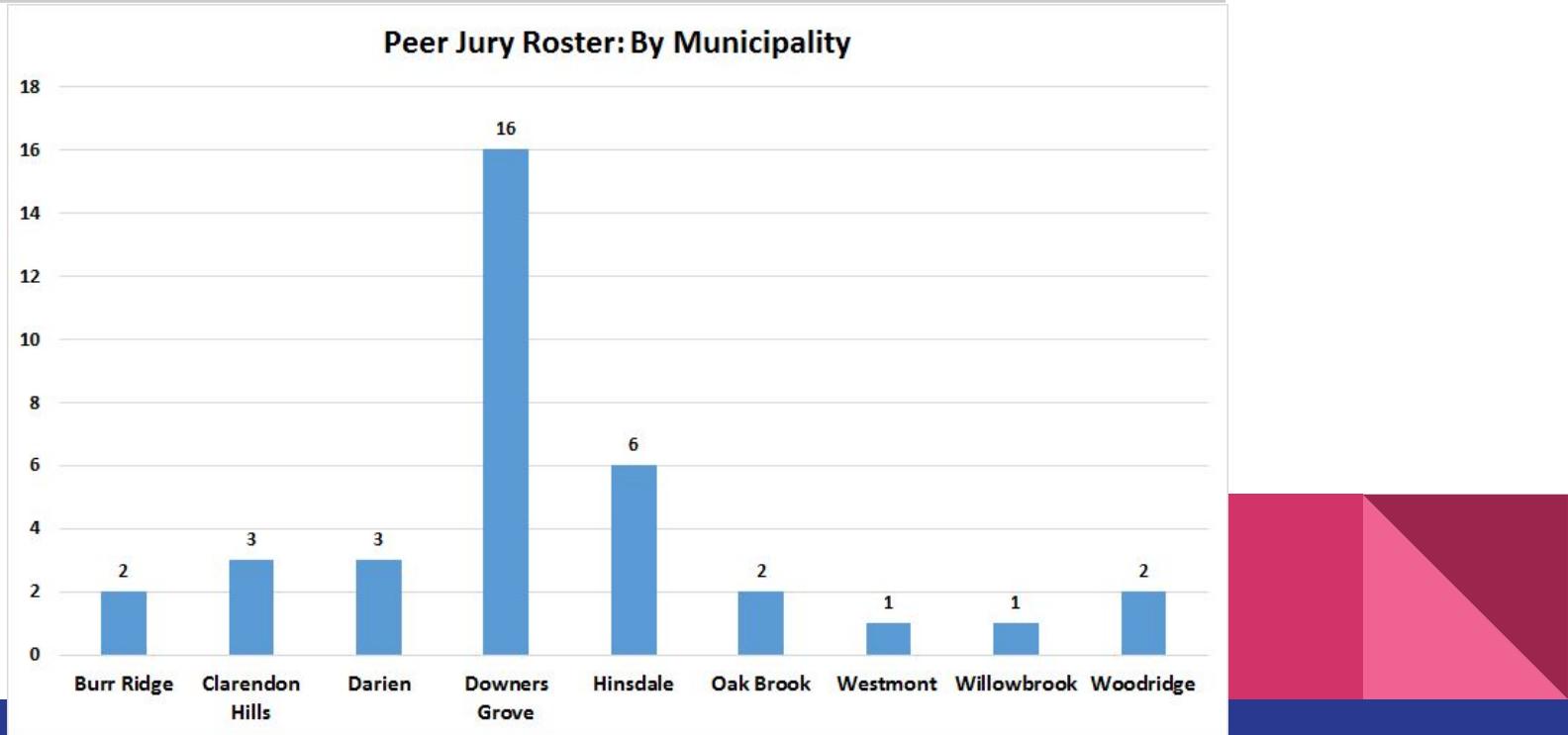
- Size and makeup of the jury pool allowed for efficient scheduling and a diverse jury panel
- 16 of 36 jurors are residents of the Village of Downers Grove, 3 from non-participating agencies



# Program Performance through Trial Period

## Key Takeaways for the Jury Pool

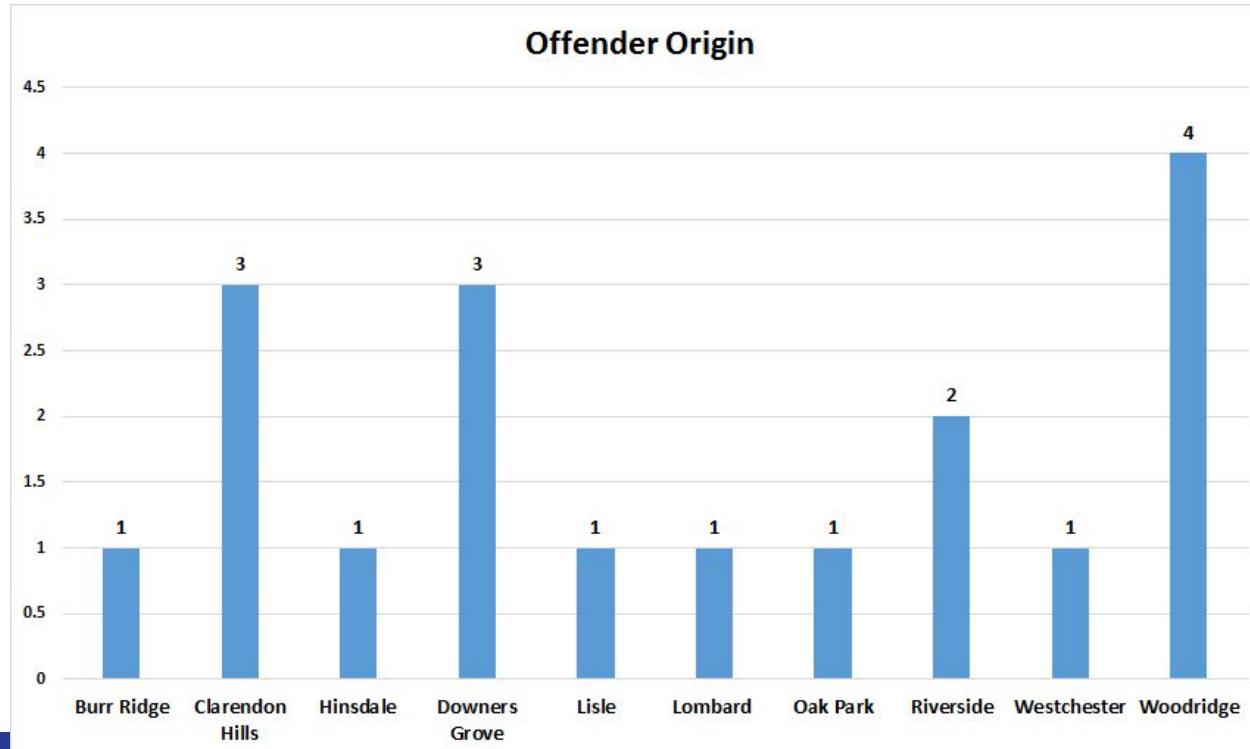
- Size and makeup of the jury pool allowed for efficient scheduling and a diverse jury panel
- 16 of 36 jurors are residents of the Village of Downers Grove, 3 from non-participating agencies



# Program Performance through Trial Period

## Key Takeaways for Offender Analysis

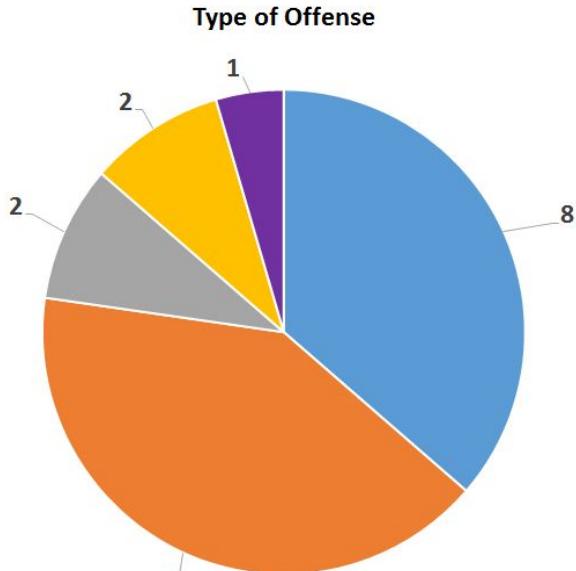
- 13 of 22 offenders originated from non-participating agencies



# Program Performance through Trial Period

## Key Takeaways for Offender Analysis

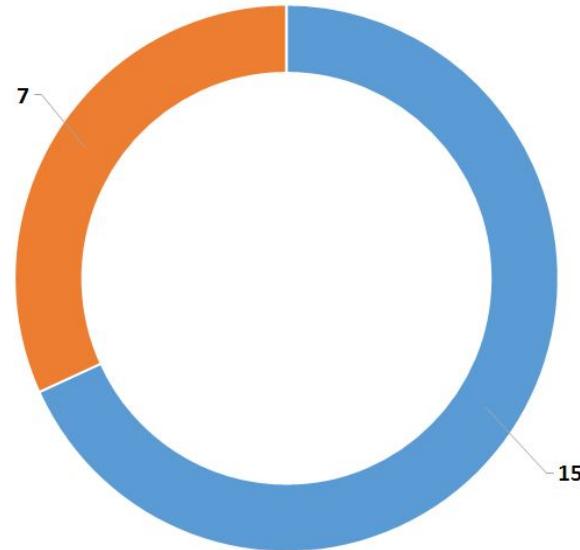
- 15 of 22 cases were school related



■ Theft  
■ Criminal Damage  
■ Distribution of Harmful Material

■ Possession of Cannabis/Drug Equipment  
■ Disorderly Conduct

### School Related vs Non School Related Cases



■ School Related ■ Non School Related

# Program Performance through Trial Period

## Key Takeaways for Meetings and General Administration

- Jury recruitment had high administrative burden
  - 19 staff hours to complete
  - Used previous township jurors to increase efficiency
- Hearing preparation and coordination extremely efficient
  - Streamlined processes for payment, scheduling and reporting
- Be cognizant of school breaks and functions while scheduling
  - Spring break, graduation, finals week, etc. made it difficult to schedule uniformly

# Program Performance through Trial Period

Peer Jury Coordinator: Hearing Preparation Hours			
Date	Initial Cases	Return Cases	Hours
1/10/2019	4	0	3
1/24/2019	6	1	3.5
2/14/2019		3	1
2/28/2019	3	5	2.5
3/14/2019	3	1	2.5
4/4/2019	1	3	2.5
4/11/2019	1	3	2
5/2/2019	4	2	2.5
<b>Totals</b>	<b>22</b>	<b>18</b>	<b>19.5</b>

Peer Jury Coordinator: Presiding over Hearings			
Date	Initial Cases	Return Cases	Hours
1/10/2019	4	0	2.5
1/24/2019	6	1	2.75
2/14/2019		3	2
2/28/2019	3	5	2.5
3/14/2019	3	1	2.5
4/4/2019	1	3	2.5
4/11/2019	1	3	2
5/2/2019	4	2	2.5
<b>Totals</b>	<b>22</b>	<b>18</b>	<b>19.25</b>

# Program Costs and Billing



# Program Costs and Billing

<b>Estimated Budget vs. Actual Budget</b>		
	<b>Estimate</b> Presented on 10/10/2018	<b>Actual</b>
<b>Number of Cases</b>	40	22
<b>Number of Meetings</b>	10	8
<b>Total Cost</b>	\$8,200 - \$10,000	\$7,341.74
<b>Net Cost to be Shared</b>	\$4,200 - \$6,000	\$5,141.74
<b>Cost per Case</b>	\$105 - \$150	\$233.72

# Program Costs and Billing

## Key Takeaways for Total Cost of Program

- **Total cost and net cost in line with program budget estimates**
  - Jury recruitment and orientation = high administrative burden = high cost
  - Hearing administration = extremely efficient = low cost
- **Cost per case exceeded program budget estimates**
  - Due to lower than expected usage of the program and high implementation costs that were not fully recovered by efficiencies in program administration
    - Projected 36 cases needed to meet cost per case budget estimate based on implementation and hearing administration costs

# Program Costs and Billing

<b>Total Cost of Program</b>	
<b>Program Task</b>	<b>Costs</b>
Startup Costs	\$4,632.43
Hearing Preparation	\$656.23
Conducting Hearings	\$2,053.07
<b>Total Cost of Program</b>	<b>\$7,341.74</b>
Offender Fees	-\$2,200.00
<b>Net Cost of Program</b>	<b>\$5,141.74</b>
Numbers of Cases	22
Cost per Case owed by each Municipality	\$233.72

# Program Costs and Billing

## Trial Period Billing

Municipality	Cases	Total Cost	Remaining Deposit	Final Amount Owed
Burr Ridge	2	\$467.44	\$0.00	\$467.44
Clarendon Hills	2	\$467.44	\$100.00	\$367.44
Darien	0	\$0.00	\$0.00	\$0.00
Downers Grove	14	\$3,272.08	\$0.00	\$3,272.08
Hinsdale	2	\$467.44	\$400.00	\$67.44
Oak Brook	2	\$467.44	\$800.00	*( \$332.56 )
Willowbrook	0	\$0.00	\$400.00	*( \$400.00 )

## Summary of Key Takeaways for Trial Program

- **Majority of operating plan objectives met**
- **Total cost and net cost in line with program budget estimates**
  - Startup costs = higher than expected
  - Hearing administration costs = lower than expected, but not enough to negate startup costs
- **Cost per case exceeded program budget estimates**
  - Due to high startup costs and lower than expected usage
- **Participation from other municipalities correlated to population rather than previous usage from Township program**
- **Size of jury pool provided balance for scheduling and panel diversity**

# Future of the Program



# Future of the Program

## Program Demand and Usage

- **High Demand for Jurors Likely to Exceed Demand for Cases**
  - Township operated with over 200 jurors
    - Multiple parents and students expressed interest to participate in future program

## Jury Recruitment and Administration

- **Jury administration is expensive and will cost more going forward**
  - Number of applicants will increase, which will increase supply costs
  - Longer orientation
  - Implementation of vetting process

## Cost Sharing

- **Primary users will incur the majority of program costs**
- **Primary users will not recover program costs through case fees**
  - Due to high recruitment costs and low usage of the program

# Future of the Program

## HOW DO WE SOLVE THESE ISSUES?

- **Limit the jury pool and streamline recruitment**
  - 52 roster spots, divided by municipal population
  - Municipalities responsible for recruiting jurors
  - Juror eligibility based on address
- **Change hearing schedule to once a month**
  - 9 meetings a year
  - 4 cases a meeting
  - Schedule more meetings as needed

# Future of the Program

Municipality	Population	# of Jurors	Spots needed to fill
Burr Ridge	9%	5	3
Clarendon Hills	7%	4	3
Darien	18%	9	7
Downers Grove	39%	20	6
Hinsdale	14%	7	1
Oak Brook	6%	3	2
Willowbrook	7%	4	3

# Future of the Program

<b>Estimated Annual Costs for Orientation and Supplies</b>				
Activity	Type	Quantity	Cost/Item	Total Cost
*Jury Recruitment	N/A	N/A	N/A	N/A
Orientation Communication	Hours	1	\$33.65	\$33.65
Orientation - Coordinator	Hours	3	\$33.65	\$100.95
Orientation - Dep. Chief	Hours	3	\$62.65	\$187.95
Jury Shirts	Supplies	12	\$22.66	\$271.92
Hearing Documents	Supplies	100	\$1	\$100
<b>Total</b>				<b>\$694.47</b>

\*Jury Recruitment to be handled by each participating municipality, and excluded from shared program costs

# Future of the Program

<b>Estimated Hearing Costs</b>				
Activity	Type	Quantity	Cost/Item	Total Cost
Hearing Prep Time	Hours	2	\$33.65	\$67.30
Coordinator Hearing Time	Hours	3	\$33.65	\$100.95
Bailiff Hearing Time	Hours	3	\$73.00	\$219.00
<b>Estimated Hearing Costs Total</b>				<b>\$387.25</b>
<b>Estimated Offender Revenue per Hearing</b>				<b>*\$355.55</b>

\*Return hearings can't be heard at the first meeting, and initial hearings can't be heard on the last hearing. This reduces the annual caseload by 4, and annual offender revenue by \$400.

# Future of the Program

<b>Cost per Case Model</b>	
<b>Expected Usage Model - 9 Hearings, 32 Cases</b>	
Orientation and Administration Costs	\$694.47
Cost of 9 Hearings, 32 Cases	\$3,485.25
Total Cost of Program	\$4,179.72
Offender Revenue	(\$3,200)
Total Expenses to be Shared	\$979.72
<b>Est. Cost per Case (To be paid by municipality)</b>	<b>\$30.62</b>

Cost per Case Model	
<b>Expected Usage Model - 9 Hearings, 32 Cases</b>	
Startup Costs	\$694.47
Cost of 9 Hearings, 32 Cases	\$3,485.25
Total Cost of Program	\$4,179.72
Offender Revenue	(\$3,200)
Total Expenses to be Shared	\$979.72
<b>Est. Cost per Case (To be paid by municipality)</b>	<b>\$30.62</b>
<b>High Usage Model - 18 Hearings, 68 Cases</b>	
<b>Est. Cost per Case (To be paid by municipality)</b>	<b>\$12.72</b>
<b>Low Usage Model - 4 Hearings, 12 Cases</b>	
<b>Est. Cost per Case (To be paid by municipality)</b>	<b>\$86.96</b>

# Next Steps



# Next Steps

## ACTIONS NEEDED FOR FUTURE OF THE PROGRAM

- 1. Identify participation going forward**
- 2. Agreement on changes to program**
- 3. Execute Intergovernmental Agreement by July**

# Regional Peer Jury Program

Municipality Meeting #4  
May 22, 2019