

# 2023 SPECIAL PROJECTS UNIT ANNUAL REPORT

*Planning, Research & Development, Policy, Grants, CALEA and Special  
Projects*



Prepared for the Command Staff of the  
Addison Police Department

By:

Officer Kazak

## **PERSONNEL**

Officer Steven Kazak

## **TRAINING**

### **1. Critical Incident Training**

The Department has identified various “Critical Incident” training topics where it was decided officers should receive annual training. This training is designed to keep officers’ performance in these areas at a high level and in compliance with applicable laws and Department policy. These topics are covered by supervisors, working from pre-approved lesson plans, Department policy, and training scenarios. At the conclusion of the training, officers are tested to ensure that they have an understanding of the material presented. One topic is covered each month.

In 2009 it was decided that monthly Critical Incident training topics would be reviewed each year by the assigned sergeant to ensure the training materials and exam meets current laws and policy.

In addition to the policy review, each monthly Critical Incident policy has an extra “pool” of questions that are rotated in and out of the exam each year. The supervisor assigned the monthly topic determines each year what questions should be added and removed from the previous year’s exam. The assigned sergeant notifies the Special Projects Unit of the changes, and the Special Projects Unit then ensures the related policy, exam and training materials are all updated.

### **The following Critical Incident training was conducted during 2023:**

January	Mutual Aid
February	Blood Borne Pathogen (all police personnel)
February	TAC Med
March	Domestic Violence
April	Responding to Calls
May	Ethics (all police personnel)
May	Mental Illness (all police personnel)
June	Bomb and Incendiary Calls
July	Prisoner Transportation
August	Bias-Based Policing (all police personnel)
September	Hazardous Material Incidents
October	Operation of the Holding Facility
November	Collection and Preservation of Physical Evidence
December	Sexual Harassment (all police personnel)

## **2. Illinois Police Law Institute On-Line Training**

The Village's insurance company, IRMA, has mandated all member police agencies participate in the on-line training starting in March 2006. This training is provided at no cost to the Department. Listed below are the Illinois Police Law Institute training classes completed in 2023:

January	New Illinois Laws 2023
February	Reporting Child Abuse and Neglect
March	Miranda, Interrogations, and New Laws
April	Lawful Searches
May	CIT and De-Escalation
June	Law and Interrogation Practices for Minor Offenders
July	Driving Under the Influence
August	Autism Awareness
September	U.S. Supreme Court Rulings 2023
October	The Pretrial Fairness Act
November	Racial Profiling, Implicit Bias, and Cultural Competency
December	Law Enforcement Officer Physical Wellness

Police Law Institute completion records are provided to NEMRT, the local area mobile training unit, to provide to ILETSB to prove compliance with Illinois State mandates for sworn officers.

## **3. Roll Call Training**

Various trainings are held throughout the year during roll call including:

1. Family Violence Coordinating Council Cards and Training Video
2. Video-Based Training and Review of Police Incidents Occurring Across the Country
3. An Update to Gang Information within Addison Provided by the Tac Unit

The various trainings throughout the year provide current information regarding recent court decisions and officer safety-related information and are discussed as part of the roll call training topic by the shift supervisor. In addition to the roll call training, these newsletters and bulletins are used as proofs of compliance for CALEA Standard 33.5.2.

## **4. Email Training Blasts**

In 2013, the Special Projects Unit began a new way of training. The Special Projects Officer sends out email blasts whenever he reads a news article that he feels had important information that officers and other affected police personnel should know. The Department wanted to find alternative ways to continue to adequately train officers. The goal was by providing this information to other officers, it would help provide some additional training and better prepare officers to be safe in the field. As law enforcement officers already know, a lifetime career can come down to a split-second decision; and anything they can do to prepare for that moment, which may or may not occur, is important.

As well, since being reassigned to the Special Projects Unit, the Special Projects Unit officer has become a member of several organizations and signed up for multiple email lists. He receives weekly notifications of all types of training classes, which are usually free; and he forwards this information on to the appropriate personnel.

## **GRANTS**

During 2023, the Department continued to apply for grant assistance and to utilize previously awarded grant funds. The following is a summary of the grant activity for 2023:

### **New/Continuing Grants for 2023**

1. **Bulletproof Vest Partnership Grant (BVP)**

This Grant pays up to 50% of the costs for the purchase of bulletproof vests. This year, the Department was approved for \$10,266.50. These funds were electronically transferred to the fund account set up by the Village Finance Department.

2. **FFY 2023 IDOT Grant**

The Department received \$49,020.00 for the IDOT STEP and ELap grants in 2023/2024. These grants are for equipment, occupant protection enforcement, impaired driving and DUI roadside check points. The 2023/2024 grants run from October 1, 2023 through September 31, 2024.

Other grant opportunities will be explored relating to speed trailers and body worn cameras in 2024.

### **At a Glance Dollar Amount for 2023**

<b><u>Amount Awarded</u></b>	<b><u>Grant Provider</u></b>
\$10,266.50	Bullet Proof Vest Grant – Bureau of Justice Authority
\$49,020.00	IDOT/ELap Grant

**Total Awarded for 2023 Grants**

**\$59,286.50**

## **POLICY AND PROCEDURES**

### **DMS Policy Program**

Based upon the need for a new policy program, a policy program from Innovative Data Solutions (IDS) was purchased. This company is now referred to as PowerDMS. This system replaced the current policy software and allowed Department policy updates to be done online. The policy software and Department email has been fully functional since April 2007. Numerous policy updates were made in 2023. Officers are now able to access and sign off on policy updates electronically and are informed via email of the policy updates.

In 2023, there were approximately 14 policy updates added to the DMS policy program. Many of these policies were changed due to new and amended laws that took effect in 2023, as well as elements of the SAFE T Act.

Hard copy manuals are maintained by members of the Command Staff and are updated by the Special Projects Unit.

The Special Projects Unit is also tasked with assisting personnel in creating policy, when necessary, and researching other agencies' policies.

### **CALEA**

The accreditation/review process for Year 2 of the four-year CALEA cycle began, and it continues in preparation for the web-based standard review, with the virtual assessment taking place from July 14 – 22, 2023. Sergeant Brant and Commander Weinbrenner continued to help and provide guidance. The Special Projects Unit officer continues to work with the Addison Consolidated Dispatch Center to obtain proofs of compliance, which are referred to as crosswalk standards.

### **Mock Assessments**

There were no mock assessments for I-PAC in 2023.

### **Assistance Provided to the Illinois Police Accreditation Coalition**

During 2023, several agencies requested input from the Department. These included suggestions, surveys, policies, guidelines, protocols, etc.

### **CALEA/DMS Training**

A PowerDMS conference was held from October 16 to October 20, 2023 in Las Vegas, Nevada.

### **NIMS**

All NIMS compliance certificates (and spreadsheets) are kept at the Police Department by the Special Projects Unit. Quarterly spreadsheets are designed to keep Village Department heads informed on who has the required NIMS courses and who has not, and those are updated accordingly. In addition, the Special Projects Unit officer created and distributed a pharmaceutical list for all Village employees to complete and created a database for each department with this information in conjunction with the quarter NIMS "ICS Course" compliance spreadsheets.

The pharmaceutical database was completed in 2013 and is maintained by the Special Projects Unit.

### **TRAINING COMMITTEE**

The Training Committee maintains the responsibility of constant review of current training programs, reviewing new training programs and making recommendations for specific training needs for members of the Department.

At the meetings, the committee reviews and discusses the following:

1. Training Matrix
2. Career Track Training Book Modules
3. Specialties Rosters
4. Critical Incident Monthly Training
5. Other Ideas/Concerns

This meeting is facilitated by the Special Projects Unit and is held on an annual basis. This year, it took place on October 23, 2023. A major focus this year was training regarding State-required mandates and training dates with the 12-hour shifts.

## **VILLAGE OF ADDISON STRATEGIC PLAN**

The Police Department has developed key indicators in support of the Village Strategic Plan for 2023. It is the philosophy that in order to effectively serve all members of community, all programs, projects, and actions developed by the Department should be consistent with those developed by the Village of Addison administration to ensure a unified approach to achieve the greater good for the community.

The key indicators were developed from the Department's annual staff goals. These goals are reviewed and updated on an annual basis by the Special Projects Unit with input from respective personnel.

## **PUBLIC INFORMATION OFFICER**

The Special Projects Unit is the Public Information Officer for the Police Department. The public information function shall include:

- Cooperating with news personnel who cover routine news stories and at the scenes of incidents.
- Preparing and distributing Department news releases.
- Arranging for and assisting at news conferences.
- Coordinating and authorizing the release of information concerning confidential Department investigations and operations, which would include internal investigations and on-going criminal investigations.
- Being available to the news media inquiries about news stories.
- Coordinating and authorizing the release of information about victims, witnesses and suspects.
- Assisting the media in relating to the public the important work of the men and women and programs of the Addison Police Department.

Contact is primarily maintained with the media both via email and telephone contact. The Public Information Officer also works directly with the Community Relations Department of the Village of Addison.

## **OTHER SPECIAL PROJECTS**

### **CALEA Master Proof List**

Following the 2009 CALEA on-site assessment, the Special Projects Unit created a CALEA master proof list in order to track proofs and who was responsible for providing the proof. This was revised in 2018 due to the Addison Consolidated Dispatch Center being accredited and a transition to the CALEA 6<sup>th</sup> edition, Version 6.14. Every CALEA standard is now assigned to the appropriate personnel. This list is continuously updated. The Department is now current with CALEA's latest Version 6.17.

### **Multi-Year Plan**

The Special Projects Unit created an additional multi-year plan, specifically for the Police Department. The new multi-year plan supplements the existing multi-year plan to comply with CALEA Standard 15.1.3.

### **Budget Proposals**

No budget proposals were completed for the Special Projects Unit:

### **I-PAC Membership**

The Special Projects officer was a member the Illinois Police Accreditation Coalition in 2023.

## **GOALS FOR 2023 AND STATUS**

Forth going, these goals and statuses, along with the mid-year goal statuses, will only be documented on the Staff Goals report.

1. Complete a successful second year Compliance Service Manager Review.  
*This goal was accomplished.*
2. Work with Administration, with the assistance of IPAC, in creating new policy to comply with SAFE T Act legislative changes.  
*This goal was accomplished.*

## **GOALS FOR 2024**

1. Train Officer Vitello for the role of Special Projects Unit officer.
2. Continue collecting proofs for a successful Year 3 of the CALEA web-based review.
3. Continue changing policies from "Director of Police" to "Chief of Police".
4. Update and modify policy as it pertains to body-worn cameras.

Officer Steven Kazak Special  
Projects Unit