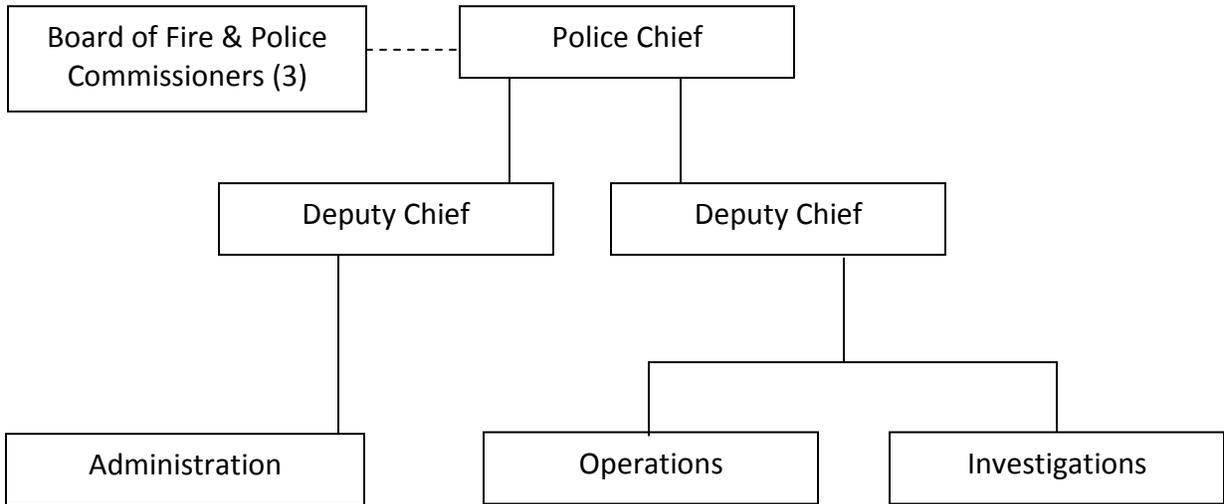


# Table of Contents

## **VI. POLICE DEPARTMENT**

Organizational Chart .....	6-2
Police Department Narrative .....	6-3
Police Department Budget .....	6-11

# POLICE DEPARTMENT SY14



- Administrative Sergeant (1)
- Records Supervisor (1)
- Records Clerk  
(4 F.T. + 5 P.T. = 6.75 FTE)
- Administrative Secretary  
(1 P.T. = 0.5 FTE)

- Police Sergeant (5)
- Police Officer (28)
- Community Service Officer  
(2 F.T. + 2 P.T. = 2.7 FTE)
- Crossing Guards (7 locations)

- Police Sergeant (1)
- Police Officer (4)
- High School Liaison Officer (1)
- Property Officer (1)

<u>SY14 Budget</u>	<u>Employee</u>	
	<u>Count</u>	<u>FTE</u>
Full Time Personnel	48	48.00
Part-Time Personnel	<u>15</u>	<u>3.95</u>
Total Employees / FTEs	<u>66</u>	<u>51.95</u>

(FTE = Full-Time Equivalent)

	<u>FY06</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>SY14</u>
<u>Authorized Full-Time Employees</u>										
Sworn Officers	39	40	43	43	43	43	43	43	40*	40
Community Service Officers	3	3	3	3	2	2	2	2	2	2
Other Civilian	5	5	6	6	6	6	6	6	6	6
<b>Total FT</b>	<b>47</b>	<b>48</b>	<b>52</b>	<b>52</b>	<b>51</b>	<b>51</b>	<b>51</b>	<b>51</b>	<b>48</b>	<b>48</b>

*\*Starting in FY13/14, reporting for Police Officers changed from number of positions authorized to number of positions funded in the current year budget. There are 43 sworn officer positions authorized. These positions would increase the number of full time personnel from 48 to 51.*

## **GLEN ELLYN POLICE DEPARTMENT SYNOPSIS**

In February 1995, the Police Department began a series of meetings to draft a Statement of Purpose and a Statement of Values. Five months later, the final version was presented to the whole department for approval. The process was open to all members of the department both sworn and civilian.

### **Statement of Purpose**

The purpose of the Glen Ellyn Police Department is to keep the peace and maintain order in Glen Ellyn; to safeguard the community and prevent crime; to uphold the law and bring to justice those who break the law; to help the public, educate the community and encourage compliance with the law; and in fulfilling this purpose to exercise appropriate discretion and sound judgment based on the best interests of the community.

### **Statement of Values**

The Glen Ellyn Police Department and its members honor these values:

*In all that we do*, we must be honest and ethical; be reliable and trustworthy; be committed to excellence; and seek to be more effective through continued growth and learning.

*In serving the community*, we must treat all people fairly, with respect and without prejudice; be prepared and vigilant; respond immediately when we are needed; be approachable and open but respect confidentiality; work with the community to maintain community values; strive to keep problems from arising and resolve situations without worsening them; and observe high standards of behavior.

*As members of the department*, we value one another's contributions and need to work together and support one another.

## **Staff**

The Police Department is authorized 52.00 FTE employees in the FY14 budget. Of this number, 30 positions are police officers, 10 are police supervisors and the remaining are civilian employees (eight of whom are full time). Not all authorized positions are staffed. For example, in FY 12/13 four police officer positions were not filled due to budgetary constraints and remain vacant. Full-time Police Department personnel work 40-hours per week. Police services, including records and clerical operations, are provided around the clock every day of the year.

Sworn officers are hired and promoted up to the rank of Sergeant through and under the direction of the Glen Ellyn Board of Fire and Police Commissioners. This is a three-member group of community volunteers appointed by the Village Board for three-year terms. They serve without pay and are responsible for conducting entrance and promotional examinations for police officer and sergeant positions.

In order to become a police officer in the Police Department, an applicant must pass a written examination, physical agility examination and a personality profile examination. Candidates also undergo a polygraph examination, a comprehensive background investigation, and interviews with both a psychologist and the members of the Board of Fire and Police Commissioners. The names of candidates who pass all of these tests are placed on an eligibility list, which remains valid for two years.

In 1999, the Board of Fire and Police Commissioners authorized a team of police officers and civilian police employees to conduct the entire testing process in Glen Ellyn and again at Western Illinois University in Macomb, IL. This was a remarkable event. It was the first time the process was conducted away from Glen Ellyn, and it yielded the most productive police officer eligibility list in more than five years. This has continued since its inception and has included testing at other Universities as circumstances permit.

After being hired, police officers spend about 24 months on probation. They are immediately sent to a 12-week basic law enforcement course. This course is available from a number of training agencies within the State of Illinois. However, we typically send officers to the Police Training Institute at the University of Illinois in Champaign. We believe this academy provides the best all-around education available. After graduation from this basic 480-hour course, which is both practical and academic, the officer returns for sixteen weeks of field training with Department training officers. During this period the officer is evaluated and if he or she has performed satisfactorily, is allowed to work on his or her own during the balance of their probation (approximately one and one half years). The Department takes the probationary period for Police Officers very seriously. This is the time to decide whether a new officer's performance really matches the needs of the Department and the community. Throughout probation, the officer's performance is continually evaluated and a decision is made whether to retain the officer. Since 2001 the Department has hired 54 Police Officers. As of January of 2014, twenty one (39%) of those officers did not satisfactorily complete the probationary phase of employment. While some may choose to leave because they chose

the wrong career, most are asked to leave because of a failure to meet our standards. Assuming an officer completes probation, we expect it to take an average of about three years for a sworn officer to have sufficient skills through training and experience to be able to perform their duties with minimal supervision.

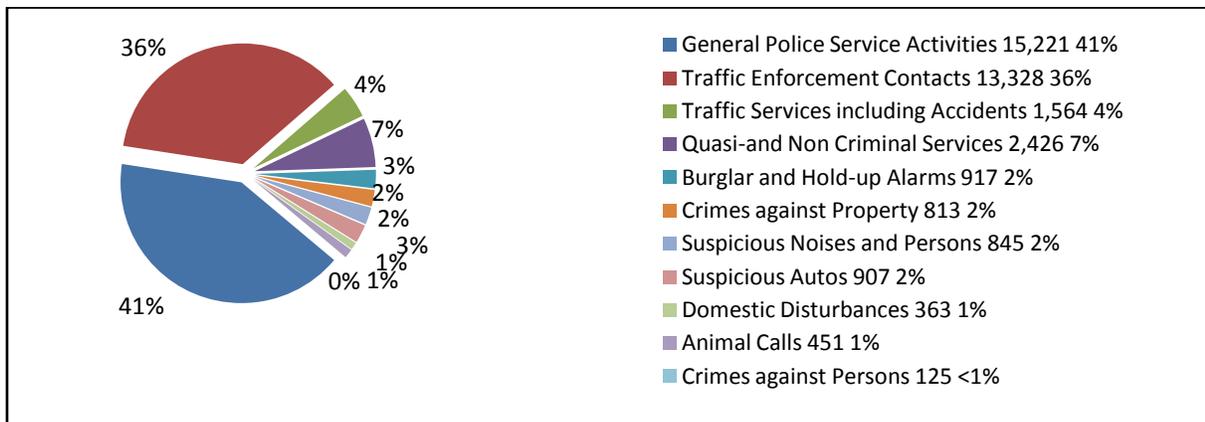
## Activity

During calendar 2013, the Glen Ellyn Police Department handled 36,960 “incidents” of various kinds; an average of 101 incidents per day (an average of 100 incidents per day in 2005, 2006 and 2007; 110 in 2008 and 2009, 109 in 2010, 105 in 2011 and 104 in 2012). “Incidents” include both self initiated activity (an Officer observes something while on patrol and takes action) and complaints (an Officer is called to a scene and takes action). Typically, about 55 – 60% of patrol activity is self-initiated. The Department investigated 131 crimes against persons, (which include homicide, assault, battery, robbery, sex and child endangerment crimes) and 805 crimes against property, (which include burglary, theft, criminal damage/trespass, narcotics and deceptive practices).

The following table compares calendar 2013 total activity with previous years:

2005	2006	2007	2008	2009	2010	2011	2012	2013	Year
36,611	36,681	36,415	36,519	40,358	39,630	38,329	37,879	36,960	Total Incidents

The Chart below shows a categorical separation of calendar year 2013 activity.



**General police services (15,221 – 41%)** includes 67 types of activities such as calls for people who have locked their keys in their car, building checks (primarily an overnight activity), assistance to other agencies (i.e. the Fire Company, ambulance, other police departments, County Sheriff, etc.), foot patrols and all of the other routine and extraordinary functions performed day-to-day.

**Quasi-criminal and non-criminal services (2,426– 7%)** include improper parking, juvenile problems, liquor complaints, disorderly conduct, investigating 9-1-1 calls, suspicious circumstances, death investigations, weapon investigations and more.

## **Crossing Guards**

The Police Department is responsible for staffing 7 school crossings within the Village. Civilian school crossing guards are paid on a daily-rate basis.

## **Parking Control**

Another associated responsibility of the Police Department is that of parking control within the Central Business District. During calendar year 2013, 6,661 parking tickets were issued throughout the Village, with approximately 51% issued as a result of the parking control program within the Central Business District. Due to the high number of tickets issued each year, the fine structure was increased in May 2010 as a deterrent to parking offenders, especially repeat offenders in the CBD.

The focus of our parking control program in the Central Business District is twofold: first, to ensure that short-term parking intended for consumers of products and services provided by retail and professional businesses is not used by long-term parkers; and second, that fees required by ordinance are paid and long-term leased/permit space customers are not disenfranchised. Our objective is to provide for an orderly and usable parking system, which will benefit the vehicle operator, the Village, and the business community as a whole. Beginning in 1996, we assigned one parking control officer exclusively to the Central Business District. The officer carries a cellular phone with the number given to CBD merchants and members of the Chamber of Commerce. This enhanced communication allows us to provide an atmosphere of education rather than one of enforcement among the business and parking community. The customers become familiar with the officer who is in a position to rapidly respond to the issues and concerns of the CBD parking patrons.

In 2006, the Village Board approved an ordinance to prohibit Central Business District employees from parking on the street during normal business hours. Simultaneously, the Village provided additional low-cost alternative parking for the employees.

## **DuCOMM**

We receive our public safety communication services through DuCOMM, which is a central communication organization comprised of 17 member municipal police departments and 22 member municipal fire departments or independent fire protection districts in DuPage County. Our Department has been a member of DuCOMM since its formation in 1976. DuCOMM is mostly funded by each member's annual contribution. For police, the formula for this contribution is based on the number of officers. The Glen Ellyn Police presently receive all communication and communication staff services from DuCOMM for which we will pay \$270,000 this shortened year. They answer all Glen Ellyn 9-1-1 calls and dispatch our officers, paramedics and Volunteer Fire Department. In calendar year 2013, DuCOMM handled 39,469 Glen Ellyn police dispatches, which includes calls for service and administrative duties.

In recent years, Glen Ellyn and several other communities have maintained a cooperative arrangement with DuCOMM and the Emergency Telephone System Board (ETSB) to

enhance DuCOMM's level of service by integrating data between the Computer-Aided Dispatch system and the Records Management system. In January 2004, the ETSB approved a contract valued at over \$1,300,000 that provides RMS services to our Police Department and all other DuPage County municipalities. Annual maintenance costs are paid to the ETSB for on-going technical support. This package enables us to perform wireless, paperless, in-car reporting which results in substantial man-hour savings. To pursue our own RMS package would have cost an estimated \$300,000. In 2010, we continued to implement different features associated with the records management system. In 2014, the RMS package is under review and a new product may be explored.

In 2012, the Police Department began operating on a new county-wide radio system which provides interoperability among police, fire and public works departments. Most of the cost of this new system was paid for by grants and funds from the ETSB. The remaining balance was paid from seized funds awarded to the Police Department for the interdiction of specific criminal acts. The Police Department went live on the new radio system in the summer of 2012.

### **Children Center**

Beginning in FY 86/87, the Village provided funds that allowed our Department to participate in the DuPage County State's Attorney's Children Center. This is a specially created, cooperative investigative unit, which handles sexual abuse crimes against children. The Children Center began operations on March 2, 1987. In 2013, the Children Center initiated 412 cases, of which 8 happened in Glen Ellyn. Glen Ellyn's financial contribution to the Center is \$4,000 per year. We look forward to our continued participation as it results in greater staffing efficiency and reduced victim trauma. In addition, they routinely assist our Department in conducting victim-sensitive interviews related to other, non-qualifying cases.

### **DARE/ School Safety Officer**

Beginning in 1992, we began teaching the DARE Program (Drug Abuse Resistance Education) for the fifth grade classes in School District 41. In 1995, we included St. James and St. Petronille School. Additionally, we teach the program in all four School District 41 elementary schools, and at Park View Elementary School (District 89). In 1994, we began teaching the Junior High School DARE program. In 2004, the State of Illinois stopped supporting DARE and its training due to financial reasons. Glen Ellyn has restructured our program and continued to provide this exceptional program to all fifth grade students attending both public and private schools within the community. In the 2012-13 school year, over 500 fifth grade students will participate in the elementary school DARE program and the alternative "Too Good for Drugs" program (District 89). We anticipate our DARE officers will spend over 1,000 hours in classroom teaching and preparation.

The fifth grade DARE and Too Good for Drugs programs last 11 weeks and involve a one-hour class presentation per week for each fifth grade class. The DARE curriculum was modified in 1995 to include violence resistance components. In 2007, we included a

bullying presentation and an additional update began in the Fall of 2012. The DARE program helps to satisfy the Illinois State Board of Education's fundamental requirements for health education and drug prevention. The unique aspect of DARE, which sets it apart from other school based drug education programs, is the fact that its curriculum is delivered by a uniformed police officer and not by a classroom teacher (which is a considerable benefit to both the student and the officer).

The long-term goals of DARE include:

- A reduction in the supply of controlled substances as a result of reduced demand
- Violence resistance education including bullying
- A more positive identification of police officers by children
- Improved decision making in all life situations
- An overall reduction in criminality

## **High School Liaison**

Beginning in school year 1996/97, we dedicated a police officer to serve as a full-time liaison for Glenbard West High School. The officer received special training including certification as a Juvenile Officer. The High School provides an office and secretarial services and, through an intergovernmental agreement, pays about 77% of the salary and related costs of our officer. This program has received very positive feedback from the school and community. In 2001, 2006, 2008 and 2009 (due to an unanticipated retirement), we replaced the officer in this assignment to keep the perspective fresh and provide different opportunities within the Department. We expect this assignment to rotate among qualified officers about every 3 or 4 years. A new officer was assigned to the position for the 2013-2014 school year.

## **Community and Senior Citizens Police Academy**

The Community Police Academy began in January of 2002. Through four sessions so far, over 64 Village residents have attended a series of classes on law enforcement topics as well as general Village government issues. The Academy provides community members an opportunity to learn about the job of a police officer in their community. Through various guest speakers and meeting locations, they will also gain insight into other areas such as: Village government, DuCOMM, Public Works and the Volunteer Fire Company. "Graduates" have been very positive in their critiques and comments following completion of the program.

In 2007, we held a Seniors Police Academy with 25 senior citizens that lasted seven weeks and followed the curriculum of its predecessor. Again, the "graduates" gave very positive feedback concerning their experience and critique of the program. We held two sessions in 2008, 2009, 2010, and 2011 and one in 2013 bringing our total number of graduates to 204! In 2012, we held a Senior Academy Alumni Event with over 40 residents in attendance. We are planning to continue this very popular and appreciated program in 2013. As part of the Senior Academy Alumni Program, U.S. Congressman

Peter Roskam, Secretary of State Jessie White and Illinois Attorney General Lisa Madigan have spoken to our graduates and other residents at the Civic Center.

We hope that these programs will continue to generate interest in other Department programs and result in establishing a corps of Police Department volunteers who can spend some time assisting us with various tasks.

### **“Coffee with the Cops”**

In December 2007, the Police Department began a new public outreach initiative dubbed “Coffee with the Cops”. On the first Saturday morning of each month, the Chief of Police hosts interested residents. Participants can talk about neighborhood issues such as traffic or parking; seek information on various police programs and learn about specific police duties and responsibilities, such as investigations, traffic reconstruction, evidence collections, etc. This forum allows residents and guests another opportunity to interact with law enforcement personnel in a non-enforcement environment.

### **Emergency Planning**

The Police Department has taken the lead in developing the emergency plan for the Village. An updated revision was submitted to the County Office of Emergency Management in late 2009 for their approval. In March, 2010, we received official notification of our plan’s approval. Previously, the Village had operated under a Disaster Plan that fortunately was never activated.

The Federal government has now mandated that Emergency Plans be developed and meet a variety of standards. The Village of Glen Ellyn partnered with the Villages of Wheaton, Winfield, the College of DuPage and the DuPage County Office of Homeland Security to test our capabilities through a cooperative exercise on May 21, 2008. The exercise was conducted at each entity’s emergency operations center, and then the entities came to together at College of DuPage to form an Area Command Center. The issues that arose and needed to be managed included: communication, perimeter security, evacuation, hazardous material exposure, mass transport of sick and injured, mutual aid and resource procurement/allocation. The exercise was considered very successful and the interested parties continue to meet regularly to improve our cooperation and capabilities.

In November 2012, the Police Department participated in a County-wide tabletop training exercise, utilizing components of this plan. Village Staff participated in an in-house preparedness table top in 2013.

### **Administrative Adjudication**

In January 2012, The Village began Administrative Adjudication hearings for certain types of petty offenses, particularly parking tickets. The hearings are held in the evening on the third Wednesday of the month at the Civic Center. This is a more convenient option for people wishing to challenge a ticket before a hearing officer, rather than going

to a daytime court proceeding. In 2014, Administrative Adjudication may expand to include tow related offenses and citations originating from building inspections.

	2012	2013
Fine Revenue	\$6,980	\$8,785
Hearing Officer Expenses	\$4,477	\$3,352
Net Revenue	\$2,503	\$5,433

**GENERAL FUND**  
**POLICE DEPARTMENT**  
(134000)

Village of Glen Ellyn  
SY14 Budget

AS OF SY14, THE POLICE DEPARTMENT HAS BEEN DIVIDED INTO THREE COST CENTERS

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
<b>Personnel Services</b>									
510100	Salaries - Pension (IMRF)	\$ 454,291	\$ 468,470	\$ 529,000	\$ 510,000	\$ 324,322	\$ 315,001	\$ 375,900	1
510110	Salaries - Sworn Officers	3,091,780	3,197,232	3,430,000	3,410,000	2,177,615	2,352,000	2,420,600	2
510120	Salaries - Non-pension	144,995	125,762	116,000	124,000	93,493	87,854	71,000	1
510150	Crossing Guards	33,032	35,775	40,000	37,000	22,708	23,322	25,000	
510200	Overtime	5,203	11,689	-	-	8,668	-	-	
510220	Overtime	300,251	386,364	346,500	345,000	261,017	255,605	265,000	3
510400	FICA	95,298	97,835	107,100	100,000	67,601	68,733	103,400	
510500	IMRF	56,043	57,204	66,100	58,000	39,269	39,482	60,000	
590700	IFT / Police Pension Fund	1,036,000	969,000	980,000	980,000	969,000	980,000	981,000	4
	<b>Subtotal</b>	<b>5,216,893</b>	<b>5,349,331</b>	<b>5,614,700</b>	<b>5,564,000</b>	<b>3,963,693</b>	<b>4,121,997</b>	<b>4,301,900</b>	
<b>Contractual Services</b>									
520110	Counseling Services	25,000	25,000	25,000	25,000	25,000	25,000	20,000	5
520127	Scholarship Award	2,000	21,072	-	-	21,072	-	-	
520600	Dues / Subscriptions	15,628	15,995	11,000	10,600	6,935	6,130	9,000	6
520615	Recruiting and Testing	2,102	15,554	2,000	4,400	10,747	4,395	12,000	7
520620	Employee Education	31,724	25,637	25,000	25,000	17,123	19,518	21,000	8
520625	Travel	4,903	6,896	6,000	9,000	5,932	6,657	5,500	9
520705	Prosecutorial Services	79,563	77,912	85,000	84,000	54,601	54,060	56,000	10
520905	Printing	9,869	6,575	6,000	7,400	2,364	3,945	5,050	
520910	Radio and Radar	7,079	98	2,000	2,000	98	1,100	-	
520920	Du-Comm	365,480	363,324	380,000	380,000	272,493	284,837	269,700	11
520930	General Services	6,619	15,000	15,000	15,000	15,000	6,683	-	
520931	Seized Funds - Federal	77,265	1,449	-	-	1,449	641	-	12
520933	Seized Funds - State	6,525	6,835	-	-	746	2,009	-	12
520934	DARE Program Expenses	828	2,581	2,500	2,500	1,277	1,545	4,000	13
520935	Towing / Impound Fees	3,106	3,458	6,000	5,800	2,405	3,456	4,000	
520936	Seized Property Expenses	6,865	2,155	5,000	60,000	1,786	31,233	-	
520975	Maintenance / Equipment	4,381	4,333	10,000	4,000	3,470	1,904	8,200	14
521055	Professional Services / Other	33,303	46,893	44,500	44,000	32,807	32,019	32,000	15
521195	Telecommunications	19,542	25,514	25,000	23,000	15,847	14,755	17,000	16
590600	IFT / Health Insurance	535,800	562,269	633,600	610,000	398,067	421,167	438,220	
590610	IFT / Insurance - General	204,700	121,200	111,500	111,500	80,800	74,333	81,500	
590650	IFT / Equipment Services (O&M)	243,300	258,500	271,400	271,400	172,333	180,933	176,500	
590655	IFT / Equipment Services (Replace)	123,900	136,248	152,800	152,800	90,832	101,867	94,900	
	<b>Subtotal</b>	<b>1,809,482</b>	<b>1,744,498</b>	<b>1,819,300</b>	<b>1,847,400</b>	<b>1,233,184</b>	<b>1,278,187</b>	<b>1,254,570</b>	
<b>Commodities</b>									
530100	Office Supplies	8,545	10,067	15,000	10,000	5,739	4,442	6,000	
530105	Operating Supplies	25,251	39,330	46,000	35,000	33,589	20,824	31,500	17
530445	Uniforms	23,665	38,511	25,000	35,000	31,240	21,581	25,050	18
	<b>Subtotal</b>	<b>57,461</b>	<b>87,908</b>	<b>86,000</b>	<b>80,000</b>	<b>70,568</b>	<b>46,847</b>	<b>62,550</b>	
<b>Capital Outlay</b>									
580100	Capital Projects	30,000	-	-	-	-	-	-	
580110	Equipment	15,993	-	92,800	92,800	-	53,559	80,500	19
	<b>Subtotal</b>	<b>45,993</b>	<b>-</b>	<b>92,800</b>	<b>92,800</b>	<b>-</b>	<b>53,559</b>	<b>80,500</b>	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 7,129,829</b>	<b>\$ 7,181,737</b>	<b>\$ 7,612,800</b>	<b>\$ 7,584,200</b>	<b>\$ 5,267,445</b>	<b>\$ 5,500,590</b>	<b>\$ 5,699,520</b>	

**GENERAL FUND**  
**POLICE DEPARTMENT**

Village of Glen Ellyn  
 SY14 Budget

(134000)

AS OF SY14, THE POLICE DEPARTMENT HAS BEEN DIVIDED INTO THREE COST CENTERS

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget
<b>Direct Revenues</b>								
	Police False Alarm Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Fingerprinting Fees	4,931	22,746	5,000	20,000	20,934	20,656	20,000
	Accident Reports	2,949	2,974	3,000	3,000	2,070	1,840	1,600
	Police Service Reimbursement	126,830	132,375	125,000	130,000	121,153	127,095	125,000
	Police Ordinance Fines	164,691	158,389	160,000	175,000	109,640	122,519	125,000
	Traffic Court Fines	345,545	351,525	350,000	335,000	239,867	211,580	210,000
	Police Training Reimbursement	12,314	3,697	10,000	1,400	1,856	1,364	1,500
	Police Seized Funds (Fed & State)	15,898	119,663	100,000	280,000	72,210	247,172	61,900
	<b>Total</b>	<b>\$ 673,158</b>	<b>\$ 791,369</b>	<b>\$ 753,000</b>	<b>\$ 944,400</b>	<b>\$ 567,730</b>	<b>\$ 732,226</b>	<b>\$ 545,000</b>
	Direct Revenues / Total Expenditures	9%	11%	10%	12%	11%	13%	10%
<b>Tracking restricted seized funds</b>								
	Cash receipts	22,957	145,029		280,000			61,900
	Expenses	89,671	12,593		102,594			61,900
	Annual change	(66,714)	132,436		177,406			-
	Balance (FY13 audited balance)	57,542	189,978		367,384			367,384

**GENERAL FUND**  
**POLICE DEPARTMENT - Administration**  
(134100)

Village of Glen Ellyn  
SY14 Budget

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
<b>Personnel Services</b>									
510100	Salaries - Pension (IMRF)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 296,100	1
510110	Salaries - Sworn Officers	-	-	-	-	-	-	252,600	2
510120	Salaries - Non-pension	-	-	-	-	-	-	71,000	1
510400	FICA	-	-	-	-	-	-	103,400	
510500	IMRF	-	-	-	-	-	-	60,000	
590700	IFT / Police Pension Fund	-	-	-	-	-	-	73,600	4
	<b>Subtotal</b>	-	-	-	-	-	-	856,700	
<b>Contractual Services</b>									
520600	Dues / Subscriptions	-	-	-	-	-	-	5,650	6
520615	Recruiting and Testing	-	-	-	-	-	-	12,000	7
520620	Employee Education	-	-	-	-	-	-	7,300	8
520625	Travel	-	-	-	-	-	-	3,900	9
520705	Prosecutorial Services	-	-	-	-	-	-	56,000	10
520905	Printing	-	-	-	-	-	-	1,250	
520920	Du-Comm	-	-	-	-	-	-	20,200	11
520975	Maintenance / Equipment	-	-	-	-	-	-	3,800	14
521055	Professional Services / Other	-	-	-	-	-	-	2,000	15
521195	Telecommunications	-	-	-	-	-	-	1,300	16
590600	IFT / Health Insurance	-	-	-	-	-	-	93,920	
590610	IFT / Insurance - General	-	-	-	-	-	-	27,700	
590650	IFT / Equipment Services (O&M)	-	-	-	-	-	-	60,000	
590655	IFT / Equipment Services (Replace)	-	-	-	-	-	-	32,300	
	<b>Subtotal</b>	-	-	-	-	-	-	327,320	
<b>Commodities</b>									
530100	Office Supplies	-	-	-	-	-	-	1,500	
530105	Operating Supplies	-	-	-	-	-	-	7,900	17
530445	Uniforms	-	-	-	-	-	-	1,250	18
	<b>Subtotal</b>	-	-	-	-	-	-	10,650	
	<b>TOTAL EXPENDITURES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,194,670</u>	

This cost center was created for the SY14 budget. Activity is totaled on the Police Department budget page for comparison purposes.

**GENERAL FUND**  
**POLICE DEPARTMENT - Operations**  
(134200)

Village of Glen Ellyn  
SY14 Budget

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
<b>Personnel Services</b>									
510100	Salaries - Pension (IMRF)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,800	1
510110	Salaries - Sworn Officers	-	-	-	-	-	-	1,803,600	2
510150	Crossing Guards	-	-	-	-	-	-	25,000	
510220	Overtime	-	-	-	-	-	-	265,000	3
590700	IFT / Police Pension Fund	-	-	-	-	-	-	760,300	4
	<b>Subtotal</b>	-	-	-	-	-	-	2,933,700	
<b>Contractual Services</b>									
520110	Counseling Services	-	-	-	-	-	-	20,000	5
520600	Dues / Subscriptions	-	-	-	-	-	-	1,300	6
520620	Employee Education	-	-	-	-	-	-	12,200	8
520625	Travel	-	-	-	-	-	-	500	9
520905	Printing	-	-	-	-	-	-	3,200	
520920	Du-Comm	-	-	-	-	-	-	209,000	11
520934	DARE Program Expenses	-	-	-	-	-	-	4,000	13
520935	Towing / Impound Fees	-	-	-	-	-	-	4,000	
520975	Maintenance / Equipment	-	-	-	-	-	-	2,700	14
521055	Professional Services / Other	-	-	-	-	-	-	25,400	15
521195	Telecommunications	-	-	-	-	-	-	13,200	16
590600	IFT / Health Insurance	-	-	-	-	-	-	307,940	
590610	IFT / Insurance - General	-	-	-	-	-	-	45,700	
590650	IFT / Equipment Services (O&M)	-	-	-	-	-	-	98,800	
590655	IFT / Equipment Services (Replace)	-	-	-	-	-	-	53,200	
	<b>Subtotal</b>	-	-	-	-	-	-	801,140	
<b>Commodities</b>									
530100	Office Supplies	-	-	-	-	-	-	3,840	
530105	Operating Supplies	-	-	-	-	-	-	20,000	17
530445	Uniforms	-	-	-	-	-	-	22,800	18
	<b>Subtotal</b>	-	-	-	-	-	-	46,640	
<b>Capital Outlay</b>									
580110	Equipment	-	-	-	-	-	-	80,500	19
	<b>Subtotal</b>	-	-	-	-	-	-	80,500	
	<b>TOTAL EXPENDITURES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,861,980</u>	

This cost center was created for the SY14 budget. Activity is totaled on the Police Department budget page for comparison purposes.

**GENERAL FUND**

**POLICE DEPARTMENT - Investigations**  
(134300)

**Village of Glen Ellyn**  
**SY14 Budget**

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
<b>Personnel Services</b>									
510110	Salaries - Sworn Officers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 364,400	2
590700	IFT / Police Pension Fund	-	-	-	-	-	-	147,100	4
	<b>Subtotal</b>	-	-	-	-	-	-	511,500	
<b>Contractual Services</b>									
520600	Dues / Subscriptions	-	-	-	-	-	-	2,050	6
520620	Employee Education	-	-	-	-	-	-	1,500	8
520625	Travel	-	-	-	-	-	-	1,100	9
520905	Printing	-	-	-	-	-	-	600	
520920	Du-Comm	-	-	-	-	-	-	40,500	11
520975	Maintenance / Equipment	-	-	-	-	-	-	1,700	14
521055	Professional Services / Other	-	-	-	-	-	-	4,600	15
521195	Telecommunications	-	-	-	-	-	-	2,500	16
590600	IFT / Health Insurance	-	-	-	-	-	-	36,360	
590610	IFT / Insurance - General	-	-	-	-	-	-	8,100	
590650	IFT / Equipment Services (O&M)	-	-	-	-	-	-	17,700	
590655	IFT / Equipment Services (Replace)	-	-	-	-	-	-	9,400	
	<b>Subtotal</b>	-	-	-	-	-	-	126,110	
<b>Commodities</b>									
530100	Office Supplies	-	-	-	-	-	-	660	
530105	Operating Supplies	-	-	-	-	-	-	3,600	17
530445	Uniforms	-	-	-	-	-	-	1,000	18
	<b>Subtotal</b>	-	-	-	-	-	-	5,260	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 642,870</b>	

This cost center was created for the SY14 budget. Activity is totaled on the Police Department budget page for comparison purposes.

**POLICE DEPARTMENT  
SY 2014 BUDGET FOOTNOTES**

**General Assumptions**

- Total Sworn Officers: 40
  - 3 Admin (7.5%)
  - 6 Investigations (15%)
  - 31 Operations (77.5%)
- Total Police Department Employees: 55 ----->52 FTE
  - Administration: 16----> 13 FTE (25%)
  - Operations: 33 (63.5%)
  - Investigations:6 (11.5%)
- Change in budget process caused examination of all expenses and some re-alignment of individual costs.
- Some of the cost center percentages are based upon actual expense percentages during FY 12/13.
- Salary projections are based on a 2.5% increase for members of the bargaining unit, and a 3% increase for employees outside of the bargaining unit.
- All non-patrol salary calculations used the “Fiscal Year change to Calendar Year” chart provided in the personnel memo dated December 31, 2013.

Budget	Budget
<u>FY13/14</u>	<u>SY 2014</u>

**1 Salaries – Pension and Non-pension**

Civilian (non-sworn) salaries for the Department are paid from FT and PT salary line items. Some employees have been moved from the PT line to the FT line due to pension status, rather than number of hours worked. An additional FT non-sworn position will be assigned to the RCFL (Regional Computer Forensics Laboratory) program. This program requires a two-year training commitment and is offered by the FBI in Chicago. The purpose of this program is to develop a computer forensic investigator. The addition of this position will allow us to retrieve and preserve evidence required for the successful prosecution of such cases. Criminal activity rooted in computer use is the fastest growing criminal enterprise today and these tools are long overdue for our Department. This “investigative aid” position will be partially funded by the elimination of two PT Community Service Officer positions (currently vacant). This position has been removed from the SY14 budget and deferred into CY 15 by the Village Manager.

Total	\$634,000	\$446,900
-------	-----------	-----------

Budget	Budget
<u>FY13/14</u>	<u>SY 2014</u>

**2 Sworn Salaries**

The salary line reflects salaries for 40 sworn officer positions including 1 Chief, 2 Deputy Police Chiefs, 7 Sergeants and 30 Police Officers. The authorized sworn strength of the Department is 43 officers; however, due to lack of sufficient revenues, 3 police officer positions will remain unfunded and vacant during FY/2014. One officer will be paid from seized funds collected through drug interdiction efforts.

Total	\$3,410,000	\$2,420,600
-------	-------------	-------------

**3 Overtime**

The overtime category includes a number of different pay types, many of which represent contractual obligations. Beginning in 2010, we identified three areas to include in overtime calculations with increasing demands on officers' time, those being: Summary Suspension hearings (a mandatory court date as a prelude to DUI prosecution); DUI/Criminal Court (court time is managed by the State's Attorney's office) and Tactical Patrol. The tactical patrol is a program to provide extra patrols in specific areas. These areas are determined by events and circumstances such as a sudden increase in vandalism, graffiti, or other crime that may necessitate law enforcement saturation. The Miscellaneous (Event) category was increased in FY12/13 to reflect the growing number of special events in the Central Business District, particularly those involving the sale of alcoholic beverages.

Overtime Type	FY13/14 Budget	SY 2014 Budget
Holiday (Excluding base pay)*	\$144,000	\$120,000
Court/Standby Pay*	80,000	57,000
Overtime (Extra shift)	30,000	19,000
Summary Suspension	18,000	12,000
DUI/Criminal Court	15,000	10,000
Extra Duty (School activities, etc)**	15,000	10,000
Tactical Patrol	10,000	6,500
Training	8,000	5,500
Officer In Charge	5,500	4,000
Field Training Officer	11,000	4,000
Miscellaneous (Event)	18,000	12,000
Detective Stipend	<u>0</u>	<u>5,000</u>
	<u>\$354,500</u>	<u>\$265,000</u>

\* Court time, Holiday pay, and Detective Stipend are contractual obligations. “Court Standby Pay” is paid annually to each officer as compensation for off-duty time, when they are required to be available in case of legal proceedings. Our control over the amount of time an officer spends waiting for court or actually in court is limited. The DuPage County State’s Attorney’s office has a much greater influence over officers’ use of time in court situations. In addition, there are 11 holidays for which each officer is compensated at an overtime rate, whether or not the officer works on the holiday. Detective Stipend is paid to officers assigned to the Investigations Division because of an expectation of being available when not otherwise at work.

\*\* Extra Duty assignments are those prearranged through mutual agreement with outside organizations such as the high school, wherein the officer is paid at a rate determined by contract and the organization reimburses the Village (which shows in a General Fund revenue account).

Budget	Budget
<u>FY13/14</u>	<u>SY2014</u>

**4 IFT / Police Pension Fund**

Each year, the Village makes a contribution determined by an independent actuary to provide funding for the Glen Ellyn Police Pension Fund which pays the retirement benefits of Glen Ellyn police officers as set by State statute. Police officers are not part of Federal Social Security, but officers hired after April 1, 1986 are covered under Federal Medicare. See “Police Pension Fund” section, which follows this Police Department budget information.

Total	\$980,000	\$981,000
-------	-----------	-----------

**5 Counseling Services**

Working in concert with the Glen Ellyn school districts and the Police Department, this service is utilized to provide problem assessment, family therapy, individual therapy, crisis intervention, and marriage counseling. The Glen Ellyn Youth and Family Counseling Service is the provider of this important service. This expenditure was previously allocated within the Special Programs Fund and will be funded using revenue previously allocated to the Special Programs Fund. This contribution has been reduced because of the short year budget, however, it will return to \$25,000 in FY/2015.

Total	\$25,000	\$20,000
-------	----------	----------

Budget <u>FY13/14</u>	Budget <u>SY2014</u>
--------------------------	-------------------------

**6 Dues/Subscriptions**

There is a slight increase in this fund due to the addition of two new service subscriptions – the LESO and CLEAR programs. LESO (Law Enforcement Support Office) is a program offered through the Department of Defense which allows us to make requisitions for government surplus items. There is no additional cost for the items except for the cost of shipping.

Total	\$11,000	\$9,000
-------	----------	---------

**7 Recruiting and Testing**

This increase depicts the funding needed for a planned patrol officer testing process this year. The current police officer eligibility list is set to expire this year.

Total	\$2,000	\$12,000
-------	---------	----------

**8 Employee Education**

Concern about “failure to train” liability has caused us to focus on employee education, which is why this fund has not been reduced for the short budget year. The general services fund, which provided incentive for officer residency, has been eliminated. The elimination of the general services fund will help offset the additional expense of training.

Total	\$25,000	\$25,000
-------	----------	----------

**9 Travel**

Due to the increase in the employee education budget, there is an expected corresponding travel increase. The change in daily per diem vs. actual meal costs is also expected to increase the travel budget.

Total	\$6,000	\$6,500
-------	---------	---------

**10 Prosecutorial Services:**

In August 2001, the Village switched from using the DuPage County State’s Attorney for traffic court prosecutions to using our own Village Prosecutor. The chart below shows net traffic fine revenue into the General Fund for the past six calendar years and the related prosecutorial expense:



Budget	Budget
<u>FY13/14</u>	<u>SY2014</u>

**15 Professional Services/Other**

DuMeg is a multi-jurisdictional drug task force that performs investigations throughout DuPage County. As a member agency, we pay an annual contribution for the ability to call upon DuMeg for investigations beyond our resources. Funds for collective bargaining and other attorney’s fees related to FOP grievances were moved to the Village Budget.

DuMeg		\$22,000
Children Center		4,000
Internal Random Drug Testing		1,000
Misc.		<u>5,000</u>
Total	<u>\$42,000</u>	<u>\$32,000</u>

**16 Telecommunications**

This fund accounts for cellular phones issued to supervisory personnel and investigators. Additional services paid for include cellular data services for in-car computers, and the Police Department’s share of the land-line phone system use.

Total	\$25,000	\$17,000
-------	----------	----------

**17 Operating Supplies**

This line, as suggested by its title, provides for operating supplies from the mundane such as mouth pieces for our breathalyzer machine and notary stamps to more interesting items such as pepper spray and ammunition. Recently this has been increased due to the rising cost of ammunition which is due, in part, to increased military demand.

Total	\$46,000	\$31,500
-------	----------	----------

**18 Uniforms**

This fund accounts for employee uniforms, which are provided through a quartermaster system. There is an increase depicted which is a result of increased costs for uniforms and gear, including bullet resistant vests. The Department has been able to recover some of the costs of vests through a government grant program.

Total	\$25,000	\$25,050
-------	----------	----------

**19 Capital/Equipment Projects**

\$80,500

The Department has postponed the purchase of equipment for a number of years due to economic strains. The FY2014 budget reflects the purchase of equipment that is vital to the effectiveness and/or efficiency of law enforcement. Each item is enumerated below:

a. In-car Video

\$39,500

In 2005, we began using in-car video in all marked squad cars. Since then, they have proven to be an invaluable tool in the prosecution of many offenses, including DUIs. Moreover, in-car video has been shown to disprove a number of false allegations against officers. The current video systems in use were purchased in 2010. The company has since gone out of business and there is no longer technical support for our systems. This project is being completed over two years, SY14 and CY15.

b. Alarm Billing Software

\$30,000

This software is needed to accomplish registration and billing for fire and burglar alarms in the Village. This software was previously eliminated from a prior budget and attempts to build an in-house solution have not been successful.

c. Less Lethal Projectile

\$6,500

Current less lethal launcher (37mm) has shown to be prone to over penetration. The new device is 40 mm and has not experienced such issues. This device is intended to neutralize a violent offender who is out of range of other less-lethal options, such as TASERS or pepper spray. The current model has been deployed on numerous occasions during its 10 year life cycle.

d. Shields

\$4,500

Our current ballistic shield is over 10 years old and past the manufacturer's recommended useful life. Officer safety and our training dictate the necessity of two shields.

**Budget Items Deferred to 2015**

\$50,000

a. Copier

\$16,000

Our current copier was purchased in 2008 and is at the end of its' useful life. The total cost includes the first year of maintenance. This budget cost reflects a new machine in the same classification of the existing copier. The copier would be black

and white which is less expensive than a color version. Color copy needs would be satisfied by utilizing the existing color machine located in Administration.

b. Scanner \$2,500

This item would replace the current scanner which frequently jams and is considered undersized for the volume of documents routinely scanned.

c. Security access control panel \$1,000

This is a large control box used to allow access to various controlled doors in the Police Department. Over time, the functionality of this equipment has diminished and could be easily replaced with a much smaller unit.

d. In-car Video \$30,500

In 2005, we began using in-car video in all marked squad cars. Since then, they have proven to be an invaluable tool in the prosecution of many offenses, including DUIs. Moreover, in-car video has been shown to disprove a number of false allegations against officers. The current video systems in use were purchased in 2010. The company has since gone out of business and there is no longer technical support for our systems.

