



# City of Highland Park



## Police Department Annual Report 2016

## City of Highland Park's Core Priorities & Mission

In 2016, the City Council established four core priorities and organizational objectives to guide the policy and direction for the City of Highland Park during fiscal year 2016.



These priorities were based on feedback from the public, staff and were incorporated into the more than 150 major projects and initiatives that were planned and implemented throughout the 2016 fiscal year. All six operating departments (City Manager's Office, Community Development, Finance Department, Fire Department, Police Department and Public Works) of the City have integrated the priorities into their day-to-day operations, customer focused projects and long-term strategic plans. Below are few points on how the City has addressed and will continue to address the four priorities:

### Fiscal Stability

- Proactively analyze and prepare for the potential reduction of revenue from the State of Illinois
- Explore cost-sharing and service redesign measures to deliver services effectively to the community and reduce the economic burden on residents
- Review staffing levels to ensure the City is operating in the most fiscally responsible manner

### Public Safety

- Increase public education, community relations and communications to enhance public safety
- Improve public safety by pursuing new technology
- Enhance public safety, reduce costs, and better serve the population by regularly evaluating shared service initiatives and exploring new opportunities

---

*The mission of the City of Highland Park municipal government is to provide fiscally responsible, high quality services through effective, transparent and collaborative governance*

---

### Infrastructure Investment

- Prioritize and fund capital improvement plans based on short- and long-term infrastructure needs
- Ensure municipal properties are put to their highest use, and offset maintenance costs by coordinating with partner agencies to pursue additional uses for these facilities
- Seek grants where and when available to offset costs

### Community Vibrancy

- Promote an inclusive community
- Continue to support human services in coordination with local organizations and other agencies
- Reduce the City's environmental impact by incorporating sustainable practice and procedures into operations

## Table of Contents

Message from Chief Shafer.....	3
Department Overview .....	4
Accreditation .....	5
Map of Service Area & Organizational Charts.....	6-8
Highlights, Performance Measures & Future Goals	
Accomplished Goals.....	9
Department Performance Measures.....	10-11
Future Goals.....	12
Divisions	
Patrol .....	13
Support Services.....	15
Department Teams and Special Units	
Major Accident Investigation Team.....	21
Fire Investigation Team .....	22
Evidence Team.....	22
Recruitment Team .....	22
Bike Patrol Unit.....	23
K9 Unit.....	23
Contractual and Auxiliary Services	
Communications .....	24
Social Worker.....	25
Police Chaplain.....	25
Community Emergency Response Team.....	25
Regional Cooperatives	
Northern Illinois Police Alarm System .....	26
Illinois Law Enforcement Alarm System .....	26
Lake County Major Crimes Task Force.....	27
Major Crash Assistance Team .....	27
Emergency Management.....	27
Employee Recognition.....	28
Internal Affairs Report.....	29
Closing Remarks.....	29

## Message from Chief Shafer

Thank you for your interest in our 2016 Annual Report. The report highlights our many accomplishments and profiles our Police Department. It also provides me with an opportunity to speak with you about our Department and law enforcement in general.

Policing throughout the United States is rising to the challenge to improve its response to incidents involving the use of force. To that end, police training is focusing on the use of scenarios to highlight options when dealing with critical incidents. The key principle of this training is looking for the opportunity to de-escalate a situation, when possible, in an effort to avoid the use of force. De-escalation is a method for reducing the severity of a conflict situation primarily through verbal techniques. However, not all conflict situations can be resolved through de-escalation and they may require the use of force depending on the threat of safety towards the individual or individuals involved, other members of the public or towards officers. Although verbal de-escalation is not new to policing, emphasis on this training has sometimes been lacking. I firmly support this revised approach and have already seen its very positive effect.

This year, based upon requests from the public and staff, we brought back our Junior Police Academy program. This program hosted 22 youths from the community and allowed for some very positive interactions between the participants and our staff. We consider the program to be a big success.

In November we hosted our fifth accreditation team from the Commission for the Accreditation of Law Enforcement Agencies (CALEA). We were originally accredited in 2005 and have received this award continuously every three years since then. We are very proud of this accomplishment as it supports professionalism and best management practices in law enforcement. Our Department joins the Fire and Public Works Departments in maintaining national accreditation, which continues to distinguish our City's services.

In closing, I wish to remark on the true essence of community policing in that there is no true safety without public trust. It is critical that everyone who comes in contact with the police be able to identify themselves or seek assistance without hesitation, anxiety or fear. Our officers work diligently to build trust within the community, yet we remain the only agency whose mission is to enforce social norms. This inherently leads to misunderstandings. Please know that our officers strive to deal equitably with every situation.

Please join me in your appreciation for the risks they face daily and the work they do to keep our community safe.

Sincerely,

Paul S. Shafer  
Chief of Police



## Department Overview

The Highland Park Police Department is comprised of 69 full-time employees, including 57 sworn police officers and 12 civilian personnel. In addition to the full-time personnel, there is 1 part-time records clerk, 3 part-time community service officers and 27 seasonal positions. The seasonal positions serve in crossing guard and community aide capacities. All employees are dedicated to serving the 29,763 residents of the Highland Park community. All sworn officers are responsible for investigating and enforcing both local and state criminal offenses. The Chief of Police reports directly to the City Manager and is responsible for the overall direction and vision of the Police Department.

The Department is divided into two divisions: the Patrol Division and Support Services Division. Each division is led by a commander who reports to the Deputy Police Chief, who in turn reports directly to the Chief of Police. The communications operation of the Department is outsourced to the Village of Glenview, who utilizes the Department's communication center to provide dispatch services to the Highland Park, Highwood, Lake Bluff and Lake Forest communities.

The Patrol Commander leads the Patrol Division which consists of 7 sergeants and 36 sworn officers who provide 24 hour police services to the community via 12-hour shifts. Patrol officers are the most visible police entity to the public, as they are responsible for patrolling assigned beats within the community and responding to all emergency and non-emergency calls for service. The Support Services Division is led by the Investigation Commander who oversees the three components of the Division: Investigations, Traffic/Community Services and Records. The technical and advanced services provided by these units lend themselves to the seamless operations of the Police Department as a whole.

### Department Mission and Values

#### *Mission Statement*

The mission of the Highland Park Police Department is to safeguard persons and property through a committed community partnership by upholding public trust, fostering mutual respect, and providing services to enhance the quality of life.

#### *Value Statement*

The Highland Park Police Department values integrity and honesty in all professional endeavors. We take pride in working with the community to achieve our compatible goals, and believe the police and community are accountable to each other. The Department values its employees and their commitment to provide the highest quality of service. We will treat all with respect, dignity and equality.





## Accreditation

The Highland Park Police Department has been an accredited agency through the Commission on Accreditation for Law Enforcement Agencies (CALEA) since 2005. CALEA was created in 1979 by the International Association of Chiefs of Police (IACP), the National Organization of Black Law Enforcement Executives (NOBLE), the National Sheriffs' Association (NSA), and the Police Executive Research Forum (PERF). The purpose of CALEA is to provide law enforcement agencies with a body of nationally recognized standards created by law enforcement professionals, thereby improving the quality of law enforcement services. There are currently 484 individual standards in the CALEA manual. Compliance with the standards allows a law enforcement agency to deliver a higher quality of service, increase citizen confidence in the agency, decrease liability issues, and raise the agency to a national level of professionalism.



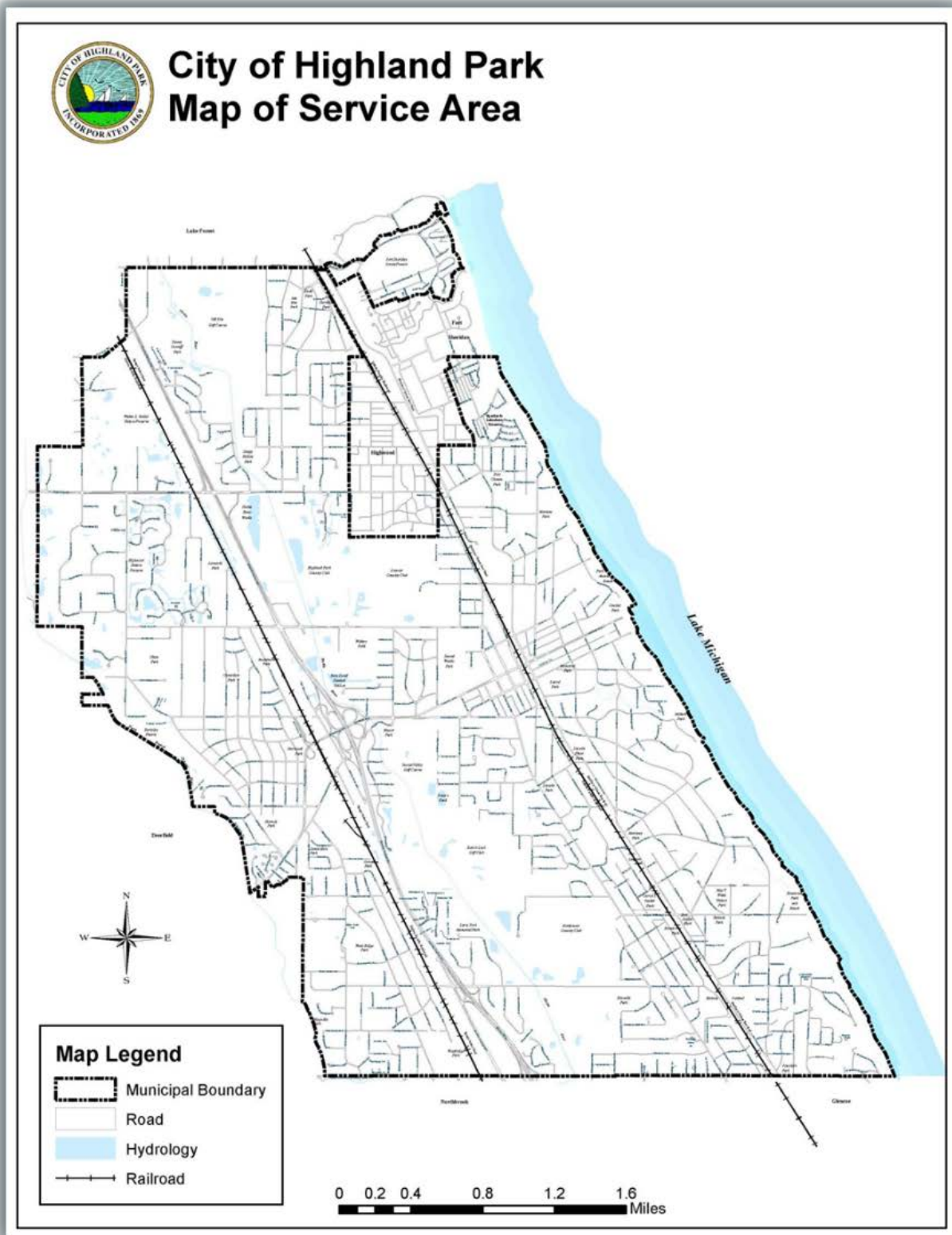
The Police Department's decision to participate in the accreditation process is completely voluntary, and it is seen as an opportunity to showcase the level of professionalism embedded in the culture of the Department. Accreditation is achieved by having external, objective assessors visit the Department to evaluate the agency's compliance with each of the 484 law enforcement standards. Once accredited through CALEA, an agency must apply for re-accreditation every three years. The Highland Park Police Department is consistently in compliance with all applicable standards to an agency of this size and function. During the three-year non-assessment period, the Accreditation Manager is responsible for maintaining documentation of ongoing compliance.

In 2016 the Highland Park Police Department participated in the on-site assessment process and hosted two CALEA certified assessors to interview staff and review all applicable policies, procedures and documents associated with re-accreditation. The assessors provided an assessment report of their findings to the CALEA Commission for review in order for them to vote and determine the agency's re-accreditation status. This determination is set to take place in the first quarter of 2017 in Mobile, Alabama.

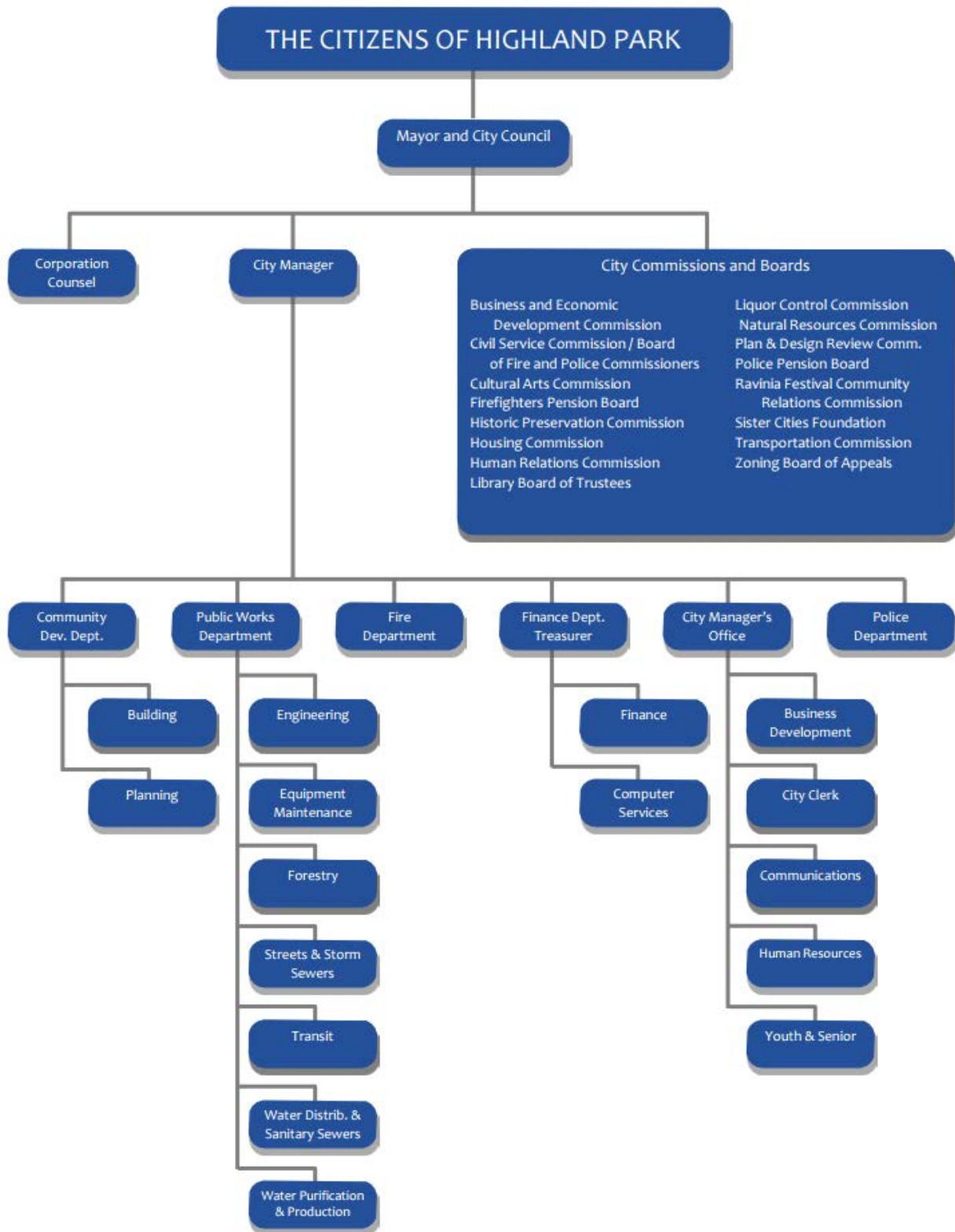


*HPPD Personnel with CALEA Assessors*

## Map of Service Area

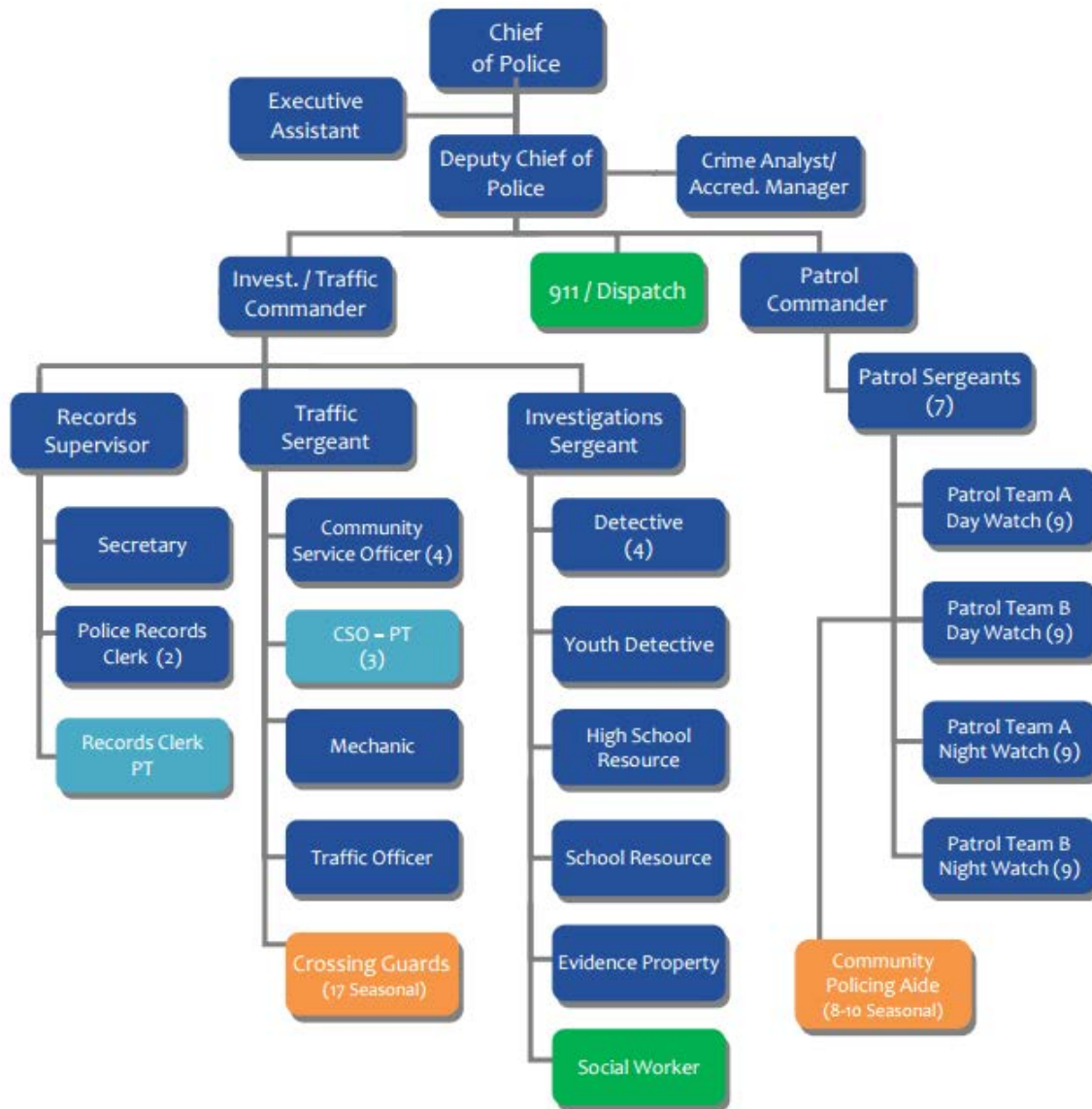


## City of Highland Park Organizational Chart – 2016





## Police Department Organizational Chart – 2016



## Accomplished Goals

The Police Department set several goals in January 2016 that focused on the City's core priorities and spent the year working to meet those self-imposed expectations. Below are goals that were set and achieved during the 2016 calendar year:

### *Administration*

- Staff partnered with Human Resources and the Board of Fire and Police Commissioners to conduct a testing process and establish a new Sergeant's eligibility list. The new Sergeant's eligibility list is valid until July 5, 2018.
- Staff prepared for the Commission on Accreditation for Law Enforcement Agencies (CALEA) reaccreditation process. A mock assessment was conducted in August and the on-site inspection occurred in November.
- The Patrol Commander attended the Northwestern University Center for Public Safety's School of Police Staff and Command and graduated in May.
- Staff participated in residential-oriented programs such as Community-The Anti-Drug (CTAD), hosted a Citizens and Junior Police Academy and partnered with governmental agencies to address community issues.

### *Records*

- Iyetek eCrash electronic crash reporting system was identified as the preferred method to electronically submit crash reports to the Illinois Department of Transportation (IDOT). Tests were conducted and the system was approved for use by IDOT. Iyetek eCrash was implemented in June.

### *Patrol*

- An independent radio communications repeater was established for public safety communications for Ravinia and other special events.
- 50% of new and expiring ballistic-vests costs were reimbursed through grant funds.

### *Investigations*

- 3 Investigators attended the 2016 Illinois Homicide Investigators Training Conference.
- Conducted updated training related to current trends in crime, investigative procedures, juvenile matters and technology for newly appointed Investigator, North Shore School District 112 School Resource Officers (SRO) and Juvenile Officer.

### *Traffic*

- The Traffic Unit obtained the Illinois Department of Transportation STEP, DUI and seat belt education and enforcement grant. Special enforcement campaigns were conducted on St. Patrick's Day, Memorial Day, Independence Day, and Labor Day weekend.
- The Parking staff is conducting a review of the current parking permits to identify opportunities to reduce the number of permits for the betterment of the public and support staff. A recommendation for changes were presented to City administration.

## Department Performance Measures

In the first quarter of 2017 the City's six operating departments developed performance measures in order to have quantitative data to assist in gauging how particular operations within the departments are performing, identify any patterns across time and to set goals for future years.

Below are the performance measures for Police Department:

### 1. Average Number of New Training Courses for an Officer with 0 – 5 Years of Experience

This measure depicts the volume of courses a new officer receives on an annual basis in addition to the basic training done at the police academy, in-service trainings, regularly scheduled annual or biannual trainings unless completed for the first time, recertification or refresher trainings and the progression of the steps outlined in the Department's Field Training Officer program for new hires.

The goal of this measure is to show the well-roundedness of new officers through the completion of new trainings and their motivation to seek out and attend trainings in new fields. The Department does not wish to overwhelm new hires during the 0 – 5 year timeframe by forcing them to attend as many courses as possible which is why the ceiling for this performance measure is eight new courses per officer.

### 2. Number of Juvenile Station Adjustments and Post-Station Adjustment Juvenile Activity

The intent of this measure is to determine the impact of the Department's station adjustment programs on juvenile activity. Station adjustments are agreements between the officer assigned to the case and the juvenile involved for a finite amount of time. The agreement outlines specific tasks that the juvenile must complete based on the unlawful act they committed. A few examples are participation in peer jury, completion of a certain number of community service hours, writing an essay or a combination of a few activities. All station adjustments require parental consent.

The post-station adjustment activity number is the number of juveniles that were involved in an unlawful incident after their initial station adjustment. This is to determine if the activities within the station adjustment activity are impacting juvenile behavior. As this is a new performance measure, 2016 will serve as a benchmark year.

### 3. Number of Public Safety Alerts Distributed and the Number of Community Relations Activities

This measure identifies the total number of public safety alerts distributed to the community as well as the number of public education activities that police personnel have attended and presented. The public safety alert measure involves planned distributions throughout the year as well as responses to specific types of incidents which is variable. These alerts are sent to users that subscribe to receive public safety alerts through email. The public can subscribe by going to the City's website at [www.cityhphil.com](http://www.cityhphil.com). In 2016, the City sent 24 public safety alerts.

Community relations activities are where police personnel either give a public presentation on some aspect of public safety to a group or school, participate in public events such as youth readings at the Highland Park Library or give tours of the police station.

#### 4. Public Perception of the Police Department

This measure is to identify areas where the Department can improve in terms of service delivery based on the responses of residents.

Below is a chart that identifies the above performance measure statistics for 2016, an estimate for 2017 and a target for 2018:

## CITY OF HIGHLAND PARK PERFORMANCE MEASURES POLICE DEPARTMENT



City Objective	Department Goal	Performance Measure	2016 Actual	2017 Estimate	2018 Target
Public Safety	Ensure quality of training and sufficient time is spent with new police officers	Assess the number of new trainings per officer with 0 - 5 years experience	6.7 New Training Courses per Officer with 0 - 5 Years of Service*	7 New Training Courses per Officer with 0 - 5 Years of Service*	8 New Training Courses per Officer with 0 - 5 Years of Service*
Public Safety	Gauge the Department's station adjustment program on juvenile activity in order to minimize the unlawful acts of juveniles following Police Officer interaction and involvement	Identify the number of station adjustments for juveniles and assess post activity. Station adjustment require parental consent and officer assignment to the juvenile is for a finite period of time	Station Adjustments	Station Adjustments	Station Adjustments
			36	32 - 46	32 - 46
			# of Juvenile Contacts post initial Station Adjustment	# of Juvenile Contacts post initial Station Adjustment	# of Juvenile Contacts post initial Station Adjustment
Public Safety & Community Vibrancy	Provide timely and comprehensive public education and safety information	Provide a minimum of annual public safety announcements on various facets including drinking/driving, seat belt importance, cell phone use while driving and general safety reminders to the public. Proactively participate in and respond to public requests for safety presentations	5	0 - 5	0 - 5
			Public Safety Alerts**	Public Safety Alerts**	Public Safety Alerts**
			24	30	30
Community Vibrancy	Ensure City residents are supported by responsive and effective Police Department operations	Percentage of residents that respond positively regarding satisfaction of services	Community Relations Activity	Community Relations Activity	Community Relations Activity
			136	132	140
Community Vibrancy	Ensure City residents are supported by responsive and effective Police Department operations	Percentage of residents that respond positively regarding satisfaction of services	N/A	TBD	TBD

\*Average omits basic police academy, regular in-service trainings, refresher/recertification trainings, standard FTO steps and regular scheduled annual/biannual trainings unless taken for the first time

\*\*Number of public safety alerts is dependent on the type, frequency and nature of specific incidents



## 2017 Major Initiatives

The Highland Park Police Department has set several new goals for 2017 and hopes to achieve them by the end of the year. The new goals are as follows:

### *Administration*

- Coordinate a training exercise by the end of the third quarter that incorporates activating the City Emergency Operations Center (EOC) and involves City Departments and other governmental partners.
- Attend the 2017 CALEA conference to present information to the CALEA board where it is anticipated the Department will be re-accredited.

### *Records*

- Partner with the Lake County Circuit Court and Clerk's Office to establish an e-ticket program by the end of the year.

### *Patrol*

- Staff will continue to develop a Crisis Intervention Team (CIT) by the end of the second quarter, staffed by police personnel to assist individuals that require immediate intervention related to the de-escalation of anxious, hostile or challenging behavior.

- Partner with the Fire Department in developing active shooter response guidelines while continuing department certification in Rapid Deployment by the end of the first quarter.

### *Investigations*

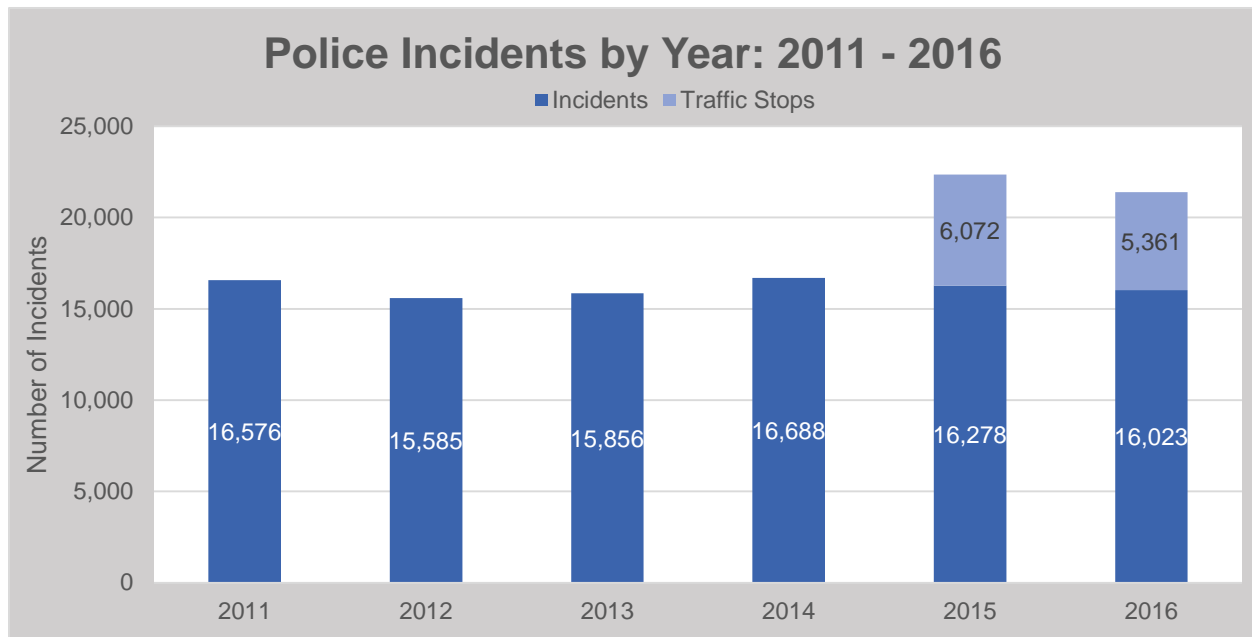
- Identify, evaluate and recommend the purchase of software that will manage digital evidence storage.
- Investigate and clear the Part I Violent Crimes assigned to the Unit above the national average at year-end.

### *Traffic*

- The Traffic unit will implement the transition of Red Light Camera Enforcement to Gatso-USA.
- Apply for an Illinois Department of Transportation STEP, DUI and seat belt education and enforcement grant, which cover years 2016-2017. Upon approval of the grant, the Unit will coordinate traffic education and enforcement safety initiatives each quarter.

## Patrol Division

The Patrol Division consists of 36 sworn officers and 7 supervisors, all of whom are led by the Patrol Commander. Officers work 12-hour shifts and are divided into four teams: two day shift teams and two night shift teams. The Patrol Sergeants also work 12-hour shifts with one sergeant assigned to each team; two sergeants rotate between day and night shifts to ensure that they are maintaining contact with all officers on a regular basis and one sergeant performs administrative and fill-in duties on a distinctive schedule.



In addition to their self-initiated duties such as traffic enforcement, patrol officers are responsible for responding to all emergency and non-emergency calls for service. This includes, but is not limited to, traffic accidents, burglaries, disputes, fire department assists, well-being checks and suspicious activity calls. These are known as police incidents. In 2016, the Highland Park Police Department responded to 21,384 incidents. This is a 4% decrease in total incidents from 2015. Traffic stops decreased by 711 and non-traffic police responses decreased by 255 between 2015 and 2016.

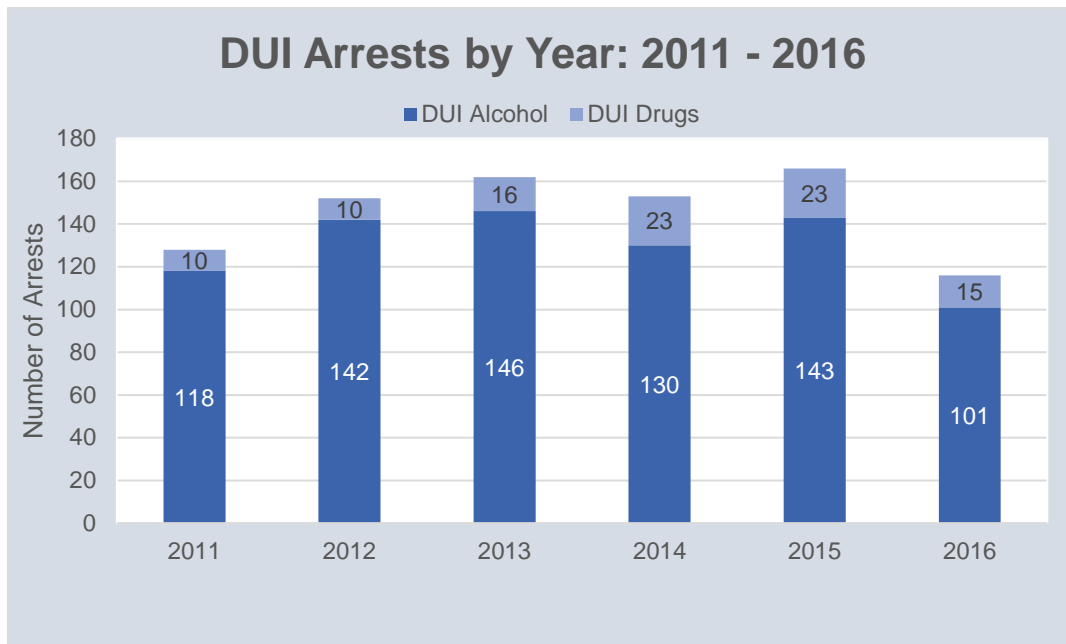
Personnel changes in the patrol division during 2016 consisted of the retirement of 1 officer, the resignation of 1 officer and the addition of 3 recruit officers that successfully completed training at the Suburban Law Enforcement Academy. After the academy, new recruits continue their training at the Highland Park Police Department with a Field Training Officer. This additional three to four months of field training allows new officers to become familiar with the Highland Park community, learn department policy and procedures and build on the skills they learned in the academy. It also gives new officers the opportunity to work with and observe veteran officers on different shifts prior to moving to solo patrol.

All officers receive on-going training during their tenure with the department. The Police Department offers both in-house training and outside training through its partnership with North East Multi-Regional Training (NEMRT) and other agencies. In 2015, the Highland Park Police Department hosted in-house training courses in areas such as critical incident decision-making, racially biased policing, defensive tactics and conducted energy devices (CEDs).

In addition to the standard training that is required for all sworn personnel, patrol officers have the option to pursue specialty training for the roles of juvenile officer, evidence technician or range officer. This training allows officers to become more knowledgeable in a particular skill set and adds to the level of professionalism within the department.

### 2016 Highlights

Officers arrested a total of 101 drivers for alcohol related DUI and 15 drivers for drug related DUI. The total number of DUI arrests decreased by 30%; which is the lowest amount of DUI related arrests in a six year period. DUI alcohol related arrests decreased by 42 from 2015 to 2016 while drug related DUI arrests decreased by 8.



### Traffic Stop Analysis

In 2004, Illinois law began requiring all state and local police agencies to collect and report specific statistical data to the Illinois Department of Transportation (IDOT) for compilation in a statewide Traffic Stop Study. The data is compiled annually by IDOT and reported to the Governor, General Assembly, the Racial Profiling Prevention and Data Oversight Board and each law enforcement agency. Data collected and submitted from the Highland Park Police Department's 2016 traffic stops indicates that minority drivers are stopped less frequently than would be expected based on the IDOT estimated driving population.

Race	Stops	Percentage
White	4,004	74.69%
Black / African American	434	8.10%
American Indian / Alaskan Native	6	0.11%
Hispanic / Latino	651	12.14%
Asian	266	4.96%
Native Hawaiian / Pacific Islander	0	0.00%
TOTAL STOPS	5,361	100.00%
TOTAL NON-WHITE	1,357	25.31%
IDOT NON-WHITE DRIVING POPULATION (estimate based on 2010 Census)		30.59%
RATIO*		0.83

*\*In this analysis, a ratio of 1 would indicate that the likelihood of a Non-White driver being stopped was equal to the Non-White presence in the driving population. In our case, that happens less frequently than would be expected.*

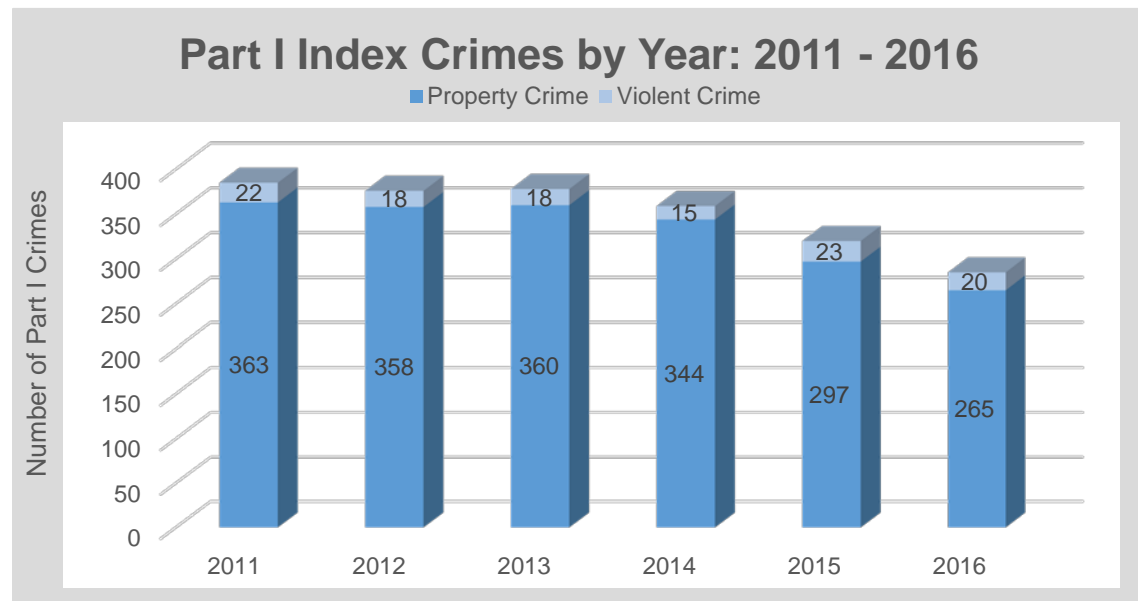
## Support Services Division

The Support Services Division is made up of three separate units: Investigations, Traffic/Community Services, and Records. The Investigations and Traffic units are led by sworn supervisors while the Records unit is managed by a civilian supervisor. The Investigations Commander oversees each of these three units.

### Investigations Unit

The Investigations Unit consists of seven detectives and one property custodian who are led by a sergeant and a commander. They handle complex cases that require in-depth police involvement, allowing such cases to be thoroughly investigated. The Investigations Unit is divided between adult and youth investigations, with

four detectives serving as Criminal Investigators in the Adult Division, one Juvenile Investigator and two School Resource Officers serving in the Youth Division.





In 2016, the Investigations Unit worked on cases ranging from death investigations to financial crimes to burglaries and narcotics investigations. Part I index crimes are defined by the Federal Bureau of Investigation (FBI) and are categorized into violent and property crimes. Violent crimes are classified as criminal homicide, forcible rape, robbery and aggravated battery. Property Crimes are classified as burglary, theft, motor vehicle theft and arson. From 2015 – 2016, the City of Highland Park experienced a 13% decrease in the occurrence of violent Part I index crimes and an 11% decrease in property Part I index crimes.

### Major Cases

The following are a snapshot of notable cases the Investigations Unit worked on during 2016:

In March of 2016 investigators worked with the Department of Homeland Security to identify and locate 13 Highland Park High School students that were involved in the purchase of fraudulent identification cards that were sent from China. During the investigation, 50 fraudulent identification cards were collected and all of the involved students were charged with a conspiracy offense and issued administrative citations. All subjects involved participated in local Administrative Court.

Investigators received a report from the Deerfield Police Department in May 2016 regarding two subjects that used fraudulent credit cards at a business. The subjects were later identified at a business in Highland Park and were discovered to be in possession of 14 fraudulent credit and debit cards. Both subjects were charged with credit and debit card fraud.

In the summer of 2016 investigators received a report that a female individual with special needs was a victim of sexual abuse. It was reported that the alleged offender, who has had prior interactions with victim, performed unwanted sexual touching at an apartment within a special needs facility. The alleged victim denied the act, however, DNA testing showed that the alleged offender's DNA was present on the victim. The Lake County State's Attorney's Office charged the individual with criminal sexual abuse and battery.

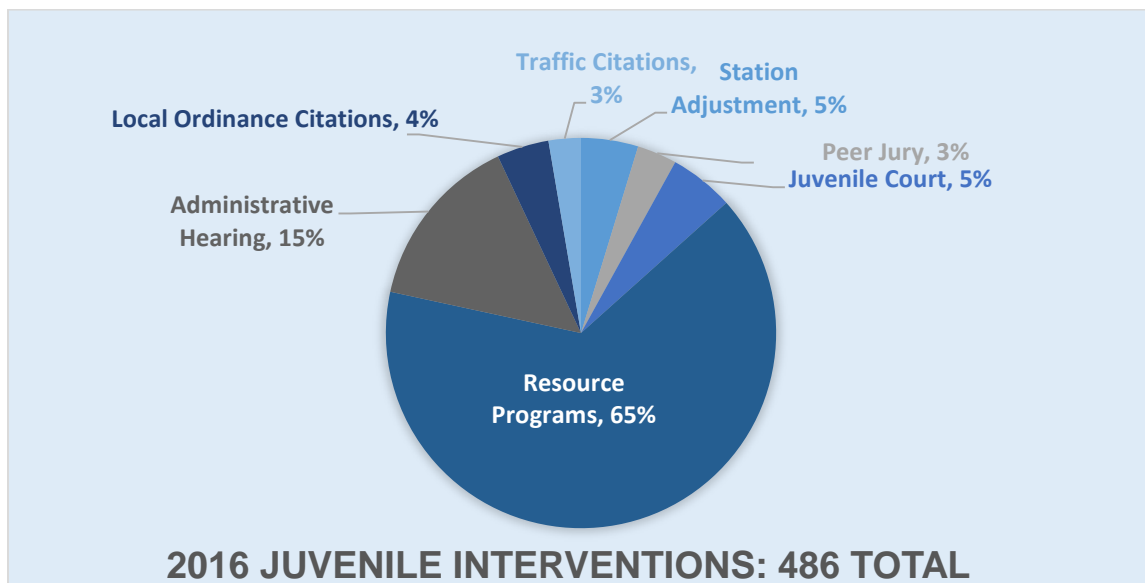
In July of 2016 investigators worked on a commercial burglary case that involved two individuals that alleged to have assistance in acquiring the stolen merchandise from an employee of the business. A GPS tracking device located within the items stolen allowed law enforcement personnel to locate and apprehend the suspects. The total retail value of the merchandise that was stolen was approximately \$14,700. The two individuals that were directly involved were arrested and charged with burglary and retail theft.

Investigators received a report from Highland Park Hospital staff in November that a juvenile was being treated for a gunshot wound. The victim was a student at Highland Park High School and indicated that he was intending to witness a physical altercation between 2 students that was planned to take place on a bike path near the school. Leading up to the planned altercation at the bike path, individuals not associated with the high school arrived and ended up firing gun shots that ultimately struck the juvenile that was being treated at the hospital. Investigators were able to apprehend all subjects involved which led to 8 arrests. The Lake County State's Attorney's Office charged 2 juveniles for mob action and the 6 adults with various offenses including, but not limited to, aggravated discharge of a firearm, aggravated battery, mob action and possession of firearms and drugs.

The above cases represent only a few of the investigations the unit worked on throughout 2016. Together, the 7 detectives were assigned as primary investigators in 265 cases. Additional responsibilities of the Investigations Unit include liquor and tobacco compliance checks, participation in multijurisdictional task forces, and providing assistance to outside agencies.

### Youth Investigations

The Juvenile Investigator has the responsibility of handling cases concerning juveniles while ensuring that the interests of the juvenile are protected during the process. This is a specialized position that requires continuous training in juvenile law and certification through the State of Illinois. During 2016, the Department had contact with 486 youths that resulted in the following resolutions: 23 formal and informal juvenile station adjustments (not including peer jury referrals), 26 referrals to Lake County Juvenile Court, 16 cases referred to Peer Jury, 71 administrative hearing citations, 21 local ordinance citations, 13 traffic citations and 316 referrals to other resource programs. Other resources programs include counseling, school programs, social workers, or parental discipline.



### Peer Jury Program

The Peer Jury Program was designed with the goal of providing positive peer guidance to first time juvenile offenders. The proceedings are confidential closed sessions, with the Peer Jury, the Adult Moderator, the Juvenile Officer, the offender, and the offender's parents in attendance. The 2016 Peer Jury Panel was made up of 12 jurors between the ages of 15 and 18. Over the course of the year, the panel met sixteen times and heard a total of sixteen cases. In 2015, the Peer Jury Panel met nineteen times and heard a total of nineteen cases.

The Peer Jury can assign consequences such as community service, essays, collages, and apology letters as part of their sentencing recommendations. After the panel makes their recommendation, the juvenile offender has one month to complete the assigned consequences and return before the Peer Jury to show proof of compliance. The offender's parents must also sign an agreement in order for their child to participate.

Juveniles who are interested in serving on the Peer Jury Panel must submit an application and participate in an interview before being selected to fill any vacancies. The new panel members must then observe a hearing and participate in training before taking their seat on the panel.

### High School Resource Officer

The High School Resource Officer (HSRO) is part of the Investigations Unit and serves as the liaison between the Police Department and Highland Park High School (HPHS). The HSRO primarily investigates crimes that occur on school grounds and provides intervention strategies to troubled students and their families. In 2016, the HSRO was the primary investigator in 65 cases, 40 of which originated at the high school.

In addition to his investigative responsibilities, the HSRO conducts training and education exercises for students and staff. This year there were 37 classroom presentations, attended 10 HPHS special events, and coordinated and planned all 5 state mandated emergency drills, including weather, code red, lockdown, fire, and evacuation drills. The HSRO is responsible for maintaining a high level of expertise on school-related issues. As such, the HSRO attends training courses and meetings throughout the year to improve their knowledge and skills. In 2016, the HSRO attended 9 Lake County school resource officer meetings and 4 school resource officer specific trainings throughout the year.



### School Resource Officer

The Police Department also has an elementary level School Resource Officer (SRO) who serves as a liaison with North Shore School District 112. The primary responsibility of the SRO is to educate and expose the children to various aspects of personal safety and crime prevention. In order to achieve this goal, the SRO must interact closely with the children in the community and be a visible officer within the schools.

The SRO conducted 90 school safety presentations and 23 other group presentations were completed throughout the year. In addition to the educational experiences the SRO provides to students, the position also investigates crimes involving juveniles or those occurring at the schools. The SRO was the primary investigator in 41 cases during 2016, 24 of which originated at a North Shore School District 112 school.



In 2016, School District 112 installed BluePoint emergency response systems into all their school buildings. BluePoint is a rapid emergency response system (RERS) that instantly notifies emergency responders and building occupants of an emergency situation, expedites a rapid response, triggers emergency management protocols and ultimately saves lives. The Department's SRO served as the liaison between the school district and Department to properly train officers in BluePoint activations.

### Traffic Unit

The Traffic Unit has a variety of responsibilities within the Police Department including parking enforcement, red light camera program, animal control, traffic control, school crossing guard management, and select non-criminal complaint reports. The unit is staffed by 4 full-time civilian Community Service Officers (CSOs), 3 part-time CSOs, 1 sworn officer, and is supervised by a sworn sergeant. The Police Mechanic reports to the Department's fleet manager.

With the reinstatement of one designated Traffic Officer in 2014 and which continued in through 2016, the unit has the ability to promote and further traffic safety and provide selective enforcement opportunities throughout the community. Since the Traffic Officer is not responsible for responding to calls for service in the same way as patrol officers, the Traffic Officer is able to spend more time facilitating the safe movement of vehicular traffic, thereby reducing collisions. The position includes a number of other responsibilities, such as enforcement of truck weight restrictions, investigation of serious injury or fatal crashes, and participation in the regional Major Crash Assistance Team (MCAT).



*Traffic Personnel*

One goal of the Traffic Unit is to gain voluntary compliance of traffic laws through education, enforcement and engineering. In order to accomplish this goal, the unit uses a variety of equipment and technology, such as speed awareness and stealth data collection devices. In 2013 and 2014, the Traffic Unit began a program to obtain reflective stop sign post inserts that are installed on stop signs in areas with high numbers of citizen complaints or cut through vehicle traffic. The reflective posts are also utilized in school zones. Reflective posts have the ability to draw driver attention to the sign, thereby increasing compliance and safety. Efforts continued in 2015 and 2016 with the installation of thirty reflective posts in key areas.

### Railroad Education and Enforcement

Throughout the year, the Traffic Unit performed several railroad education initiatives in order to reinforce public safety techniques at busy and congested commuter train stations throughout the City. These initiatives involved participating in National Railroad Safety Week and updating of railroad safety signs at nine locations in Highland Park and Highwood. The City of Lake Forest assisted in this initiative by updating their signage in order to have consistency throughout the area.



## 2016 Highlights

The Traffic Unit is charged with organizing and coordinating traffic enforcement campaigns throughout the year. Again this year, the Unit coordinated a Traffic Safety Grant Award from the Illinois Department of Transportation (IDOT) which was in the amount of \$14,751 for DUI and Seat Belt enforcement. This grant funded the Department's efforts to coordinate holiday saturation patrols during 2015 and 2016 which resulted in numerous arrests and citations for DUI, seat belt, and other traffic violations. The total number of DUI arrests in 2016 was 117. In addition, the Traffic Unit's red light camera program reviewed and approved 5,926 violations in 2016.

Another lesser known aspect of traffic safety is the enforcement of laws as they pertain to large trucks. Trucks are required to have registration based on their weight, and cannot carry loads that are heavier than the registration allows. Overweight trucks contribute to accelerated road deterioration and negatively affect braking in emergencies. The Police Department has several patrol officers who are trained as truck enforcement officers and work with the Traffic Unit to conduct specialized enforcement on overweight trucks. In 2016, 11 overweight trucks were cited resulting in fines and penalties of \$38,742. This enforcement was primarily conducted by truck enforcement trained patrol and traffic officers.

Stalker Dual Moving Radar units are used by the Traffic Unit and installed in patrol vehicles. These radar units utilize a wireless remote and a display screen that can be mounted in the dashboard of the Dodge Charger patrol vehicle. In addition, the radar units use a smaller radar antenna and have increased speed tracking capabilities when compared to older radar units. In 2016, during the 2017 budget cycle planning, the Traffic unit proposed and received the approval for the acquisition of three more Stalker Dual Moving Radar units that will be obtained and installed in patrol cars during the 2017 calendar year.

The Traffic Unit was able to coordinate \$3,500 in donations from Highland Park Trek Bicycles, Highland Park Lions Club, Highland Park Hospital and a private donor for the purchase of a fixed solar powered radar speed display sign for Park Avenue West; which was implemented in the second quarter of 2016 and utilized through November 2016. The fixed solar radar powered display sign for Park Avenue West will be reestablished in April of 2017 through November of 2017.

## Records Unit

The Records Unit is the information repository within the Police Department. In 2016, the unit was staffed by two full-time clerks, one part-time clerk, one secretary and is supervised by one civilian supervisor. The Records Unit is responsible for maintaining all paper and electronic enforcement records for the Department. Internally, their duties include processing all citations and reports, preparing court files for officers, administering the purchasing process for department supplies and services and preparing various statistical reports.

The Records Unit also serves the public on a daily basis by conducting business at the customer service window. Personnel help citizens with Freedom of Information (FOIA) requests, arrest record checks, and citation payments. They also serve as call answering points for customers who need information about court, traffic and parking citations, garage sales, and expungements. Since the consolidation of the communications center, the Records Unit has become the police department's primary call answering point for non-emergency calls during regular business hours.

Records Division Contacts: 2013 - 2016				
Task	2013	2014	2015	2016
Case Reports	1,921	1,809	1,867	1,931
Accident Reports	1,276	1,301	1,291	1,222
Traffic Tickets	4,603	3,439	2,837	2,296
Warning Tickets	8,947	6,633	5,691	6,484
Ordinance Tickets	8,327	7,125	7,006	7,049
False Alarm Letters / Billing	2,641	2,533	2,974	2,718
Alarm Permits	128	164	149	177
FOIA Requests	644	618	728	693
Records/Background Checks	343	346	339	373

## Department Teams & Special Units

In addition to their regular assignments, several members of the Police Department also participate on special teams and units. The following special teams are made up of patrol officers, investigators and civilian personnel, all of whom receive specialized training that qualifies them to be part of a particular team.

### Major Accident Investigation Team

The Major Accident Investigation Team is made up of the Department's most highly trained technical accident investigators. The team consists of six accident investigators and is led by two supervisors. In 2016, the team expanded by adding two evidence Community Service Officers (CSOs). The team is called out whenever there is a motor vehicle accident involving death or serious injury, or when processing a scene requires more expertise than can be provided by on-duty personnel. No call-outs were needed in 2016, however accident investigators must maintain a high level of skill as related to processing and investigating accident scenes. In 2016, the Department sent two investigators to an advanced Accident Investigation course at Northwestern University. Three Highland Park Police Major Accident Investigation Team members are assigned to the multi-agency Lake County regional Major Crash Assistance Team (MCAT). These officers responded to a number of MCAT call-outs during the 2016 year in various jurisdictions.

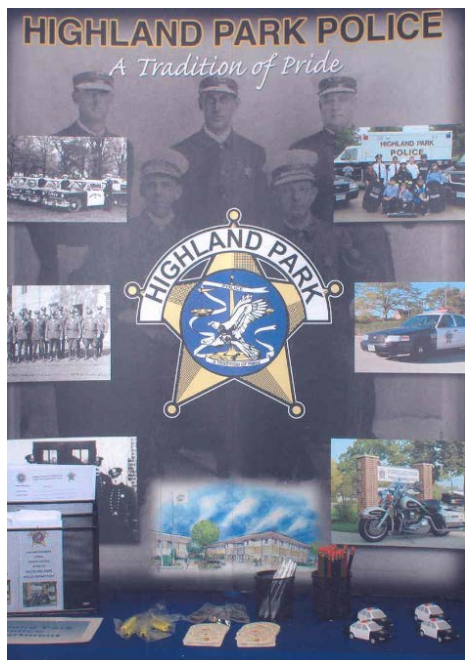
### Fire Investigation Team

The Fire Investigation Team is comprised of both police and fire personnel who work together to investigate any incidents involving fire or bombs. All of the investigators received specialized training. It is the responsibility of the Fire Investigation Team to determine the cause of the fire, as well as whether or not the incident is criminal in nature. If the team determines that there is a criminal element in the case, the matter will be investigated thoroughly in order to identify any involved suspects. The fire team was called out seven times during 2016 for various fire-related incidents. Team members also participate in a wide range of training courses from as Fire Pattern Recognition to Fire Investigation Techniques.



### Evidence Team

The Evidence Team is called out when an incident occurs that requires a specialized level of evidence collection and processing. The team is often responsible for photographing a crime scene, collecting blood or fingerprint evidence, and preparing diagrams. Five officers, one property custodian and one CSO, all of whom have received advanced training in the area of crime scene processing, comprise the Evidence Team. The Investigations Sergeant and Commander supervise the team and plan to add more personnel to the team in future years.



### Recruitment Team

The goal of the Recruitment Team is to publicize the Highland Park Police Department at job fairs and public events in order to recruit the highest caliber applicants for new positions. They have historically been successful in recruiting individuals from a variety of ethnic backgrounds, making the Department more diverse and culturally sensitive. The Recruitment Team is made up of 11 officers and sergeants, all of whom attend regular meetings and recruitment events at local colleges. In 2016, the team attended a criminal justice career day at the University of Wisconsin - Platteville. The team was also responsible for managing the department's intern and conducting ride-alongs with prospective police candidates.



### Bike Patrol Unit

The Bike Patrol Unit is a special team that is mostly utilized during warm weather months to provide additional patrol while allowing officers to be more engaged with the public. They also participate in special events such as the 4<sup>th</sup> of July parade and festival in downtown Highland Park. Aside from enforcement duties, the Bike Patrol Unit assists with bicycle safety education throughout Highland Park. May of 2016 was designated National Bike Month. In support, the Mayor proclaimed the week of May 23, 2016 as the City's "Bike Safety Week." The City of Highland Park, Highland Park Police Department, Community Emergency Response Team, and Trek Bicycle Store participated in the second annual Illinois Mayor's Bicycle Safety Challenge during the Month of May. In further support, the City's annual bike safety event was held at the Highland Park Library on May 15, 2016 and consisted of a community ride, bicycle education activities, a bike rodeo and various raffles.

In June, July and August of 2016, the Highland Park Police Department joined forces with Bannockburn, Deerfield, Lake Forest and Highwood Police Departments to conduct on-going education and enforcement activities pertaining to traffic violations committed by bicyclists and motorists. The initiative took place due to a high number of on-going citizen complaints in reference to illegal bicycle riding behavior on public roadways and motorists passing bicyclists with a distance of less than 3-feet between them. Police officers from the listed communities monitored areas where bicycle activity frequently occurs and education and enforcement was conducted when appropriate.



*Bike Patrol Officer*

### K9 Unit

The K9 Unit consists of one officer and his German shepherd partner Atlas. Together, they are responsible for assisting in high risk situations such as suspect searches, evidence recovery, narcotic and drug searches, and crowd control. In 2016, the K9 Unit completed 7 drug searches,



*Officer Atlas*

4 outside agency drug searches, 4 assist outside agencies calls and 1 public presentation to the Department's Junior Police Academy participants.

The K9 Unit also completed approximately 205 hours of training to maintain a high level of performance. In the fourth quarter of 2016 Atlas retired from Department after completing 9 years of service. The Highland Park Police Department will discontinue the K9 Unit indefinitely starting in 2017.

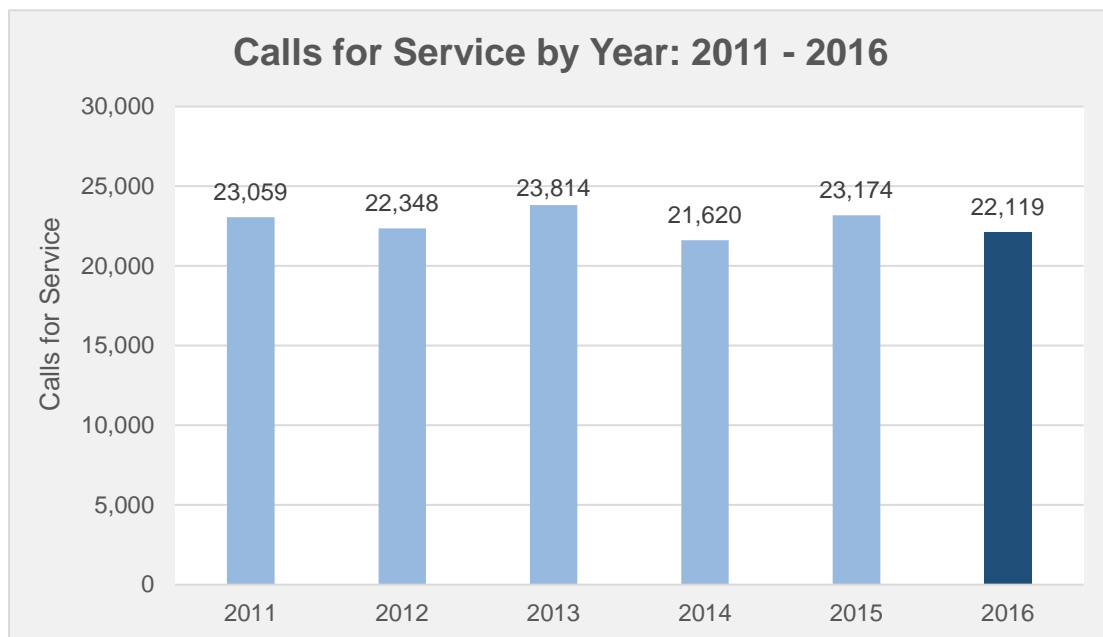
## Contractual & Auxiliary Services

### Communications

2016 was the second year of operation for the contracted and consolidated communications unit. In order to increase efficiencies, the City of Highland Park, along with the municipalities of Lake Forest, Lake Bluff and Highwood decided to consolidate their communication operations and have contractual dispatch services provided by the Village of Glenview. This change occurred in August of 2014.

The now-consolidated communications center continues to operate out of the Highland Park Police Department and is staffed by Glenview employees. The center is a redundant center that mirrors the Glenview Public Safety Dispatch Center, meaning that if either location went offline due to exigent circumstances, the other location could handle all communications for both centers and all affected communities.

Telecommunicators are responsible for answering all emergency and non-emergency public safety calls for service that come into the communications center. This includes calls for police, fire or ambulance services. During 2016, the communications center received a total of 22,119 calls for service for the Highland Park jurisdiction, which is 5% less calls than the 2015 calendar year. Calls for service include police dispatches, fire dispatches, traffic stops, 911 hang up calls and other service items. In addition to responding to citizen requests for assistance, telecommunicators also relay information to and from patrol officers via radio. All calls for service must be processed through the Computer Aided Dispatch (CAD) system by the telecommunicators, ensuring that all calls are logged and stored for future reference.





### Social Worker

The Highland Park Police Department has partnered with Omni Youth Services to have a social worker contracted to the Police Department on a part-time basis. This relationship was born out of a recognition of the need to have social services available to families, crime victims and individuals with mental health needs. The social worker is available to handle cases that are referred to her either by the Police Department or by any other City department. The social worker automatically follows-up with any victims of domestic violence. During the course of 2016, the social worker handled numerous cases involving issues such as mental health assistance, juvenile issues and orders of protection. Upon receiving a referral, it is the responsibility of the social worker to analyze the situation and provide appropriate referrals to the involved parties. This ensures that individuals are receiving help in a timely manner from agencies that specialize in the types of services from which they will benefit the most.



### Police Chaplain

The Police Chaplain program was established to provide spiritual guidance and support to the members of the Police Department as well as members of the community. The chaplain is available to all families regardless of religious affiliation. The chaplain is on-call to assist the Police Department with death or serious injury notifications to families of victims. The position can also provide assistance to officers who have been involved in a stressful critical incident involving serious injury or death. Additional services provided by the chaplain include suicide intervention, substance abuse counseling, and referrals to mental health professionals in the area.

### Community Emergency Response Team

The Community Emergency Response Team (CERT) was established at the Highland Park Police Department in 2004. The purpose of CERT is to train citizens to better respond to emergency situations should one arise. These volunteers can support first responders, provide immediate assistance to injured victims, and assist with crowd control in an emergency event. More often, however, CERT members help with non-emergency projects throughout the year, such as the Fourth of July fireworks or the Port Clinton Art Festival and Taste of Highland Park. In addition to volunteering at these events, CERT members staff a booth to raise community awareness about CERT and disaster awareness. The Highland Park CERT team is recognized as an accredited team in Illinois.



Highland Park CERT currently has 53 members. All CERT members must undergo basic training provided by the Illinois Emergency Management Agency (IEMA). For the duration of their tenure on CERT, members attend monthly training meetings which consist of online training, classroom instruction and practical training exercises.

### Elderly Assistance Program

One of the primary responsibilities of the CERT volunteers is well-being checks on elderly residents during severe weather. When the temperatures in Highland Park are excessively hot or cold, CERT members go to the residences of registered elderly and handicapped citizens to ensure their safety. In 2016, the CERT volunteers were called out 6 times for severe weather checks. On a

number of occasions, CERT volunteers have been able to assist the elderly or handicapped individual with quality of life issues during these well-being checks.

## Regional Cooperatives

### Northern Illinois Police Alarm System

The Highland Park Police Department has been a member of the Northern Illinois Police Alarm System (NIPAS) since the 1980s. NIPAS is a coalition of agencies that agree to respond to other jurisdictions to provide mutual aid in the event of an incident that requires additional resources. There are three components of NIPAS. The first component is the Mobile Field Force (MFF)

which is used for crowd control and civil disturbances. The other component is the Emergency Services Team (EST). This is the team that is called out for high-risk tactical incidents. The final component is the Bicycle Response Unit (BRU) which was created in 2015 to supplement the mission of the MFF.



In 2015, the Highland Park Police Department had the opportunity to select an officer to serve on the newly established NIPAS BRU. The Department currently has one officer serving on the Mobile Field Force, one officer serving on the Emergency Services Team and one officer serving on the BRU. During 2016, the EST officer was called out 9 times, the MFF officer was called out for 2 incidents, and the BRU officer was called out 3 times. In preparation for these high-risk incidents, the EST officer attended training at least monthly throughout the year.

### Illinois Law Enforcement Alarm System

The Illinois Law Enforcement Alarm System (ILEAS) was developed to provide mutual aid to all Illinois police agencies. There are over 800 agencies represented in the ILEAS consortium. In the event of an emergency in the Highland Park area, it is likely that surrounding jurisdictions will also be affected by the same circumstances, thereby making them unable to respond for mutual aid. As part of the ILEAS consortium, Highland Park would be able to request aid from other parts of the state that are not impacted by the emergency event. Additionally, the Highland Park Police Department can be called upon to respond to emergencies in other jurisdictions. In 2016, there were no ILEAS activations in participating jurisdictions that required a response from Highland Park officers. The last time Highland Park officers responded to an ILEAS activation was 2014 where there were three during the calendar year.



### Lake County Major Crimes Task Force

The Lake County Major Crime Task Force (LCMCTF) began operating in February 1992. The task force was developed through a joint effort by the Lake County Sheriff's Office, the Lake County State's Attorney's Office, and the Lake County Chiefs of Police Association. The goal of the task force is to provide strong investigative aid and expertise to participating Lake County agencies in especially significant cases. Task force members typically request assistance in homicide investigations, kidnappings, police-involved shootings, and other exceptionally heinous crimes. In 2016, the assigned investigator from the Highland Park Police Department participated in 10 investigations with the LCMCTF.



### Major Crash Assistance Team

The Highland Park Police Department is a contributing agency to the Major Crash Assistance Team (MCAT) which means an officer is provided to assist the team when a call-out is made. MCAT is activated to investigate serious motor vehicle accidents in any of the participating jurisdictions. There are 29 contributing agencies and 7 non-contributing agencies within MCAT. In 2016, the MCAT officers from Highland Park responded to 17 collision sites, all were outside of Highland Park.

Officer April Prete received "Investigator of the Year" and Officer Kiersten Trillhaase received "New Investigator of the Year" by MCAT for their stellar work performance on the team during the 2016 year.



*Officer Prete receiving Investigator of the Year*



*Officer Trillhaase receiving New Investigator of the Year*

### Emergency Management

As part of emergency preparedness, the Highland Park Police Department is responsible for maintaining an Emergency Operations Plan for the City. The Emergency Operations Plan was recently revised to address changes in technology and organizational structure that have occurred in the last several years. The plan includes a database of emergency resources, such as agencies and equipment that can be utilized in the event of a disaster. The purpose of the Emergency Operations Plan is to familiarize City officials with departmental procedures during an emergency, thereby coordinating staff responsibilities to efficiently respond to the event. The revised plan was approved by the Lake County Emergency Management Agency in 2013.

Additional emergency preparedness is achieved through the Highland Park Police Department's working relationships with the Lake County Emergency Management Agency, the Illinois Emergency Management Agency (IEMA), and the Federal Emergency Management Agency

(FEMA). The Department also partners with volunteer organizations such as the American Red Cross and the Salvation Army. These agencies provide the support and resources necessary to assist the City in managing large scale events, such as tornadoes or flooding. Additionally, they can provide personnel and equipment for disaster recovery, as well as food and shelter for displaced residents.

In late 2016 the Police Department started developing situational emergency plans for City facilities to address potential emergency concerns such as active shooters, building threats, severe weather and other emergency situations. These plans are to assist City staff and the public on how to initially respond to these types of situations based on the specific facility. The situational emergency plans are separate from the City's Emergency Operations Plan as that plan is for the usage of City resources in a regional wide emergency. The situational emergency plans are scheduled to be implemented and trained to City staff in 2017.

## Employee Recognition

Chief's Commendations are awarded to officers for acts giving evidence of selfless conduct, or for an act which results in the saving of a life in which no personal risk is involved. In 2016, 17 employees received Chief's Commendations for various acts performed in the course of their duties.

Of note, 12 employees were recognized for their team efforts in responding to various calls for service related to a storm that resulted in numerous flooded roadways due to 4.5 inches of water falling in a two hour period. Glenview Public Safety Dispatch received 379 phone calls and 108 calls for service for Highland Park. The emergency calls ranged from residential alarms, motor vehicle accidents, flooding issues and multiple reports of drives trapped in their vehicles. In addition, there was a citizen reported potential shooting incident at a local business that required a comprehensive response from officers to properly secure a potential shooting crime scene and all associated follow-up. Through professionalism, communication and teamwork officers were able to not only continue serving and responding to weather related emergencies, but also properly respond to the reported shooting incident.

One officer was commended for their immediate response to an elderly individual that suffered a cardiac event while waiting at a bus stop. The officer, along with two other individuals, acted quickly and performed CPR until paramedics could arrive. The individual was placed in intensive care for 3 days until they regained consciousness and were stabilized. The officer's actions assisted in saving the individual's life.

Another officer was recognized and commended for outstanding internal administrative reports, external communications towards multiple stakeholders and other various administrative materials that assist in shaping policy, operations, enforcement and educating the public.

A detective was commended for their extensive investigation regarding two subjects that were suspected of financial exploiting a senior couple. The investigation involved the analysis of countless documents, viewing hours of video surveillance, interviewing several witnesses and preparing a voluminous case report that was easily comprehended by the prosecuting attorney. As the prosecution progressed one of the suspected offenders plead guilty and the other went to trial in 2016. The detective's outstanding investigative skills, report writing and testimony during the trial



as an “expert” in financial crime investigations led to the conviction of the second offender. The Chicago Tribune published an article summarizing the investigation and conviction.

Two officers were commended for their response to an unconscious female juvenile that was not breathing due to a possible heroin overdose. One of the officers administered their Department issued Naloxone which resulted in the juvenile’s respiratory improvement and ultimately regaining consciousness. It was later learned the juvenile also consumed alcohol and nitrous oxide during the day and evening in addition to the heroin. The response by these two officers during this medical emergency undoubtedly saved the life of the juvenile subject.

As a whole, members of the Police Department received a total of 184 letters of appreciation from the public in 2016.

## Internal Affairs Report

In 2016, the Police Department received zero (0) complaints from citizens regarding officer or Department conduct. Any person wishing to compliment or file a complaint against an employee may do so by contacting the on-duty shift commander in person or by telephone at (847) 432-7730.

## Closing Remarks

Enhancing the quality of life for the residents and visitors of our community is a significant component of the City of Highland Park’s mission and the Police Department assists by ensuring the safety of the public. Our Annual Report depicts the many complexities of the Department, other organizations we partner with and the many accomplishments that we achieved throughout the year.

Professionalism is a pillar for all City departments and is demonstrated through the interactions between the public, staff and officers. The Police Department strives to build public trust as it is essential in creating a safe community. As a Department it is impossible for our officers to patrol all locations throughout the City at the same time, which is why it is important for residents to feel comfortable contacting the police when they are in need or believe that their safety is in danger. Our Department is available 24 hours a day and 365 days a year at (847) 432-7730 for non-emergencies or 911 in emergency situations.



(847) 432-7730  
Non-Emergency

[www.cityhphil.com](http://www.cityhphil.com)  
City Website