

**Oswego Illinois Police Department
Assessment Report
August 2008**

Table of Contents

Section		Page
A	Agency name, CEO, AM	1
B	Assessment dates	1
C	Assessment team	1
D	Program Manager	1
	Type of Assessment	1
E	Community and Agency Profile	2
	Community Profile	2
	Agency Profile	2
	Demographics	3
	Future Issues	3
	CEO Biography	3
F	Public Information	4
	Public Information Session	4
	Telephone Contacts	4
	Correspondence	4
	Media Interest	4
	Public Information Material	5
G	Essential Services	6

	Chapters 1 – 17	6
	Biased Based Profiling	8
	Use of Force	8
	Chapters 21 – 35	9
	Grievances	11
	Discipline	12
	Recruitment	13
	Promotions	14
	Chapters 41 – 61	14
	Vehicle Pursuits	16
	Critical Incidents, Special Operations and Homeland Security	16
	Internal Affairs	17
	Chapters 70 – 84	20
H	Applied Discretion	21
I	Non-compliance	22
J	20 Percent Standards	22
K	Future Performance/Review Issues	22
L	Standards Summary Table	22
M	Summary	23
N	Recommendation	24

A. Agency name, CEO and AM

Oswego Illinois Police Department
3525 Rt. 34, Oswego, IL 60543

Dwight A. Baird, Chief of Police
Cathleen Nevara, Accreditation Manager

B. Dates of the On-Site Assessment:

August 23-27, 2008

C. Assessment Team:

1. Team Leader: Larry D. Dickey
Chief of Police
Grandview Police Department
1200 Main Street
Grandview, Missouri 64030
(816) 316-4925

2. Team Member: Christine A. Crocker
Captain
Cumberland Police Department
1380 Diamond Hill Road
Cumberland, Rhode Island 02864
(401) 333-2500

3. Team Member: Ms. Deborah M. Furka
Assistant Director
Ohio Peace Officer Training Academy
1650 State Route 56 SW
London, Ohio 43140
(740) 845-2683

D. CALEA Program Manager and Type of On-site:

Christie Goddard

First reaccreditation, B size (63 personnel; 52 authorized sworn and 11 non-sworn)
5th edition Law Enforcement Accreditation

The agency uses the CALEA Accreditation Compliance Express (CACE) Software for managing the standards to ensure compliance.

E. Community and Agency Profile:

1. Community profile:

Located 50 miles southwest of Chicago, Oswego is in Kendall County, Illinois. The community is striving to keep its small town character and it remains a great place to raise a family. Many new residents cite quality schools as the reason they moved to Oswego.

The Oswego Park District offers residents an abundance of recreational programs. A new aquatic center, bike trails, and hundreds of acres of parks provide Oswego area residents with clean and safe recreation. Oswego is home to the Fox Bend Golf Course, rated as one of the top twenty public courses in the Chicago area.

The Oswego historic downtown includes shops, restaurants and the Oswego Public Library, which is a community center for learning, culture and recreation.

2. Agency profile:

The Oswego Police Department serves the Village of Oswego, a community of more than 26,400 persons spread over an area of 45 square miles. The agency remains a progressive and innovative law enforcement agency, possessing strong values that emphasize ethical behavior, principled decision-making, commitment to serving the community and an appreciation for diversity. The Chief of Police and three Captains manage the department. The agency has three divisions including Field Operations (patrol), Criminal Investigations (detectives and School Liaison Officers) and Support Services (administrative, records and training). Dispatch and detention services are provided by the Kendall County Sheriff's Department.

3. Demographics:

The demographic composition of the service area and agency are represented in the following table:

	Service Population*		Available Workforce**		Current Sworn Officers		Current Female Sworn Officers		Prior Assessment Sworn Officers		Prior Assessment Female Sworn Officers	
	#	%	#	%	#	%	#	%	#	%	#	%
Caucasian	23,784	90.2%	605	93.2%	47	92.2%	4	80.0%	40	93.0%	4	80.0%
African-American	470	1.8%	4	0.6%	1	2.0%	0	0.0%	1	2.3%	0	0.0%
Hispanic	1,654	6.3%	15	2.3%	3	5.9%	1	20.0%	2	4.7%	1	20.0%
Other	470	1.8%	25	3.9%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total	26,378	100%	649	100%	51	100%	5	100%	43	100%	5	100%

* Estimated Village of Oswego Population

**Data from 2000 Kendall County Census

The agency has an authorized staff of 63 personnel with 52 being sworn and 11 civilians. The agency has five sworn female employees, which equates to 10% of its total sworn personnel. The available work force population is estimated at 14% female (national average), 90% Caucasian, 2% African-American, 2% other and 6% Hispanic. The agency's current sworn makeup is 47 Caucasians (93%), one African-American (1%), and two Hispanic (6%). The department has a comprehensive recruitment plan in place and actively works to diversify the makeup of the agency through the recruitment of qualified minority candidates.

4. Future issues:

The Village of Oswego has experienced rapid growth since the early 1990's. This growth is both residential and commercial. With these types of growth comes a variety of issues that must be addressed by the management of the Oswego Police Department. The challenges with the Oswego Police Department will be to identify the service and crime trends and then communicate these demands to the Village Board in order to maintain and expand service levels that residents have grown accustomed to along with retail providers. The agency will look at staffing, facilities, programs, services, traffic, crime and the organizational culture to plan accordingly.

5. CEO biography:

Chief Dwight Baird began his law enforcement career in 1990 when he was hired by the Kendall County Sheriff's Department as a road deputy. In 1992 Chief Baird was hired as a patrol officer for the Oswego Police Department and appointed Chief of Police in 2003. Chief Baird has a Master's in Law Enforcement Justice Administration from Western Illinois University, and is a graduate of the FBI National Police Academy.

F. Public Information Activities:

Public notice and input are cornerstones of democracy and CALEA accreditation. This section reports on the community's opportunity to comment on their law enforcement agency and to bring matters to the attention of the Commission that otherwise may be overlooked.

a. Public Information Session

On Monday night, August 25, 2008 a Public Information Session was held in the Oswego Police Department Training Room at 6:00 p.m. In addition to Assessors and agency staff, there were seven persons in attendance and five made comments in support of the agency. All of their comments were very positive.

Dr. Boulow, Oswego School District, described the Oswego Police Department as the finest law enforcement organization in the state of Illinois.

Mr. Long served as a member of the Village Board from 2002 to 2006. Mr.

Long recalled Chief Baird's goal to see the agency accredited and was very supportive of this goal.

Mr. Tom Cross, State Representative and former Assistant State Attorney, stated that the agency is progressive, ethical, and are a part of the community. He was also a member of the Village Board of 10 years.

b. Telephone Contacts

On Sunday afternoon, August 24, 2008 a telephone call-in session was held from 2:00 p.m. until 4:00 p.m. During this time, assessors received 11 calls. All callers made positive comments about the agency. Mr. Michael Dabney did have concerns about theft and vandalism in his neighborhood. Captain Jensen was advised of his concerns.

c. Correspondence

The assessment team received correspondence from three persons. Two were from the Chiefs of Police of the Joliet and the Naperville Police Departments. A letter of support was received from Angelo Kleronomos, President of Property Concepts, Inc. and a citizen of Oswego.

d. Media Interest

News Reporter Christine S. Moyer with the *Beacon News*, attended the public hearing session on August 26, 2008. The public notice was listed online with the *Beacon News Online.com*.

e. Public Information Material

The public notice was distributed by Cathleen Nevara. A copy of the public notice was posted in the front lobby of the Police Department, at Village Hall, Public Works, Oswego Public Library, and Oswego Park District Buildings and on the Village and Police Department websites.

A press release announcing the on-site assessment was released to the following media sources: *Oswego Ledger*, *Kendall County Record*, *Fox Valley Shopper*, *Aurora Beacon News*, *CLTV News*, and *WSPY Radio*.

Approximately 50 mail-outs were sent to community leaders and businesses encouraging their input during the on-site assessment. The mail packets contained an informational letter and an overview of the accreditation process.

f. Community Outreach Contacts

Assessor Dickey spoke with Rickey Jacobson, a resident of Oswego about his opinion of the agency. He advised that he supports the professionalism of the Oswego Police Department, even though he was arrested several years ago by an Oswego Police Officer. Rickey said that he grew up as a kid in the

Village, and knew Chief Baird when he was just a patrolman on the force. Assessor Dickey then spoke with the Village President, Brian LeClerg. He stated that the Village has avoided lawsuits as a result of being accredited by the Commission. Assessor Dickey also spoke with Mr. Ken Holmstrom, Vice President of the Oswego Community Bank. Mr. Holmstrom said the Bank coordinates a community shredding program with Captain Jensen of the Oswego Police Department in order to reduce identity theft.

Assessor Dickey rode with Community Service Officer (CSO) Bill Shink. The agency employs CSO's to respond to requests for services by citizens in the community, when a sworn officer's presence is not required. Assessor Crocker rode with Officer Wolfinbarger who has been with the agency for seven years. Officer Wolfinbarger is very happy to be a member of the Oswego Police Department. Assessor Furka rode with Officer Nehring, a six year member of the Department. Officer Nehring provided an extensive tour of the community.

G. Essential Services

Law Enforcement Role, Responsibilities, and Relationships and Organization, Management, and Administration

The agency's legal authority and status is defined and easily referenced by the employees in the written directive system. Every officer of the Oswego Police Department subscribes to an oath that they will support the constitution of the United States, the State of Illinois and Village of Oswego. The written directive system mission statement is that the Oswego Police Department is committed to enhancing the quality of life by ensuring the safety of the community through the protection of life, liberty and property. The agency fosters cooperation by building diverse partnerships and serving the community with integrity, professionalism and compassion.

A written agreement for law enforcement services provided by the agency is with the Oswego School District for a School Police Liaison Officer at the Traugher Junior High School, Thompson Junior High School, Oswego High School, and Oswego East High School. A Task Force agreement creates a multi-jurisdictional Kendall County Cooperative Police Assistance Team (CPAT) for covert assignments, develops intelligence on criminal activity and establishes liaison with the State's Attorney's Offices and the United States Attorneys Office for vigorous prosecution of developed cases. Employee rights of contracted officers for law enforcement services are protected by agency written directives.

Written directives define procedures for notifying the Chief of Police of incidents where there may be a question as to agency liability or those which may result in heightened community interest. Anytime there is an incident which is extraordinary or may have an adverse impact on the agency, the shift supervisor must notify the command staff and

the Chief of Police. Some examples are officer involved shootings, accidents involving death, serious injury or major property damage, hostage incidents, riot situations, major narcotics arrests, and any incident attracting unusual media interest.

The authority and responsibility of the Chief of Police is designated through the Village of Oswego Ordinances. The Chief of Police has complete authority to issue, modify and approve agency directives. Only the Chief of Police has the authority to issue written directives. All written directives that deal with long term policies, procedures, rules and regulations are dated and indexed with an identifying category; i.e. Administrative, Operations and memorandum. A fourth section of the manual contains the Department Rules of Conduct. The Accreditation Manager regularly reviews all permanent orders to ensure accuracy and relevance.

The agency submits departmental goals and objectives for Field Operations, Support Services, and Criminal Investigations Divisions are submitted through the Division Commanders. Shift goals are also established through the Sergeants. In all cases the persons responsible for preparing the goals and objectives are required to receive input from their immediate supervisors or commanders responsible for the organizational component within the agency.

The planning and research function has direct access to law enforcement related on-line services as well as readily available access to the Chief of Police. A number of analytical reports are utilized by the agency and are distributed to affected personnel.

The documents from which crime analysis data elements are extracted are completed incident reports, arrest reports, investigative, intelligence contact cards, monthly uniform crime reports, intelligence from outside law enforcement agencies and citizen input. The disseminating analysis findings are furnished by the Criminal Investigations Commander to the Field Operations Commander who then disseminates the findings to supervisory personnel. The Criminal Investigations Commander briefs the Chief of Police and provides written documentation for review and action.

The agency developed a multi-year plan for long term goals and objectives, anticipated workloads and population trends, capital improvement and equipment needs, and anticipated personnel level needs. The written directives provide for review and revision to the plan as needed. Strategic planning sessions were held to study needs in law enforcement services within the growing community in order to stay on course and focus on the mission. Six strategic goals were identified by the department for the period through 2012. They were to enhance facilities, enhance communications, organizational excellence, strengthen relationships, responsible fiscal planning and to research advanced technology resources.

Personnel allocation workload assessments are completed by the agency in order to accommodate fluctuations in workload demand. The Division Commanders submit a personnel distribution analysis to the Chief of Police by August 31st each year. The agency conducts an annual documented review of specialized assignment

positions. The positions include Criminal Investigator, County Cooperative Police Assistance Team Officer, D.A.R.E. Officer, School Resource Officers, Canine Officer, Administrative Sergeant, Accreditation Manager, Traffic Accident Reconstruction Officer and Arson Investigator. Openings are announced agency wide for specialized assignments. Criteria used for selection are based on the skills, knowledge and abilities required for the assignment. Also, a review of the applicants training, education, and fitness for the position, performance evaluation and benefit to the department occurs. Selection is announced to all personnel by e-mail or memorandum.

Auxiliaries for the agency are Citizen Academy graduates who participate in the Alumni Association and volunteer for service functions, special events and other non law enforcement activities. Training is provided to members of the Citizen Police Academy Alumni Association by the agency prior to assignments. Allowed wearing apparel is not similar to clothing worn by sworn officers.

The Oswego Police Department prepares an annual workload assessment. The Commander of each division is responsible for submitting the workload analysis to the Chief of Police by August 31st of each year.

The Department budget is prepared annually by the Chief of Police with the assistance of the Division Commanders in accordance with the procedures adopted by the Village of Oswego and as required by Illinois Compiled Statutes. Detailed procedures for the requisition and purchase of agency equipment and supplies are guided by the Village of Oswego Purchasing Manual. The Chief of Police is responsible for monitoring the day-to-day fiscal activities of the police department and is able to view real time budgetary data by computer.

Agency directives and Illinois Compiled Statutes require annual audit reports. The Finance Director of the Village of Oswego arranges for a comprehensive independent audit by a certified public accounting firm. The agency has a directive that establishes internal procedures for inventory control of agency property and equipment. The Department Inventory Log lists agency assets in addition to their description, which includes the item, manufacturer, model, serial number, vendor, cost, and other descriptors.

Bias Based Profiling

Race/Sex	Warnings	Citations	Total
Caucasian/Male	16,876	9,646	26,522
Caucasian/Female	10,926	1,587	12,513
African-American/Male	1,718	542	2,260
African-American/Female	907	381	1,288
Hispanic/Male	3,281	3,466	6,747
Hispanic/Female	1,361	984	2,344
Asian/Male	327	169	496
Asian/Female	190	97	287
OTHER	421	194	615
TOTAL	36,007	20,662	56,669

Bias Based Profiling Complaints

Complaints from:	2005	2006	2007
Traffic contacts	2	0	0
Field contacts	0	0	0
Asset Forfeiture	0	0	0

The agency written directives prohibit bias based profiling by its employees during traffic contacts, field contacts and asset seizure and forfeiture efforts. The agency tracks internal affairs complaints that allege profiling. Information is tracked on public contacts, traffic and others by ethnic origin of the citizen and is compared to the ethnic percentage of the community. Percentages are documented for contacts with Caucasian, African American, Hispanic, Asian Pacific and Other. Officers receive initial cultural diversity and sensitivity training and non-discriminatory enforcement during basic training. Ongoing periodic continuing education is provided to officers by the agency. Policy describes corrective measures to be taken in bias based profiling occurs, although none has occurred during this accreditation cycle. A documented annual administrative review is completed by the Field Operations Commander which lists all complaints, action if any taken, recommendation of training needs and/or policy change. No lawsuits for biased based profiling occurred during this accreditation cycle.

Use of Force

Use of Force

	2005	2006	2007
Firearm	1	0	0
ECW	0	0	0
Baton	0	0	0
OC	0	0	0
Weaponless	7	20	20
Total Types of Force	15	24	32
Total Use of Force Arrests	6	14	16
Complaints	0	0	0
Custodial Arrests	1,147	1,285	1,331

The agency has shown a consistent increase in use of force incidents since the last onsite. The reason is the tremendous growth in population, annexation of land, and

increase in employee strength. Since the last onsite, the population increased an estimated 2,400 citizens, square mileage increased from 15 to 45 square miles, calls for service increased 13%, and ten additional officers are employed.

Agency written directives allow personnel to use only an objectively reasonable level of force to accomplish a lawful objective, effect an arrest, control a person, and to effectively bring an incident under control, while protecting the life of the officer or another. The agency policy describes five levels of enforcement electives that define an officer's response to an individual based on a reasonable officer's perception in dealing with a person who is cooperative, passive resistant, and active resistant, assaults and assaults with intent to do serious bodily harm.

Written directives state that an officer may use deadly force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in imminent danger of serious injury. The discharge of a weapon for the purpose of a warning is prohibited. Less lethal authorized weapons are the ASP, expandable baton, and FREEZE + P chemical spray. Procedures ensure that appropriate medical aid is provided to the person after use of lethal or less lethal weapons by officers.

Written reports are submitted whenever an employee discharges a firearm, for other than training or recreational purposes, takes action that results in, or is alleged to have resulted in injury or death of a person, applies force through use of lethal or less lethal weapons, or when weaponless physical force is applied. A Subject Resistance Reporting form is used to document such activities by the agency.

An administrative review of each report is conducted by the shift supervisor, defensive tactics instructor, Field Operations Commander and the Chief of Police. Written directives require that any employee whose actions or use of force in an official capacity that results in death or serious injury be relieved from line duty assignment pending an administrative review. In 2005, there were eight uses of force incidents. Seven reviews were conducted by the agency. One review involving deadly use of force was reviewed and investigated by the Illinois State Police and the Kendall County Attorney. All reviews indicated that all officers involved were justified in their use of force. In 2006, there were 20 uses of force with only one involving a policy violation. The violation did not involve any injuries but did involve an officer displaying his firearm without sufficient justification in the report. In 2007, there were 21 use of force incidents reviewed and none were in violation of policy.

On February 15, 2006, a lawsuit filed in a use of force case that occurred in 2004 was dismissed with prejudice pursuant to an agreed upon settlement. On July 17, 2006 a lawsuit filed in a use of force case in 2001 was dismissed. No other lawsuits were filed against the agency during this accreditation cycle.

Weapons authorized by the agency for duty weapons while in uniform are the Glock Model 22, .40 calibers. Officers assigned to administrative or investigative duties may

be issued a Glock Model 27, .40 calibers. The agency uses the 870 Shotgun Remington 12 gauge; the Colt AR-15 A-1 Government model rifle and the Bushmaster AR-15 – M4 Rifle full auto, Colt M16 A-1. Approved off duty and backup weapons are .38 caliber, .357 magnum, .45 caliber ACP, and .40 Smith & Wesson. Less lethal weapons in use are the A.S.P. expandable baton model G16, 21 and 26, and Freeze + P chemical spray canister.

All weapons in use are registered with the agency. A firearms instructor inspects all lethal and non-lethal weapons at each qualification for cleanliness, operational condition and registration accuracy. Unsafe weapons are secured for repair. When employees are not using a weapon, it must be secured by a device to render it temporarily inoperable. Only agency personnel demonstrating proficiency with lethal and less than lethal may carry such weapons on and off duty. The agency is in compliance with all training requirements that are required for use of force policy review, use of lethal and non lethal weapons systems.

Personnel Structure and Personnel Process

The agency contracted with Bennett Associates for a comprehensive series of task analyses for positions within the police department. The analysis included the work behaviors, frequency, critical job related skills, knowledge, and abilities integral to the positions examined.

The agency's salary program is explained in detail through in written directives and Village of Oswego Personnel Policies to include entry-level salaries, differentials between and within ranks, salary levels for those with special skills, compensatory time and a provision for salary augmentation. Agency directives, Village of Oswego Personnel Policies prescribe agency leave.

The agency retirement program is covered in the Village of Oswego Personnel Manual. Sworn employees are referred to in the Illinois Compiled Statutes "Policeman's Pension Fund" for municipalities that have fewer than 500,000 populations. The Village offers additional retirement benefits through AETNA at the employee's expense. Other benefits are provided for by the agency for health insurance, disability, death, liability protection and educational expenses. The agency's program for the provision of support services to employees and their families is a Provena Health Employee Assistance Program funded by the Village of Oswego.

The agency created a written directive effective August 19, 2008, after the police officers of the Oswego Police Department voted to join the Metropolitan Alliance of Police (MAP) Union. The only members covered by the union are those classified as police officer. No supervisory positions are included. Agency written directives were completed to be in compliance with applicable CALEA standards even though the agreement will be finalized after the onsite assessment.

Grievances

Formal Grievances			
Grievances	2005	2006	2007
Number	0	0	0

While there were no collective bargaining agreements within the agency during this accreditation cycle, the agency created a written directive effective August 19, 2008, after the police officers of the Oswego Police Department voted to join the Metropolitan Alliance of Police (MAP) Union. The only members covered by the union are those classified as police officer. No supervisory positions are included. Grievance procedures are defined in agency directives and the Oswego Village Personnel Manual. The Chief of Police coordinates the maintenance and control of grievance records. No member of the agency filed a formal grievance during this accreditation cycle, so an annual documented analysis was not necessary.

The agency's written directives provide extensive guidelines and expectations of their code of conduct while on and off duty. All employees observed by the assessment team appeared very professional in uniform. The agency's written directive for awards and recognition program is designed to serve as a means of reinforcing the type of performance desired. The Department Awards Committee is composed of the Support Services Captain serving as Chair, one other member of Support Services Division, one sergeant, one Patrol Officer, one Community Services Officer, and two civilian employees of the Village of Oswego. The Awards Committee meets semi-annually in February and August to review nominations and select recipients for department awards.

Disciplinary

Personnel Actions			
	2005	2006	2007
Suspension	0	3	1
Demotion	0	0	0
Resign In Lieu of Termination	0	1	0
Termination	0	0	1
Other	0	0	0
Total	0	4	2
Commendations	19	29	11

The agency's written directive for disciplinary action identifies the measures to be applied to employee conduct. The system is based on fairness for the agency and for the employee. Procedures include using training, counseling and punitive actions as a means of improving employee productivity. The primary role of the supervisor is to maintain and reinforce officer conformance with the standards of conduct that are established with the Oswego Police Department. The security of disciplinary records is maintained by the Chief of Police. No personnel related lawsuits were brought against the agency during this accreditation cycle, and there were no instances of media interest involved.

Recruitment and Selection

Sworn Officer Selection Activity in the Past Three Years

Race/Sex	Applications received	Applicants hired	Percent hired	Percent of workforce population
Caucasian/Male	308	9	90%	79.4%
Caucasian/Female	36	-	-	13.9%
African-American/Male	4	-	-	-
African-American/Female	2	-	-	-
Hispanic/Male	28	-	-	2.3%
Hispanic/Female	4	-	-	-
Other	11	1	10%	3.9%
Total	393	10	100%	100%

Years reported were 2005-2007

The agency actively participates in its recruitment efforts and works closely with the Oswego Board of Fire and Police Commissioners to ensure that the recruitment process is thorough and effective. The agency has a recruitment plan in place to attract more females and minorities to better represent the community. The plan is evaluated regularly and the agency has experienced positive results. The agency regularly attends careers fairs at college and universities, as well as participates in multi-cultural career fairs. The agency is responsive to the community from which they are recruiting. Individuals assigned to recruitment are provided with appropriate training.

The selection process for the agency is managed by the Fire and Police Commission. The responsibility of the selection of police officers is shared between the police department and the Fire and Police Commission. A comprehensive manual exists which details the rules and regulations for the proper administration of the selection process and appointment of prospective police officers. All elements of the selection process were found to be in compliance with applicable standards.

Training

The agency is pro-active in its training efforts and provides training opportunities to all personnel. Training for pre-service, advanced, as well as post promotion is made available and provided. Training for specialized positions is provided. In-service training is regularly conducted and well documented. Illinois requires continuing professional training for Deputy Chiefs and Chiefs only. Documentation of this training is provided to the state. Training for all members is documented electronically as well and shows training conducted in the calendar year as well as cumulated totals.

Promotions

Sworn Officer Promotions

PROMOTIONS – 2005-2007			
	2005	2006	2007
GENDER / RACE TESTED			
Caucasian/Male	-	-	-
Caucasian/Female	-	-	-
African-American/Male	-	-	-
African-American/Female	-	-	-
Hispanic/Male	-	-	-
Hispanic/Female	-	-	-
GENDER/ RACE ELIGIBLE			
Caucasian/Male	13	-	-
Caucasian/Female	2	--	-
African-American/Male	-	-	-
African-American/Female	-	-	-
Hispanic/Male	-	-	-
Hispanic/Female	-	-	-
GENDER/ RACE PROMOTED			
Caucasian/Male	2	-	-
Caucasian/Female	-	-	-
African-American/Male	-	-	-
African-American/Female	-	-	-
Hispanic/Male	-	-	-
Hispanic/Female	-	-	-

Promotional exams occurred in 2004 and 2008

The agency is committed to promoting personnel in a matter that is consistent with Illinois State Law, Village Ordinance, and the Board of Police and Fire Commission Rules and Regulations. Procedures used for promotion are based on merit and competitive examinations and are job related and non-discriminatory. This Board is required by Illinois statutes and was formed by Village ordinance. The Director of Human Resources serves as Secretary to the Board. Three members are appointed by the Mayor, subject to approval by the Village Council.

Competitive examinations also are administered by the Board of Fire and Police Department promotions. Promotional appointments are made based on merit, seniority, service, and examination.

The Chief of Police has the responsibility to administer the department's role in the promotional process and serves as liaison between the department and the Commission.

Law Enforcement Operations and Operations Support (Chapters 41-61)

The agency has provided its officers with current equipment and resources to carry out the patrol function. Special purposes vehicles (bike, community service, K-9, command center) allow the officers to readily handle the multitude of situations that they may encounter. Officers are provided with resources and training to address special needs populations.

The Village of Oswego is a rapidly growing community. Recognizing this, the agency conducted a very comprehensive and thorough survey of citizen attitudes and opinions. This survey followed one conducted three year prior which gave the agency comparison information. Though the community is rapidly growing, there was little variance in responses. The overall satisfaction with police service was positive with approximately 87% of respondents showing satisfaction with the overall agency performance. Ninety-eight percent of respondents responded that the officers were competent. The respondents were also positive about the officers' attitudes and behavior. Respondents voiced concern over crimes against persons (46.7%) and concern about drugs (30.1%). Crimes against property (0.3%) and traffic concerns (1.6%) scored low among respondents.

The agency took to heart recommendations and suggestions for improvement within the agency. For example, the satisfaction of service provided to those who had contacted an officer on the street for assistance decreased from the previous survey (80% satisfaction to 68.6% satisfaction). In response, the agency provided its members with training on such areas as community relations and verbal judo. Additionally, the agency took efforts to increase patrol and crime prevention programs as the survey reflected that respondents did not feel safe. A point to note is that although the respondents not feeling safe decreased from the previous survey in 2003 (15.8% to 12.4%) the agency felt this was too high and took proactive steps.

The agency has a very thorough and complete case management system that provides for the professional development of its officers through assignment of cases for follow-up while still maintaining the need to have advanced trained personnel process and investigate cases requiring more time, detail and expertise. The agency participates in a major crimes task force (Cooperative Police Assistance Team) within the county and has an officer assigned to it. The agency maintains confidential files securely with very defined and limited access. The agency also has a very thorough policy and procedure regarding identity theft as well as an "Identity Theft Crime Victim Assistance Packet" that is proactively made available to citizens on the agency's website.

The agency maintains a thorough and complete system to maintain and manage vice, drug, and organized crime activities. The agency works closely with other law enforcement agencies either on an individual basis or through the Cooperative Police Assistance Team. The agency also possesses or has access to necessary equipment to assist officers who conduct surveillance or undercover operations.

The agency partners with the school district, the court, as well as other social service agencies to prevent and control juvenile delinquency. The agency operates under a balanced and restorative justice model which benefits all parties involved. The agency has a very specific selection program for their school resource officer and a very detailed manual for the officer to follow.

Line inspections are conducted regularly and include the line inspection of personnel as well as vehicles. Inspections are both formal and informal. All inspections are

documented. Any items requiring corrective action are addressed and timely follow-up is done and documented.

The agency is very proactive in informing the public and/or media of newsworthy events. News bulletins are made available on the agency's website and news releases are coordinated and made by the identified Media Relations person for the department. The agency is proactive in its efforts to develop relationships with the media.

The agency written directive for rights of victim witness states that police personnel will treat the victims or witnesses of criminal activity with compassion, dignity and fairness and will be familiar with the rights of victims and witnesses as outlined in the manual and in accordance with the law in the State of Illinois.

The agency provides the public with copies of incident reports and brochures provided by the Illinois Criminal Justice authority, the Illinois Attorney General's Office and the Illinois Bill of Rights for Victims and Witnesses. The agency has an agreement with Aunt Martha's, a community-based resource center to help youthful victims. Detectives do follow-up investigation and contacts as necessary. A comprehensive checklist is used to ensure that the victim and or witness are notified of arrests, post-arrest processing, and case status. The agency personnel have a Chaplain from the Kendall County Chiefs Association accompany them when death notifications are made. The agency makes information regarding victim assistance supplied by the agency directly to them, and referral information is supplied for services offered by other organizations. Appropriate assistance to victims/witnesses who are threatened or intimidated is a priority of the agency.

Crime Statistics and Calls for Service

Part I Crimes

	2005	2006	2007
Murder/ Manslaughter	1	0	0
Sex Crimes	9	5	9
Robbery	4	2	6
Aggravated Battery/Assault	16	23	8
Burglary	56	92	49
Larceny-Theft	380	439	487
Motor Vehicle Theft	4	5	7
Arson	1	4	3
Total	471	570	569

Calls for Service

2005	2006	2007
39,560	51,026	52,423

The agency commits a large amount of its effort in providing services. The agency is sensitive to community expectations and often is actively engaging the public by

initiating service policies, programs, and with community partnerships. The agency has a very active and responsive crime prevention program. They work collaboratively and cooperatively with area residents and business to impact criminal activity. The agency communicates with new businesses and provides them with crime prevention information and tips. The agency has a trained Crime Prevention through Environmental Design (CPTED) Officer who works with the City to review new construction. The City has experienced an increase in retail development and as a result an increase in retail thefts. The agency works closely with the business to educate them on preventive measures as well as utilizes bike patrol officers to

Vehicle Pursuits

Vehicle Pursuits

PURSUIITS	2005	2006	2007
Total Pursuits	1	2	4
Policy Compliant	1	2	4
Policy Non-compliant	0	0	0
Accidents	0	1	0
Injuries (officer/suspect/third party)	0	0	0
Traffic offense	1	2	4
Felony	0	0	0
Misdemeanor	0	0	0

The pursuit policy is structured to ensure officer and community safety without losing sight of apprehending the violator. The policy is restrictive and only seven pursuits have occurred over the last three years. The agency has had no lawsuits filed against them during this accreditation cycle as a result of a pursuit. Pursuits are terminated by officer and/or supervisor. The agency completes a pursuit analysis which includes type of pursuit, nature of violations (all traffic related) and other necessary information. One accident occurred in 2006; however, all pursuits were within policy guidelines.

Critical Incidents, Special Operations and Homeland Security

The agency utilizes the National Incident Management System (NIMS) as the basis of their emergency operations plan. The agency personnel receive on-going training to maintain currency and operational readiness. The agency's special event plan includes collaboration with appropriate agents as well as training for agency personnel.

The Chief of Police has overall responsibility for the planning and development of the agency's response to critical incidents. The agency adopted the Village of Oswego Emergency Operations Plan (EOP) as the written plan for responding to natural and man-made disasters, acts of terrorism, civil disturbances, and other unusual occurrences. The EOP has been accepted by the Illinois Office of Homeland Security and Emergency Management Agency as a viable operational plan.

The EOP is customized for local, resource-limited incident response. It includes appropriate procedures and responses specific to a range of unusual occurrences. Both

the EOP and the agency's customized plan incorporate as appropriate elements of the National Incident Management System (NIMS).

The agency's plan establishes requirements and functional responsibilities for the positions of: Command, Operations, Planning, Logistics and Finance and Administration.

It should be noted that the agency has had no incidents requiring activation of either the EOP or the agency specific plan during this accreditation cycle. Should an incident occur requiring this level of response, the agency has ensured response readiness in the training provided to its members. Annual training is planned for all sworn members as those are the only agency personnel that would respond. The recently conducted training titled "Hazardous Materials Tabletop Exercise" applied elements of the agency's All-Hazard Plan to a specific type scenario. All sworn personnel have received training in Incident Command System.

Agency personnel are cognizant of their responsibilities in the period of time until the arrival of the tactical team. The on-duty supervisor has the authority to make the call-out decision with immediate notification to the Chief of Police.

The police department and the Village sponsor a large number of community events throughout the year. The special events plan routinely includes traffic and crowd control, parking, public transportation, relief of personnel, media access, and alternate traffic routes.

Internal Affairs and Complaints against employees

Complaints and Internal Affairs Investigations

External	2005	2006	2007
Citizen Complaint	5	2	1
Sustained	1	1	-
Not Sustained	-	-	-
Unfounded	4	1	1
Exonerated	-	-	-
Internal			
Directed complaint	2	5	4
Sustained	2	2	3
Not Sustained	-	1	-
Unfounded	1	1	1
Exonerated	-	-	-

The agency investigates all external and internal complaints promptly. The complainant is kept informed of the progress of the investigation as well as the final disposition. Information is made readily available to the public how they can file a good service

recognition letter or a complaint with the agency. Over the past three years, the agency has had eight external complaints filed. Six of those were unfounded, and two were sustained. Internal investigations consisted of 11 cases and seven of those were sustained. Modifications to policy were not necessary during this accreditation cycle. Records were maintained in an efficient manner and are secured. Employee rights are governed by Village Ordinances.

Detainee and Court Related Activities; Auxiliary and Technical Services

The agency has well defined procedures for transporting prisoners ensuring for the safety of agency personnel and those individuals being transported. Officers are provided with guidelines for the searching of vehicles before and after each transport as well as the requirement to search detainees prior to transport.

All vehicles designated to conduct such transports are equipped with security barriers and access to the rear windows and door locks are disabled. Officers are required to secure all detainees prior to transport.

In the event an escape occurs, officers are required to immediately notify their supervisor and communications personnel with the description, location and direction of travel in which the detainee was last seen. During this assessment one escape did occur. A review of the incident revealed that the rear window of the vehicle was down allowing the suspect to reach out of the window and open the rear door from the outside. It appeared as though the child safety lock had become disengaged. The officer involved was counseled. The agency reviewed the policy with personnel stressing their responsibility to ensure the child safety locks are engaged. All new vehicles added to the fleet have required the factory to make the rear window and door locks inoperable.

Well written agency directives define all required documentation to include the positive identification of detainees and notification to outside agencies receiving the detainee of any medical or security risks. This information is recorded on a prisoner transfer report which includes the name of any person receiving the detainee.

Personnel are provided with guidelines for transporting sick, injured or disabled individuals. Individuals transported to medical facilities will be accompanied by an officer. Transports to funerals, visits, etc., are not performed by the agency.

Training of personnel who are responsible for the processing or supervision of detainees is conducted when initially hired or assigned and once every three years for all affected personnel. The only non-essential personnel allowed into the holding facility are cleaning and maintenance personnel when such services are needed.

Temporary detention and processing of detainees are conducted within the holding facility which provides for the safety and security of agency personnel as well as detainees. Access to restrooms, water and other needs are provided for as necessary.

Guidelines are in place for the securing of weapons, escape prevention, panic and/or duress alarms and supervision. As temporary detention is contained within the holding facility all inspections for cleanliness, hazards to the facility and fire suppression are conducted as required.

The agency does not routinely hold detainees for more than a few hours. The primary reason detainees are brought to the agency is for processing. Once the booking process is completed they are transported to the Kendall County Sheriff's Department.

Temporary holding and processing are contained within the holding area. Additional temporary detention areas are designated for the holding of juveniles. Booking requires two officers, one to process and one to observe.

The Kendall County Sheriffs Office and KenCom receive and record all warrants for entry in to the LEADS (Law Enforcement Agency Data System) and NCIC (National Crime Information Center). Oswego does not receive, enter or cancel warrants.

Civil process issued by the Village (Liquor Commission hearings, building and zoning, violation notices, etc.) may be served by agency personnel. All other civil process originating outside of the village is served by the Kendall County Sheriff's Office.

The agency utilizes a subpoena/notice of service control form which records all required information concerning the origin, type of process, person to be served, officer performing services and all relevant dates and times. Clearly written directive describes the procedures to be followed and the documentation required concerning civil process.

All information is maintained by Kendall County Communications Center. Communications (KenCom) and dispatch services are provided for the Village of Oswego through the KenCom Public Safety Dispatch Center. KenCom personnel receive and dispatch all calls for service utilizing the Computer Aided Dispatch System (CAD) which is accessible to Oswego Police Department personnel. Data entered is specific to the Village of Oswego and includes all relevant data. KenCom personnel have the necessary resources available to include maps, personnel and tactical plans. KenCom dispatchers provide 24-hour communications for the agency. Emergency phone calls are routed to KenCom through the E-911 system. Both KenCom and Oswego Police Department maintain non-emergency telephone numbers.

KenCom and agency personnel have access to local state and federal criminal justice information systems. They consist of the Criminal Justice Information System (CJIS), Law Enforcement Agency Data Systems (LEADS), National Crime Information Center (NCIC), and Area-wide Law Enforcement Radio Terminal System and (ALERTS). All squad cars are equipped with, Illinois State Police Emergency Radio Network (ISPERN).

Responsibility for the Records Division falls under the Support Services Commander.

The agency maintains strict control of agency records and access is available to all personnel through the computerized records management system 24-hours a day, seven days a week. Access to hard copy records is limited to command staff and records personnel. The records division serves as the central repository for all original hard copies of reports and agency documents.

Release of records to the public is conducted in accordance with the Freedom of Information Act. Officers needing original copies of reports for court to conduct investigations require the submission of a report requisition form. Juvenile records are maintained separate and secure in accordance with state law. Storage and disposal of juvenile records are in accordance with Illinois Local Records Commission Standards. Application for destruction is submitted to the local records commission.

The record system is backed up weekly and archived every three months. Back-up copies of records are maintained in a safe at the Village Hall. Strict security protocols are in place and records pertaining to criminal history records are kept in accordance with LEADS and NCIC protocols and procedures. Access to computerized records require an individual password and is limited to authorized personnel.

The agency's case numbering system is issued by KenCom and consists of the four digit calendar year followed by the case number. Juvenile reports are identified by adding a J to the end of the report number. Report distribution is clearly stated within agency written directives.

Property and Evidence

The agency maintains adequate number of personnel trained in crime scene processing and accident reconstruction to provide availability on a 24-hour basis. Written directives detail guidelines and procedures for the collection, preservation, transfer and documentation of all physical evidence are in place. The Illinois State Police Evidence Potential and Handling Manual is utilized and available to all personnel.

The agency provides all the necessary equipment to qualified personnel necessary to process a crime scene. Photographs and/or videos are taken of all major crime scenes and at other crime scenes with supervisory approval.

Reports are very detailed and well written describing all items seized and the chain of custody is clearly established. Evidence submitted to the state police crime lab is completed in accordance with laboratory guidelines and documented on a state evidence receipt form.

Computer Crimes are investigated by members of the Investigations Division who have received a minimum of forty hours training on computer investigations by a certified law enforcement training center.

Only trained technicians are authorized to collect DNA evidence. Guidelines are clear as to the responsibilities of the first responding officer stating the precautions necessary to preserve and avoid contamination.

All evidence collected by agency personnel is clearly identified, recorded and secured in accordance with defined procedures. The agency does an excellent job at providing personnel with the necessary training and materials to protect the integrity of all evidence collected. Secured areas are available for larger items such as bicycles and sensitive items such as blood. Access to these areas is strictly controlled and monitored. The agency goes to great lengths to protect the integrity of all property and evidence under its control.

Written procedures describe the extra security measures in place for the handling of sensitive, valuable or exceptional property taken into the agency's custody. Every effort is taken to ensure property is returned in a timely manner to the owner. Property is disposed of when legal requirements are met.

The agency has written agreements with the Oswego Mini Storage for the securing of items such as vehicles, construction equipment, etc should the need arise. These services are utilized most often for vehicles secured for evidentiary purposes. In order to provide efficient tracking of property and evidence the agency utilizes the New World Property Room Processing System and bar coding label system.

During this assessment period there was a change in evidence custodians. On September 23, 2005 Cathleen Nevara and Sgt Zimmerman conducted a complete inventory. The audit revealed that a few items status was unknown. Further investigation determined that these items had been destroyed and not properly documented at the time of destruction.

The agency exceeds standard requirements on annual audits as they are conducted on a quarterly basis. All audits and inspections are extremely thorough and well documented.

H. Applied Discretion Compliance Discussion:

This section provides specific information on standards found to be in compliance after on-site "adjustments" were made. Adjustments may include modifying agency policies and directives, creating documentation, and an alteration of the physical plant

The agency had one standard in applied discretion.

34.1.3 A written directive describes the procedures used for each element of the promotion process for sworn personnel, including those for:

- (e) Providing procedures for review and appeal of results for each promotional element by candidates. (M)

ISSUE: Upon reviewing compliance for bullet (e), the team determined that the directive given by the agency to comply with bullet (e) did not contain the right of candidates to review and challenge all aspects of the promotional process.

AGENCY ACTION: The agency added to the directive a procedure for candidates to review and challenge any aspects of the promotional process, as required by the standard.

I. Standards Noncompliance Discussion:

This section does not apply.

J. 20 Percent Standards:

The agency was in compliance with 91.7% of applicable other-than mandatory (O) standards.

K. Future Performance / Review Issues

During the onsite the agency created a written directive effective August 19, 2008, after the police officers of the Oswego Police Department voted to join the Metropolitan Alliance of Police (MAP) Union, where previously they were not. The only members covered by the union are those classified as police officer. No supervisory positions are included. Agency written directives were completed to be in compliance with applicable CALEA standards, even though the agreement will not be finalized until after the onsite assessment. The following standards were impacted by these actions:

24.1.1 If there are represented employees in the agency, a written directive describes the role of the agency in the collective bargaining process, and includes bullets a-e. (M);

24.1.2 When a negotiated labor agreement is ratified by all parties, the agency's CEO, or designee, will: bullets a-c. (M);

The policies and procedures put together by agency meet the collective bargaining chapter. Because the policies were new implemented, the agency was not able to provide proofs with the files. This assessment team recommends that future teams review these standards for continued compliance.

L. Table: Standards Summary:

	<u>TOTAL</u>
Mandatory (M) Compliance	331
(M) Noncompliance	0
Waiver	0
Other-Than-Mandatory Compliance	77
(O) Noncompliance	0
(O) Elect 20%	7

Not Applicable	45
TOTAL (Equals number of published standards)	<u>460</u>

M. Summary:

Agency files were found to be well organized and for the most part well documented. Four files were returned for additional proofs of compliance that were already in possession of the agency. The agency had three files returned in their last assessment. The agency had one file identified in Applied Discretion, and none from their last assessment.

There were no issues that required attention on this assessment as well as the agency's last assessment, annual reports were submitted to CALEA on time and the assessment was not problematic.

The assessors reviewed all standards and found them to be in compliance with agency practices meeting the intent of CALEA standards.

The agency conducted a very comprehensive survey of citizen attitudes and opinions in 2006. This survey followed one conducted three year prior which gave the agency comparison information. Though the community is rapidly growing, there was little variance in responses.

The overall satisfaction with police service was positive with approximately 87% of respondents showing satisfaction with the overall agency performance. Ninety-eight percent of respondents responded that the officers were competent. The respondents were also positive about the officers' attitudes and behavior. Respondents voiced concern over crimes against persons (46.7%) and concern about drugs (30.1%). Crimes against property (0.3%) and traffic concerns (1.6%) scored low among respondents

The agency provided its members with training on such areas as community relations and verbal judo. The agency took efforts to increase patrol, crime prevention programs as the survey reflected that respondents did not feel safe. A point to note is that the respondents not feeling safe decreased from the previous survey in 2003 (15.8% to 12.4%). The agency felt this was too high and took proactive steps.

All of the comments concerning the agency were positive, stressing cooperation, professionalism and caring. These sentiments express the spirit of CALEA – providing and promoting positive interactions between the agency and the citizens they are sworn to serve.

The agency commits a large amount of its effort in providing services. The agency is sensitive to community expectations and often is actively engaging the public by initiating service policies, programs, and with community partnerships. The agency has

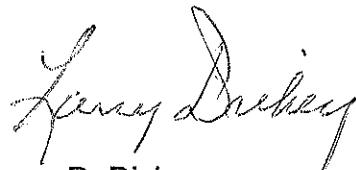
a very active and responsive crime prevention program. They work collaboratively and cooperatively with area residents and business to impact criminal activity. The agency communicates with new businesses and provides them with crime prevention information and tips. The agency has a trained Crime Prevention through Environmental Design (CPTED) Officer who works with the City to review new construction. The City has experienced an increase in retail development and as a result an increase in retail thefts. The agency works closely with the business to educate them on preventive measures as well as utilizes bike patrol officers to patrol retail area parking lots.

The agency has a Criminal Investigation Section which focuses on major crime and specialized investigations. Juvenile investigations are handled by School Resource Officers and a specialty trained investigator is assigned to the County Drug Task Force. Criminal Intelligence and Crime Analysis supply information to all operational functions. Crime Prevention is a high priority for the agency and is a function of all aspects of the patrol and criminal investigation function.

The agency written directives prohibit bias based profiling by its employee's during traffic contacts, field contacts and asset seizure and forfeiture efforts. The agency tracks internal affairs complaints that allege profiling. Information is tracked on public contacts, traffic and others by ethnic origin of the citizen and is compared to the ethnic percentage of the community. Percentages are documented for contacts with Caucasian, African American, Hispanic, Asian Pacific and Other. Officers receive initial cultural diversity and sensitivity training and non-discriminatory enforcement during basic training. Ongoing periodic continuing education is provided to officers by the agency. Policy describes corrective measures to be taken in bias based profiling occurs, although none has occurred during this accreditation cycle. A documented annual administrative review is completed by the Field Operations Commander which lists all complaints, action if any taken, recommendation of training needs and/or policy change. No lawsuits for biased based profiling occurred during this accreditation cycle.

N. Recommendation:

There are no major concerns and the agency is recommended for accreditation by the assessment team. In conclusion, the Oswego Police Department succeeds because of the strength of its employees. This agency is a credit to Chief Baird and to CALEA. The assessment team is unanimous in its recommendation that the Oswego Police Department be reaccredited. It is understood that the findings of the assessment team may be modified or rejected and that the Commissioners will make the final accreditation decision.



Larry D. Dickey
Team Leader