



Commission on Accreditation for
Law Enforcement Agencies, Inc.
13575 Heathcote Boulevard
Suite 320
Gainesville, Virginia 20155

Phone: (703) 352-4225
Fax: (703) 890-3126
E-mail: calea@calea.org
Website: www.calea.org

February 9, 2018

Mr. Kyle Murphy
Chief of Police
Wilmette Police Department
710 Ridge Road
Wilmette, IL 60091

Dear Chief Murphy:

CALEA Accreditation represents a commitment to professional excellence. The work of your organization toward attaining this internationally recognized credential is indicative of sound leadership, as well as practitioner support of adherence to standards.

The report accompanying this transmittal is provided only to the chief executive officer and represents observations and findings from the most recent standards-based review of the organization. It is important to review this document in its entirety with specific attention to any matter indicating compliance concerns, required policy/practice adjustments, or outcomes not reflective of the intent of standards. The Commission will use this document as the primary resource in considering your organization for accreditation. To that end, you or a qualified representative(s) should be prepared to address information contained in this report and respond to inquiries by Commissioners

The Wilmette Police Department is scheduled for a Review Committee Hearing at the next Commission Conference in Frisco, Texas on March 24, 2018. While the Commission does not require your attendance at this hearing, your participation helps ensure a comprehensive understanding of issues impacting your agency's candidacy. An Awards Banquet for successful organizations will occur in the evening following the Review Committee Hearing.

CALEA is *The Gold Standard for Public Safety Agencies* and we are honored to have your organization participate in this highly regarded process.

Sincerely,

W. Craig Hartley, Jr.
Executive Director



Wilmette (IL) Police Department Assessment Report



2017

**Wilmette (IL) Police Department
Assessment Report
December 2017**

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	1
	Community Profile	1
	Agency Profile	2
	Demographics	3
	Future Issues	3
	CEO Biography	4
F	Public Information	5
	Public Information Session	5
	Telephone Contacts	5
	Correspondence	5
	Media Interest	5
	Public Information Material	6
	Community Outreach Contacts	6
G	Essential Services	9
	Law Enforcement Role, Responsibilities, Relationships, Organization, Management, and Administration	9
	Biased Based Profiling	9
	Use of Force	10

	Personnel Structure and Personnel Process	11
	Grievances	11
	Disciplinary Procedures	12
	Recruitment and Selection	12
	Training	13
	Promotions	13
	Law Enforcement Operations and Operations Support (Chapters 41-61)	14
	Crime Statistics	15
	Patrol	15
	Vehicle Pursuits	15
	Criminal Investigations	16
	Juveniles	17
	Crime Prevention and Community Involvement	17
	Critical Incidents, Special Operations and Homeland Security	17
	Internal Affairs	17
	Victim/Witness Assistance	18
	Traffic	18
	Detainee and Court Related Activities	
	Auxiliary and Technical Services	18
	Communications	19
	Central Records	19
	Property and Evidence	20
H	Standards Issues	20
I	20 Percent Standards	20
J	Future Performance / Review Issues	20
K	Standards Summary Table	20
L	Summary	21

A. Agency name, CEO and AM

Wilmette Police Department
710 Ridge Road
Wilmette, Illinois 60091
(630) 543-3080

Kyle Murphy, Chief of Police
Synthia Nugent, Accreditation Manager

B. Dates of the On-Site Assessment

December 4–7, 2017

C. Assessment Team

1. Team Leader: Chief Gary L. Vest
Powell Police Department
47 Hall Street
Powell, OH 43065
(614) 396-3344

2. Team Member: Lt. Jeff Dodson
Culpeper Police Department
740 Old Brandy Road
Culpeper, VA 22701
(540) 829-5526

D. CALEA Program Manager and Type of On-Site

Mr. Daniel R. Shaw, Program Manager

Ninth re-accreditation, B Size (61 fulltime personnel; authorized 44 sworn, 17 fulltime non-sworn, and five part-time non-sworn)
5th Edition Law Enforcement Advanced Accreditation
Gold Standard Assessment

Power DMS is being utilized for file management purposes.

E. Community and Agency Profile

Community Profile

Wilmette is a community of nearly 28,000 population located 16 miles north of Chicago along the shores of Lake Michigan. Covering about five and a half square miles, the village borders Kenilworth and Northfield to the north, and Glenview to the west.

ASSESSMENT REPORT
WILMETTE (IL) POLICE DEPARTMENT
PAGE 2

Evanston and Skokie are along the southern border. Wilmette is a sophisticated community with a median family income of \$130,000. The village is known for its tree-lined streets, excellent parks and quality public and private schools. It is a community committed to its history, preserving its brick streets with old fashioned street lights and beautiful lakefront areas. The average home value in Wilmette is \$630,000. Balancing the history of the village with the changing demands of a successful community will prove to be a difficult challenge for the Village of Wilmette.

Wilmette is governed by the Council-Manager form of government which consists of a Village President and six trustees. The Village Manager, who is appointed by the Village Board, acts as the Village's chief administrative officer and is responsible for implementing the policies of the Board and managing the day-to-day operations of the Village. The six members of the Village Board of Trustees are elected at-large for staggered, four year terms. There is a two-term limit for members of the Village Board and the Village President.

Agency Profile

The Wilmette Police Department was established in 1886 when the Wilmette Village Board of Trustees adopted an ordinance providing that the President and Board of Trustees would serve as police officers, along with any additional officers appointed by the Board.

In 1986 the Wilmette Police Department became the third agency in Illinois and the 29th nationwide to earn accreditation from the Commission on Accreditation for Law Enforcement Agencies, making it a leader in receiving this professional recognition. Since 1991 the Wilmette Police have required a four year college degree at the entry level and today is in the upper one percent nationwide in officer education.

Fulltime assignments in the department exist in patrol, mission-team, criminal and juvenile investigations. Collateral assignments within patrol include evidence technician, regional teams such as the emergency services team (N.I.P.A.S.), mobile field force team, major crimes task force, burglary task force, and major crash assistance team. There are also assignments including, field training officer, defensive tactics instructor, firearms instructor, DUI specialist, emergency vehicle operations instructor and traffic accident reconstructionists.

Demographics

Agency demographics for 2017

	Service Population		Available Workforce		Current Sworn Officers		Current Female Sworn Officers		Prior Assessment Sworn Officers		Prior Assessment Female Sworn Officers	
	#	%	#	%	#	%	#	%	#	%	#	%
Caucasian	23,148	85%	232,125	67%	34	83%	4	10%	38	84%	4	9%
African-American	215	1%	39,683	11%	1	2%	1	2%	1	2%	1	2%
Hispanic	902	4%	29,672	9%	4	10%	1	2%	4	9%	1	2%
Other	2,250	9%	43,303	12%	2	5%	0	0	2	4%	0	0
Total	27,087	99%	344,783	98%	41	100%	6	14%	45	100%	5	13%

Service populations for the Village of Wilmette are based on the 2010 US Census. The current sworn numbers are as of 10/1/2017. The agency is three officers short of the authorized strength. The Village Board authorized an additional candidate for the January 2018 academy class in anticipation of Deputy Chief Perkins' retirement.

The 2017 **available workforce** is based on the age 20-34 population of Cook, Lake and DuPage Counties. The percentage of those that held a bachelor's degree was used along with the percentage of earned bachelor degrees by race to determine the available workforce. Criminal records, physical ability and the aptitude for a career in law enforcement were not taken into consideration as those numbers were not available. The numbers used were from the 2012-2017 American Community Survey five-year estimates as provided by the US Census Bureau.

The agency's examination of the current workforce to the service population, the demographic make-up of the sworn members of the Wilmette Police Department proportionally represents the community it serves, only slightly over represented by minority classes. After re-examining the hiring, training and workplace practices, they did not identify any bias based practices.

Future Issues

The agency has plans to purchase Taser weapons in the future with grant funding or utilizing seizure money.

The agency currently operates in an aged facility which causes some challenges for daily operations. The agency keeps the area well maintained and clean. The Village

ASSESSMENT REPORT
WILMETTE (IL) POLICE DEPARTMENT
PAGE 4

continues to look at options for building a new facility for the police department. The planning and future move will present some challenges for the agency.

Upon the retirement of Deputy Chief Kyle Perkins, Chief Murphy is restructuring the organization from two deputy chiefs to one (Patrick Collins). The new structure will provide for promotional opportunities for the rank of commander as part of the long-term succession plan.

Emma Perley was hired as a civilian Administration Manager to oversee records, the department budget, and serve as the crime analyst. Accreditation Manager Syndy Nugent will retire after this on-site, and Ms. Perley will assume the duties of accreditation manager, as well.

The department is in the process of a major radio upgrade to a statewide Motorola system called StarCom. The transition has been approved and funded by the Village Board.

CEO Biography

Kyle Murphy has served the Wilmette Police Department for the past 22 years. Chief Murphy started his career in Wilmette as a police officer in 1995, was promoted to Sergeant in 2004, Commander in 2011, and Deputy Chief in 2014. Kyle has completed the School of Police Staff and Command at Northwestern University and the Police Executive Research Forum's Senior Management Institute for Police at Boston University. Murphy has a Bachelor's of Arts in Sociology with an emphasis in Criminology.

Throughout his career in Wilmette, Murphy has served as a Detective, Investigations Supervisor, and as the Task Force Supervisor for the North Regional Major Crimes Task Force (NORTAF). As Supervisor of the 45-person task force, Murphy was responsible for investigating homicides and non-parental child abductions for the 13 member agencies.

Murphy has served as both Deputy Chief of Operations and Deputy Chief of Administration. In these roles, he was responsible for managing the daily operations for the Police Department's 69 employees, including oversight of uniformed patrol, criminal investigations, evidence collection, school resource functions, and parking enforcement. As Deputy Chief, Murphy was responsible for managing the Village's 9-1-1 emergency dispatch, records management, police social worker services, and traffic services. His knowledge, experience and management abilities equip him to be recognized as a successful leader in municipal policing of a highly respected agency with an annual operating budget of \$11 million.

Chief Murphy serves on the board of the North Regional Major Crimes Task Force. He is a member of the North Suburban Association of Chiefs of Police, the North West Police Academy, the Illinois Association of Chiefs of Police and the International Association of Chiefs of Police. Chief Murphy has support from the agency and village community as a highly ethical and progressive police administrator with an inclusive leadership style, building community partnership while practicing sound fiscal management. He is a strong advocate of law enforcement accreditation.

F. Public Information Activities

Public notice and input are a cornerstone 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.

Public Information Session

The agency scheduled a public hearing for 5:30 p.m., Tuesday, December 5, 2017, at the Village Hall. There were no guests or speakers in attendance, and the session was closed at 5:45 p.m.

Telephone Contacts

On December 5, 2017, from 1:00 to 5:00 p.m., the assessment team received two telephone calls. Deputy Chief Matt Smizinski of the Lake Bluff Police Department and Director Tom Reasoner of the Northeast Multi-Regional Training (NMRT), called in support of the agency's re-accreditation citing their professional relationships.

Correspondence

The team received one facsimile from an unknown source passed through by the agency encouraging the "Wilmette (and other police) Department to get different vehicle and paint them a more pleasant color." The agency patrol vehicles are standard Ford Explorers with traditional black and white theme.

Media Interest

Prior to the team's arrival, Kathy Routliffe of the *Pioneer Press*, contacted the team leader for comment regarding the upcoming assessment. A subsequent article was published on November 29, 2017, titled: "Wilmette police set Dec. 5 CALEA accreditation session." Otherwise, the assessment team was not contacted by any other

media representatives, and there was no media coverage during the on-site assessment.

Public Information Material

The agency's announcements were posted with the media and on the village website.

Community Outreach

During the on-site, the assessment team spoke with many sources outside the agency, as well as people of various positions and ranks within the agency. Team members rode with patrol officers and attended a shift briefing.

The assessment team spoke with the following persons by phone:

Sergeant Scott Sophier is the Task Force Commander with the Major Crash Assistance Team (MCAT), a task force comprised of members from 13 different communities. The MCAT handles all vehicle crashes involving fatalities or injuries known to be fatal. Sgt. Sophier stated that Wilmette Police Department has assigned Officer Stephen Leigh to the MCAT. Sgt. Sophier gave high praise for Officer Leigh and explained that Officer Leigh serves as a team leader with MCAT. Sgt. Sophier described the working relationship with Wilmette Police Department as "extremely good." The MCAT provides quarterly updates to the governing board and publishes an annual report.

Steve Wilson is the Park District Director in Wilmette. Mr. Wilson indicated that aside from being the Park District Director, he is also a resident of the Village of Wilmette. Mr. Wilson described the Wilmette Police Department as being highly professional. Mr. Wilson stated that he usually works with Wilmette Police Department regarding special events that are held in the parks. Mr. Wilson indicated that the agency assists him with coordination, planning, and risk mitigation of special events. Mr. Wilson stated he is appreciative of the agency and didn't think he would be able to accomplish what he does in the parks without the help of the Wilmette Police Department.

Deputy Chief Brian Baker, Skokie Police Department, was interviewed by telephone regarding Wilmette's participation in the Northern Illinois Police Alarm System (NIPAS). DC Baker detailed the responsibilities and capabilities of NIPAS and the active participation of the Wilmette Police Department.

Wilmette Fire Chief Ben Wozney was contacted by phone to discuss the local fire and police relationship. Chief Wozney was appointed fire chief at the same time as the Police Chief Murphy. Chief Wozney said that the police have been receptive to the fire department needs and cooperative in joint training exercises related to active shooter and school drills.

ASSESSMENT REPORT
WILMETTE (IL) POLICE DEPARTMENT
PAGE 7

The assessment team met the following in person:

John Prejzner serves as the Board of Fire and Police Commission Liaison in his capacity as the Assistant Director of Administrative services for the Village of Wilmette. His duties related to the Police Department include recruitment, hiring, maintaining the eligibility lists, selection of entry level sworn positions and the promotional process for Sergeant. Mr. Prejzner was complimentary of the collaborative efforts and outcomes at every stage of the process involving the police.

Officer Andrew Jurmu is the union representative of the 31 Wilmette patrol officers. Officer Jurmu described labor relations as good and stated that management was very accessible.

Sgt. Edmund Trage, a 27 year veteran of the department, expressed his continued dedication toward his career in law enforcement and his appreciation for the support he receives from the Village.

Peg Culhane is the Dean of Students at Loyola Academy. Lauren Bonner is the Assistant Dean of Students at the Loyola Academy, a private Catholic high school located in Wilmette. Loyola Academy has a student body of about 2,000. Both Culhane and Bonner commented on the professionalism and responsiveness of the Wilmette Police Department. Both commented on the professionalism exhibited by the department's school resource officer when dealing with student situations. Both indicated that Wilmette Police Department has helped during the assessment cycle with emergency and crisis planning at the school.

Mr. Jim Noone, Director of Sales at the Residence Inn in Wilmette, considers the Wilmette Police Department as "good partners" and "always there when you need them."

First Class Petty Officer Eric Lyles serves as the chief at the Station Wilmette Harbor of the United States Coast Guard. Chief Lyles was very complimentary of the Wilmette Police Department personnel stating that he has had several assignments with the USCG and that this is his "best relationship" with local law enforcement. They have made asserted efforts toward equipment and training familiarization.

Jim Hutton is the Regional Coordinator for the Illinois Law Enforcement Alarm System (ILEAS), a state-wide law enforcement mutual aid system that is made up of resources from local, state, and federal agencies in Illinois. ILEAS was established in 2002. The ILEAS system can provide agencies with mobile field force, special response teams, weapons of mass destruction response, bomb squads, and numerous other resources during critical incidents. ILEAS works in coordination with the Illinois Emergency Management Association (IEMA). Mr. Hutton explained that the working relationship

ASSESSMENT REPORT
WILMETTE (IL) POLICE DEPARTMENT
PAGE 8

with Wilmette as being good and explained that Wilmette is always willing to share resources with ILEAS during critical incidents.

Chief Norris Reynolds is the head of security for the Bahá'í Temple. One of ten dedicated temples of the Bahá'í Faith, it is the oldest surviving Bahá'í House of Worship in the world (source: Wikipedia). Chief Reynolds provided a tour of the facility and spoke about a very positive working relationship between his staff and the Wilmette Police Department.

Julie Yusim, Executive Director of the Wilmette/Kenilworth Chamber of Commerce, considers the "crime alert" emails a "blessing" from the Police Department. The alerts are forwarded to the Chamber members. She believes the Wilmette Police Department is very responsive to the business community and works with the Chamber on a variety of community events throughout the year.

Cook County Assistant State Attorneys Robert Heilingoetter and Dianne Sheridan at District Two represent 17 different communities. Both were very supportive of the Wilmette Police Department with specific recognition for making their people available, being well trained and prepared, and their follow through. They have observed mutual respect and teamwork; a very responsive relationship back and forth. There has been a seamless transition with the command staff as part of Chief Murphy's appointment.

Kelly Jackson is the school principal at Wilmette Jr. High and High Crest Middle Schools. Mrs. Jackson has been with the Wilmette school district since 2001. The attendance between both schools is approximately 1,750. Mrs. Jackson described the relationship with the Wilmette Police Department as being very positive and indicated that the agency is always willing to collaborate with them on various projects. Mrs. Jackson stated that the agency is always willing to share resources with them, which includes the use of the police social worker for issues involving students within the school. Mrs. Jackson described the SRO as being very responsive and indicated that he shows good judgement in dealing with students/parents within the school.

Officer Sam Walker is the newest sworn member of the Wilmette Police Department. Officer Walker is a "Green Card" holder arriving from Scotland with a background in IT and policing. He graduated from the police academy and was sworn in on September 27, 2016. He was grateful that the Village of Wilmette did not disqualify candidates based on citizenship. Officer Walker is very passionate about policing and brings with him a "get involved" attitude.

Avoca School District 37 Superintendent Dr. Kevin Jauch described a close professional relationship with the Wilmette Police Department and considered the police officers very responsive. He is particularly pleased with their participation in the "bike to school day." He believes the Wilmette Police Department is very pro-active on public safety.

Village Manager Tim Frenzer and Assistant Village Manager Mike Braiman met with the assessors to discuss accreditation and topics related to the police department. They are both strong supporters of CALEA. Mr. Frenzer is a former States Attorney and has a great depth of knowledge and can relate to the specific needs of law enforcement. He recognizes the need for a new police facility and hopes to start the planning process by 2020. The community boundaries are fixed, and future development will “in-fill” as opportunities arise. Mr. Frenzer is concerned about the regional increased threat of crime and its impact on the Village.

The monthly Wilmette PD staff meeting held during on-site provided an opportunity for the assessors to attend. The agenda covered updates on agency programs, review of the agency budget, monthly statistics (including use of force, pursuits, accidents, and awards), personnel issues, and the early warning system. New legal updates, case management, mental health tracking, and the new social media initiative were discussed. In-service training regarding the agency RMS and the new officer-in-charge training were discussed. Observations by the assessors were that the attendees were well prepared to discuss and exchange information in an open, but structured, format.

G. Essential Services

Law Enforcement Role, Responsibilities, Relationships, Organization, Management, and Administration (Chapters 1-17)

Bias Based Profiling

During this assessment cycle there were no bias based policing complaints.

2014 Traffic Warnings and Citations

Race/Sex	Warnings	Citations	Total
Caucasian/Male	942	950	1,892
Caucasian/Female	778	814	1,592
African-American/Male	84	83	167
African-American/Female	34	58	92
Hispanic/Male	111	169	280
Hispanic/Female	42	55	97
Asian/Male	53	80	133
Asian/Female	73	63	136
OTHER	4	7	11
TOTAL	2,051	2,279	4,400

2015 Traffic Warning and Citations

Race/Sex	Warnings	Citations	Total
Caucasian/Male	1,065	596	1,661
Caucasian/Female	858	526	1,384
African-American/Male	130	60	190
African-American/Female	70	41	111
Hispanic/Male	131	114	245
Hispanic/Female	51	49	100
Asian/Male	134	82	216
Asian/Female	76	63	139
OTHER	15	6	21
TOTAL	2,530	1,537	4,067

2016 Traffic Warnings and Citations

Race/Sex	Warnings	Citations	Total
Caucasian/Male	875	372	1,247
Caucasian/Female	715	263	978
African-American/Male	130	40	170
African-American/Female	77	18	95
Hispanic/Male	112	51	163
Hispanic/Female	55	27	82
Asian/Male	124	49	173
Asian/Female	73	38	111
OTHER	6	5	11
TOTAL	2,167	863	3,030

The agency believes that the reduction of traffic citations and the increase in warnings may be due to recent statutory restrictions which do not allow for officers' traffic enforcement efforts to be used for comparison purposes. The agency moved the focus from traffic tickets to traffic stops. The total number of citations is similar but shifted from 50/50 traffic and warning to more warning and less traffic citations.

Use of Force

Officers are required to complete a Use of Force report whenever there is an application of physical force, discharge of a firearm other than training, use of a less-lethal weapon on a subject or display of their firearm. These reports are reviewed and acknowledged by the officer's immediate supervisor and forwarded through the chain of command.

Use of Force

	2014	2015	2016
Firearm	0	0	0
Firearm Displayed	2	5	5
Pepperball	0	0	0
Pepperball Displayed	0	0	0
Baton	0	0	0
OC	2	1	2
Weaponless	11	13	6
TOTAL USES OF FORCE	15	19	12
Number of Mental Health Calls with Use of Force	2	6	2
Total Use of Force Arrests	13	13	10
Complaints/Excessive Force	0	0	0
Custodial Arrests	486	571	405

The Wilmette Police Department does not currently authorize the use of Tasers and records the display of a firearm and/or pepperball as a use of force incident. There were no sustained complaints of excessive force against WPD officers. The agency leadership attributes the low number of use of force incidents to the department's strict policy, training and policy review.

Personnel Structure and Personnel Process

Grievances

The department leadership maintains an open-door policy and is accessible to the union representatives. Issues are most often resolved through open communication.

Formal Grievances

Grievances	2014	2015	2016
Number	1	1	1

No grievances were filed by non-union personnel. The patrol officers (below the rank of Sergeant) are members of and represented by Teamsters Union Local 700. All grievances were filed in accordance with the Village/Union contract. The analysis revealed that the majority of the grievances pertained to the administration of benefits (banked time, vacation picks, callbacks) which led to a review of current practices and union/management meetings to clarify and memorialize jointly acceptable practices.

Disciplinary Procedures

Personnel Actions

	2014	2015	2016
Suspension	1	0	0
Demotion	0	0	0
Resign In Lieu of Termination	0	0	1
Termination	0	0	0
Remedial Training	0	2	0
Verbal Counseling/Letter of Reprimand	2	7	4
Total	3	9	5
Commendations	34	55	83

The agency attributes effective hiring, training and supervision for the low number of personnel actions. There is a low turnover rate for both sworn and civilian. There was a 2014 suspension issued; however the officer resigned.

Recruitment and Selection

The Board of Fire and Police Commissioners are non law-enforcement appointees of the mayor responsible for the approval of the recruitment and selection of sworn officers and promotion at the rank of Sergeant. The Board, the staff liaison, and police personnel have developed their processes to include job fairs, position postings, and outreach efforts. The agency requires a minimum of a four year college degree for appointment.

Sworn Officer Selection Activity 2014

Race/Sex	Applications Received	Applicants Hired	Percent Hired	Percent of Workforce Population
Caucasian/Male	59	2	3.38%	67%
Caucasian/Female	9	1	11%	
African-American/Male	0	0		11%
African-American/Female	0	0		
Hispanic/Male	6	0		9%
Hispanic/Female	1	0		
Asian/Male	4	0		12%
Asian/female	0	0		
Other	2	0		
Total	81	3		

There was no sworn officer selection activity in 2015.

Sworn Officer Selection Activity in 2016

Race/Sex	Applications Received	Applicants Hired	Percent Hired	Percent of Service Population
Caucasian/Male	26 / 56%	1	100%	67%
Caucasian/Female	18 / 28%			
African-American/Male	2 / 3%			11%
African-American/Female				
Hispanic/Male	7 / 10%			9%
Hispanic/Female	1 / 1%			
Asian/Male	1			12%
Asian/female	1			
Other	1			
Total	69	1		

Training

The Wilmette Police Department is a founding member of the Northeastern Illinois Public Safety Training Academy (NIPSTA). NIPSTA is a one-of-a-kind cooperative approach to emergency preparedness and response. The unique year-round curriculum promotes cross-training and communication among first responders at the local, state, and national levels. Located on 20 acres in Glenview, Illinois, NIPSTA delivers programs and services that address the public safety needs and professional standards of local government and private industry.

The Illinois Law Enforcement Training and Standards Board has established the Peace Officer Wellness Evaluation Report (POWER) Test, which is not only used as a physical assessment tool by Illinois-certified police academies, but also used by the Wilmette Police Department. NIPSTA serves a third party unbiased assessment of the candidate's wellness evaluation and provides expert testimony should a candidate challenge the process.

Promotions

The Board of Fire and Police Commission oversees the promotional process for Sergeant.

A promotional process was held in 2014 which led to the two promotions in 2014. This was the first promotion of a female to the rank of Sergeant in the history of the Wilmette Police Department. There was only one Sergeant's promotional process held during this assessment cycle.

Sworn Officer Promotions - Sergeant Process

	2014	2015	2016
GENDER / RACE TESTED			
Caucasian/Male		7	
Caucasian/Female			
African-American/Male			
African-American/Female			
Hispanic/Male		1	
Hispanic/Female			
Asian/Male			
TOTAL		8	
GENDER / RACE ELIGIBLE AFTER TESTING			
Caucasian/Male		5	
Caucasian/Female			
African-American/Male			
African-American/Female			
Hispanic/Male		1	
Hispanic/Female			
Asian/Male			
TOTAL		5	
GENDER / RACE PROMOTED			
Caucasian/Male	1		
Caucasian/Female	1		
African-American/Male			
African-American/Female			
Hispanic/Male			
Hispanic/Female			
Asian/Male			
TOTAL	2		

Law Enforcement Operations and Operations Support

Year-End Crime Statistics

	2014	2015	2016
Murder	0	0	0
Criminal Sexual Assault	2	3	3
Robbery	1	1	3
Aggravated Robbery	0	2	1
Aggravated Assault	3	2	4
Burglary	49	60	58
Larceny – Theft	237	233	198
Burglary to Motor Vehicle	56	103	72
Arson	6	11	8
Calls for Service	18,540	19,045	18,398
Traffic Accidents	807	828	805
Total Arrests	414	536	401

Crime Statistics

The Village of Wilmette is fortunate to have a low crime rate as compared to neighboring cities. The biggest concern from staff and community members that were interviewed is the recent trend in auto burglaries and retail thefts in the area. The Village of Wilmette is located close to Interstate 94, which assists offenders with easy access and escape in the commission of these crimes. The agency has not experienced a reported homicide during this assessment cycle. The agency continues to work with other agencies, monitor crime trends, and gather intelligence in an effort to keep crime rates low.

Patrol

The agency provides uniformed patrol coverage within the Village of Wilmette 24/7 using a 12-hour shift assignment. The agency holds a morning and evening roll call, which begin at 0630 and 1830. At these roll call sessions, supervisors assign shift duties, and officers check out equipment for their tour. The agency's patrol vehicles are equipped with mobile data terminals (MDT) and in car video cameras from L3. The in-car video system records officer activity and uploads to a server automatically when officers pull into the police department lot. The system does not allow officers to edit or delete videos, but allows them to view videos. The system retains the video footage for 90 days, unless marked as a case, then the video is retained longer. Officers carry Automated External Defibrillators (AED) while on duty. The agency has future plans of outfitting all officers with Taser weapons. The agency uses one patrol vehicle that is equipped with an Automated License Plate Reader (ALPR). The agency has a minimum staffing requirement of four officers and a supervisor per shift.

Patrol personnel were observed to be very professional and well trained. Several patrol officers have received training as evidence technicians, firearms instructors, crash reconstruction, or other specialized training. Patrol officers were found to have a thorough knowledge of agency policy and community resources.

Vehicle Pursuits

The agency has an established pursuit policy. The agency pursuit policy is restrictive in nature and only allows officers to initiate pursuits under very specific situations. These situations include offenses involving use of weapons by the suspect, felony crimes of violence, and driving under the influence. The policy prohibits officers from pursuing suspects for traffic offenses or other criminal offenses that do not involve weapons or violence. The agency policy provides direction that either the initiating officer or supervisor can terminate a pursuit when danger to the public outweighs the immediate apprehension of the violator.

Vehicle Pursuits

PURSUIITS	2014	2015	2016
Total Pursuits	2	5	10
Terminated by agency	1	2	8
Policy Compliant	2	5	8
Policy Non-compliant	0	0	2
Accidents	0	1	1
Injuries: Officer	0	0	0
: Suspects	0	0	0
: Third Party	0	0	0
Traffic offense	1	2	1
Felony	0	2	4
Misdemeanor	1	1	5

All but two of the pursuits during this assessment cycle were policy compliant. The officers involved received counseling.

Criminal Investigations

The Wilmette Police Department Detective Bureau handles all follow-up on reports taken by the agency. The Detective Bureau has several personnel that are assigned to part-time specialty assignments with the NORTAF task force, which includes a homicide task force and burglary task force. The agency has software that allows it to exchange intelligence bulletins with neighboring agencies. The Sergeant within the Bureau is responsible for crime statistics and evaluating crime trends that may be present in the community. The school resource officer works out of the Detective Bureau of the agency. This allows the SRO to work with detectives on cases involving juvenile offenders.

The agency's intelligence files and informant files are maintained in a secure area within the office. The agency has one interview room that is equipped with video and audio recording. The Detective Bureau works closely with patrol and other units within the department to direct patrols to areas where potentially crime could be occurring.

The agency utilizes a two-officer mission team. This mission team is used to patrol or conduct surveillance in high crime areas. These officers patrol in unmarked vehicles and wear plain clothes during their assignments. The NORTAF task force arrangement also allows the agency to participate in several task force arrangements that provide undercover surveillance or vice-type operations.

Juvenile Operations

The agency employs one fulltime school resource officer that spends his time between seven public and six private schools. The SRO works within the Detective Bureau and is assisted by Detectives when cases arise involving juvenile offenders. The SRO works closely with school officials and reviews safety response plans with the schools. The SRO also conducts safety talks related to online safety, cyber-bullying, and drug prevention within several schools. The SRO and police social worker work closely with school officials when dealing with children that may have special needs.

Crime Prevention and Community Involvement

In 2016, the agency conducted a citizens' satisfaction survey. In the past several years, budget cuts were instituted by Village leaders, which forced the agency to eliminate the community policing/crime prevention officer. The agency has hopes of re-instituting this position in the near future. In December 2017, the agency also began its Facebook page and has started its initial footprint on social media.

Critical Incidents, Special Operations and Homeland Security

The Wilmette Police Department participates as a member of the Illinois Law Enforcement Alarm System (ILEAS). Both ILEAS and the Illinois Emergency Management Association (IEMA) are available resources to the agency during critical incidents. The agency operates using the Village of Wilmette Emergency Management Plan. This plan outlines command, operations, planning, logistics, and finance functions during critical incidents. During this assessment cycle, the agency did not have any occurrences that required the use of the Emergency Management Plan.

The agency conducted several joint tabletop exercises during the assessment cycle. One of these exercises included training with the FBI and Coast Guard reference to shooting incidents occurring on Lake Michigan. The agency also works closely with several public and private schools in reference to training for active threats.

Internal Affairs

The agency investigates all complaints including anonymous complaints. When the complaint is received, the Deputy Chief of police assigns a complaint number and classifies the complaint as formal or informal in nature. Formal investigations involve serious misconduct, while informal complaints involve less serious violations. The Deputy Chief may assign informal complaints to first line supervisors for follow up investigation. The Deputy Chief is responsible for informing officers of allegations against them and their rights in the internal investigation process. Generally internal

affairs complaints are investigated and completed within 30 days unless extenuating circumstances are present. The Chief of Police may remove any employee pending the results of an internal investigation. The department publishes annual internal affairs statistics, which are then made available to the public.

Victim/Witness Assistance

The Cook County State Attorney's Office has a section that deals with victim/witness referrals. However, the Wilmette Police Department has a fulltime social worker who assists the agency with victims. The social worker assists victims of domestic violence and other crimes with the court process. The social worker also assists officers with handling next of kin or death notifications and providing appropriate resources for families.

Traffic

The Wilmette Police Department employs 16 school crossing guards. The agency employs a fulltime traffic coordinator that supervises the school crossing guard program. The traffic coordinator position is responsible for investigating and coordinating traffic enforcement efforts within the Village. The traffic coordinator works closely with all schools within the Village to develop traffic plans and assist with any traffic problems around the school. The traffic coordinator is also responsible for producing traffic reports for Chief Murphy and other Village leaders.

The agency has established written directives pertaining to traffic enforcement. The agency written directives allow officers to exercise discretion when enforcing traffic laws. Officers are encouraged to focus on problematic traffic areas within the Village. The agency also has established written directives that provide procedures for officers to follow when dealing with those persons arrested for driving a vehicle while being impaired by drugs or alcohol.

Detainee and Court Related Activities

The Wilmette Police Department operates its own holding facility with five cells. The holding facility has an area that is separated by sight and sound where juvenile offenders may be held. The holding facility also allows for the separation of male and female arrestees. The holding facility is designed to house arrestees for no longer than 72 hours, and then the arrestees would be transferred to the Cook County Jail for a longer confinement period, if needed. The holding facility is equipped with a video camera system that is constantly monitored by the communications section when a prisoner is brought into the holding facility. Officers notify the communications section

when a prisoner is placed into the holding facility. No prisoner escapes have occurred from the holding facility during this assessment cycle.

Communications

The Wilmette Police Department communications center is the primary dispatcher for the agency. As a Public Safety Answering Point (PSAP) all 9-1-1 calls generating from Wilmette are handled by the Wilmette Police Department communications center. The communication center handles all law enforcement dispatch and has interoperability with several neighboring jurisdictions. All fire and EMS calls are transferred to a centralized fire/EMS dispatch center. The agency does not handle emergency medical dispatch.

The agency has a recording system for radio and telephone communications with the ability to immediately play back these recordings. The communications center has a built in system on their computers with emergency contacts and resources, but also maintains an emergency resource binder with this information.

The agency utilized automated vehicle location (AVL) software, which assists telecommunications personnel with dispatching the closest unit during emergency calls for service. The agency utilizes the Illinois LEADS system and has a designated LEADS coordinator that maintains compliance.

The communication center is restricted to badge access only, and only those with appropriate access are permitted inside the communication center. The communication center has an emergency backup generator, which is inspected and serviced on a scheduled frequency.

Central Records

The agency maintains its reports electronically using a records management software program. The records department of the agency maintains all records and does not authorize release of any records unless requests are sent through the records department. All records management systems are secured with passwords and are audited on a scheduled frequency to ensure security of the system. The system has methods for separating juvenile and adult offenders. The agency does take telephone reports for minor offenses but does not allow online reporting of offenses occurring in the Village. The agency participates in E-ticketing for issuance of traffic citations within the Village.

Property and Evidence

The agency has 13 trained evidence technicians. The evidence technician program is supervised by Sergeant S. Gehrken. Each patrol shift has at least one evidence technician assigned to the shift. The evidence technicians use a forensic vehicle that is fully stocked with evidence collection and preservation supplies during their shift. Any evidence that needs further processing or forensic analysis is sent to the Northern Illinois Police Crime Lab. Evidence technicians have been properly trained in the collection and preservation of DNA evidence.

A fulltime property/evidence custodian manages the agency property room. The property room was neat and orderly during the visit. An alarm system and camera are installed in the property room. Money, guns, and valuables are kept in a separate, secure area within the property room. The agency also maintains a secure caged area for large property or vehicles that are taken into evidence. The agency enters all evidence received into a bar-coded software program called Bar-Coded Evidence Analysis Statistical Tracking or BEAST.

H. Standards Issues

This section provides specific information on standards found to be in compliance after on-site “adjustments” were made. No adjustments were required.

I. 20 Percent Standards

CALEA agencies must comply with at least 80% of applicable other-than-mandatory (O) standards. The agency is free to choose which standards it will meet based on its unique situation.

The agency complied with 84% of applicable other-than-mandatory (O) standards.

J. Future Performance / Review Issues

The team did not identify any standards as a Future Performance / Review Issue.

K. Standards Summary Table

	TOTAL
Mandatory (M) Compliance	334
Waiver	0
Standards Issues	0
Other-Than-Mandatory Compliance	70
(O) Elected 20%	13
<u>Not Applicable</u>	<u>67</u>
Total	484

L. Summary

Over the years, accreditation has become a part of the culture of the Wilmette Police Department. The spirit and practices of being accredited are so engrained within the Department, that the term “second nature” could be used to describe the process. This is perhaps the greatest characterization applicable to an accredited agency. Each Wilmette Police Department employee independently takes a personal responsibility towards the professional manner in which they perform their duties. This professionalism, evident by the volume of positive feedback received from both members of the community and non-residents alike, is indicative of the character of people employed and the effect accreditation has had on the Department since 1986.

The agency describes accreditation as a means by which their department is able to implement and maintain strong, solid, professional practices. It is these practices and the culture they have helped develop within the Department that will allow the agency to address any future issues the Village and the Department may face.

The assessment team reviewed 51 standards selected for off-site review. All the files were found to be well organized with ample proof of compliance.

While not all files were reviewed under this Gold Standard Assessment process, the assessment team is confident the Wilmette Police Department is in compliance with the spirit and intent of all applicable standards. All agency reports were appropriately prepared and filed within required time frames.

The assessment team met with many of the officers and civilian staff of the Wilmette Police Department. Those contacted were candid, positive, helpful, and knowledgeable about how things fit together in the agency. Throughout the on-site assessment, comments heard by the assessment team concerning the agency were extremely positive.

The Village of Wilmette is an affluent community with high expectations of public service. The members of the Wilmette Police Department are cognizant of those expectations and diligently strive to meet those expectations.



Gary L. Vest
Team Leader