

Police Department Questionnaire

Police Response

1. How are 911 calls officially recorded? Does a call initiate a police report and/or investigation?
2. Do you track the resolution of 911 calls?
3. Do you track the resolution of cases after someone has been charged?
4. What is the criteria for issuing a citation vs. making an arrest?
5. What is the criteria for writing a formal report for an event or situation?
6. Do officers officially report a stop if there is no arrest or citation issued?
7. Who reviews each police report and arrest? What is the criteria for this review?
8. Do you have a system in place to allow the public to request and/or view police reports?
9. Are there quotas on citations and/or arrests?
10. Has your department considered, piloted, or implemented a diversion program for adults?
11. Approximately how much of your patrolling operations is done on foot?

Human Resources

1. What are your department's requirements for officer training?
2. Is there additional training about race and police interactions offered?
3. What are your residency requirements?
4. What professional development opportunities and requirements do your officers have?
5. Does your department have established performance measures? If so, what are they?
6. How often does an officer go through new/updated training?
7. What are your disciplinary procedures/policies?
8. What is the disciplinary policy for when an officer uses racial slurs?
9. What is the follow-up policy for an officer that uses excess force?
10. What is the follow-up policy for when a weapon is used or discharged including a gun, taser, nightstick, and pepper spray?
11. How are officer complaints against another officer handled?
12. How do you determine how many police officers patrol a particular area?
13. How do you determine what officers get assigned to a particular area?
14. How often are the union contracts negotiated (if applicable)?

Community Relations

1. What initiatives are in place to facilitate healthy community relations?
2. Do you require some form of community service of your officers?
3. What community outreach programming does your department do?
4. What alternative methods have you adopted to increase community engagement (including various types of communication)?
5. What are the demographics of your police officers? What are the demographics of your non-officer staff?
6. What innovative programs has the department considered or implemented?

Racial Disparities

1. Are there any steps that can be taken within our justice system in Champaign County to reduce the racial disparity in it?
2. If so, what are they?



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May 12, 2017

The Champaign County Sheriff's Office submits the following response to inquiries provided by the Champaign County Racial Justice Task Force.

Police Response

- 1. How are 911 calls officially recorded? Does a call initiate a police report and/or investigation?** 911 calls are received by and recorded at METCAD. METCAD dispatchers generate an incident number and a ticket for that call to track and document the emergency response and different significant events that may occur during the incident. All 911 calls are tracked this way. A police report is distinct from a METCAD event ticket in that police reports generally only document criminal activity or an incident where there was noteworthy police intervention – 911 calls may be of many different natures, like fire or medical emergency. These non-criminal calls, most of the time, would not result in a police report. A police report and subsequent investigation only occurs for events of a criminal nature, or if there was noteworthy police intervention.
- 2. Do you track the resolution of 911 calls?** With resolution defined as disposition. Yes, for the calls in which we're involved, we can track the disposition (report/no report) for all calls for service.
- 3. Do you track the resolution of cases after someone has been charged?** The state's attorney's office notifies officers as to whether they choose to charge an individual via a daily Case Disposition Report. Those notifications come to the officer through their supervisors.
- 4. What is the criteria for issuing a citation vs. making an arrest?** The Champaign County Sheriff's Office Policy (421 – Notice to Appear or Summons Releases) is attached as response to this question.
- 5. What is the criteria for writing a formal report for an event or situation?** The Champaign County Sheriff's Office Policy (320 – Report Preparation) is attached as response to this question.
- 6. Do officers officially report a stop if there is no arrest or citation issued?** All police activity is reported to METCAD dispatch. State laws and CCSO Policy require police to complete pedestrian stop forms and/or traffic stop forms as relevant. Each stop would have a corresponding form which records basic information about the stop, and is then reported to IDOT. Offense reports may, or may not, be created from this activity.
- 7. Who reviews each police report and arrest? What is the criteria for this review?** A supervisor is required to sign off on each officer's report. Reports involving some kind of use of force are, by policy, given extra scrutiny by command staff to ensure the officer's use of force was conducted within department policy.

8. **Do you have a system in place to allow the public to request and/or view police reports?** All police reports are public documents and are subject to state Freedom of Information laws. (5 ILCS 140/) Freedom of Information Act
9. **Are there quotas on citations and/or arrests?** No, this practice is prohibited by Illinois state law. (55 ILCS 5/5-1136)
10. **Has your department considered, piloted, or implemented a diversion program for adults?** No.
11. **Approximately how much of your patrolling operations is done on foot?** Foot patrol activity is very limited for CCSO patrol staff by nature of the jurisdiction. Deputies assigned to village contracts will likely record more foot patrol time than general patrol division staff.

Human Resources

1. **What are your department's requirements for officer training?** All new officers attend an Illinois Law Enforcement Training and Standards Board Certified police academy, which is currently PTI. After completing the academy, they go through a rigorous field training process that lasts approximately 16 weeks. During this time, they learn to apply the basic skills they picked up in PTI to the policies, procedures and practices within the Sheriff's Office. The recruit officers are consistently coached and supervised by a certified field training officer. Corrections and Court Security Officers training programs are similar, but not as lengthy.

The Illinois Law Enforcement Training & Standards Board Guidelines can be located here <http://www.ptb.state.il.us/media/1296/board-approved-mandates.pdf>

2. **Is there additional training about race and police interactions offered?** We work to put as many officers through the Mobile Training Unit courses on anti-biased policing practices so that they are given tools to challenge their own possible implicit bias against patrol activities. Attendance at these trainings is dependent upon the number of offerings and the departmental staffing.
3. **What are your residency requirements?** All CCSO Patrol Deputies are assigned "take home" cars and are required to reside within Champaign County. Corrections officers may reside in neighboring counties, but Court Security Officers are required to reside within the county.
4. **What professional development opportunities and requirements do your officers have?** Once on their own, all officers have an opportunity to attend certified training through the Mobile Training Units throughout the state (we take advantage of our local MTU 12, as well as classes provided through MTU 8 (Bloomington), 10 (Springfield), 13 (Mattoon) and 3 (Chicago-area). This provides us with a wide variety of course opportunities. Officers in specialty areas such as SWAT and specialty investigations require higher levels of training. We seek certified training provided by national entities. Our administrative staff frequently attend Leadership development courses via the Illinois Law Enforcement Executive Institute, the Northwestern School of Police Staff and Command and the Federal Bureau of Investigation National Academy.
5. **Does your department have established performance measures? If so, what are they?** We establish performance measures, also known as Standard Evaluation Guidelines, that provide the expected standards of performance. Deputies are evaluated on the following:

Field Performance-Stress Situations, Officer Safety, Self-Initiated Activities, Problem Solving-Decision Making, Ability to Work in Team Environment , Report Writing Skill, Laws of Arrest, Search, and Seizure/Criminal Procedure, Attitude Toward Police Work, Integrity, Situational Management Verbal and Physical Skill, General Appearance and Equipment Maintenance, and Acceptance of Feedback-Verbal/Behavior.

6. **How often does an officer go through new/updated training?** Law Enforcement & Corrections staff are required to complete an online Daily Training Bulletin addressing topics relating to policy interpretation and application. Law Enforcement Deputies attend, on average (estimated), 40 hours (each) of training per year. See note above relating to continued education requirements listed under question 1.
7. **What are your disciplinary procedures/policies?** Discipline procedures are detailed in the Collective Bargaining Agreements, the Illinois Police Officer Bill of Rights and encompassed in Case law. Principles of progressive discipline are followed.
8. **What is the disciplinary policy for when an officer uses racial slurs?** In the 14 ½ years that Sheriff Dan Walsh has been in office there have been no allegations of such behavior. If there was an allegation presented via the Personnel Complaints (Policy 1008), it would be investigated. Discipline, if complaint is sustained, would follow the principles described in question 7 above.
9. **What is the follow-up policy for an officer that uses excess force?** Use of force incidents are routed through a series of supervisors who look to make sure that the use of force was within the reasonableness standards set forth by case law, as well as our training and policy standards. In cases where an officer is found to have used excessive force in this review, the discipline process may be initiated along with remedial training as warranted.
10. **What is the follow-up policy for when a weapon is used or discharged including a gun, Taser, nightstick, and pepper spray?** In events where a gun is discharged, with any significant injury to any party, the multi-jurisdictional investigations team may be assembled. By agreement, the Illinois State Police is the lead agency in that investigation. Events involving lesser uses of force will be recorded in police reports and flagged in the records system as an incident involving use of force. These reports are subject to a use of force review by command staff to evaluate whether the officer complied with department policies. In cases where an officer is found to have used excessive force in this review, the discipline process may be initiated along with remedial training as warranted.
11. **How are officer complaints against another officer handled?** Officers who would like to file a complaint against another have a couple of options. They can work directly with a supervisor who can mediate between the two officers. If it is a sexual harassment complaint, the Discriminatory Harassment (Policy 335) would apply.
12. **How do you determine how many police officers patrol a particular area?** For routine patrols, our primary patrol jurisdiction is divided into patrol areas, and deputies are assigned to those patrol areas. Additionally, patrols may be determined by operational needs and evaluated from time to time.
13. **How do you determine what officers get assigned to a particular area?** Patrol area assignments are done at the discretion of the Patrol Sergeants managing the shift.
14. **How often are the union contracts negotiated (if applicable)?** Usually every 3 years but even that is subject to negotiation.

Community Relations

1. **What initiatives are in place to facilitate healthy community relations?** We participate in the Champaign Community Coalition, Walk as One, Fresh Start, Re-Entry Council, Crisis Response Planning Committee, CIT Steering Committee, TV/Radio/Print Media activities, Social Media (Facebook/Twitter) engagement as well as community gatherings and meetings of numerous organization. Interaction with our community population is a priority for CCSO.
2. **Do you require some form of community service of your officers?** No.
3. **What community outreach programming does your department do?** See question 1.
4. **What alternative methods have you adopted to increase community engagement (including various types of communication)?** See question 1.
5. **What are the demographics of your police officers?**
 - Sworn Law Enforcement: Racial = 53 White, 2 African American. Gender = 50 Male, 5 Female
 - Sworn Court Security: Racial = 9 White, 3 African American. Gender = 8 Male, 4 Female
 - Corrections, including Master Control Operators: Racial = 58 White, 10 African American, 1 Hispanic. Gender = 49 Male, 20 Female
6. **What innovative programs has the department considered or implemented?**

The Sheriff's Office implemented Body Worn Cameras in 2015, is the lead agency in the Justice & Mental Health Collaboration Planning Grant, is a partner with Rosecrance and University of Illinois in a Mental Health Board Grant Application for a Crisis Intervention Trained Co-Responder Model.

Racial Disparities

1. **Are there any steps that can be taken within our justice system in Champaign County to reduce the racial disparity in it?**

These are community issues that must be solved at the community level.
2. **If so, what are they?**

Police Response

1. How are 911 calls officially recorded? Does a call initiate a police report and/or investigation?

911 calls are received by and recorded at METCAD. METCAD dispatchers generate an incident number and a ticket for that call to track and document the emergency response and different significant events that may occur during the course of the incident. All 911 calls are tracked this way. A police report is distinct from a METCAD event ticket in that police reports generally only document some kind of criminal activity or an incident where there was some kind of police intervention – 911 calls may be of many different natures, like fire or medical emergency. These non-criminal calls, most of the time, would not result in a police report. A police report and subsequent investigation only occurs for events of a criminal nature, or if there was some kind of police intervention.

2. Do you track the resolution of 911 calls?

Yes, for the calls in which we're involved. We won't clear officers until the scene has been secured and appropriate details documented.

3. Do you track the resolution of cases after someone has been charged?

The state's attorney's office notifies the police department whether or not they choose to charge an individual. If charges are filed, the state's attorney lets the department know the final dispositions after pleas or trials.

4. What is the criteria for issuing a citation vs. making an arrest?

In some cases, police officers will have this discretion, and they will use their best judgement of the applicable laws and the circumstances of the situation itself. The goal is to encourage voluntary compliance with the law in the future – if the officer believes a warning can accomplish that, then they will use that tool. But if it is apparent to officers that a simple warning or citation is not going to make a difference in a particular incident, then officers will likely make an arrest.

5. What is the criteria for writing a formal report for an event or situation?

The most basic criteria is to document criminal, potentially criminal or suspicious activity. A police report will also be completed for calls for service which involved some kind of formal police intervention, like a crisis intervention team response. Field interview cards are not formal police reports but are frequently completed for situations which do not rise to the level of a police report, but we still want to document the interaction. Field interview cards generally document the interviewee's name, contact information and a brief description of the interaction.

6. Do officers officially report a stop if there is no arrest or citation issued?

In many cases, yes. New state laws require police to complete pedestrian stop forms in these situations and traffic stop forms if it involves a traffic stop. Each stop would have a corresponding form which records basic information about the stop, and is then reported to IDOT. The IDOT data is available for public review through its website.

7. **Who reviews each police report and arrest? What is the criteria for this review?**
A supervisor is required to sign off on each officer's report. Reports involving some kind of use of force are, by policy, given extra scrutiny to ensure the officer's use of force was conducted within department policy.
8. **Do you have a system in place to allow the public to request and/or view police reports?**
All police reports are public documents and are subject to state Freedom of Information laws.
9. **Are there quotas on citations and/or arrests?**
No, this practice is prohibited by Illinois state law.
10. **Has your department considered, piloted, or implemented a diversion program for adults?** No. This process is handled through the Champaign County State Attorney's office, which has an adult diversion program as well as drug court options for those who qualify.
11. **Approximately how much of your patrolling operations is done on foot?**
All officers are encouraged to conduct foot patrols within their assigned patrol areas. We also have special assignment duties that will require foot patrol on occasion. Unfortunately, due to the size of our city and the need for reasonable response times, most of our patrol operations are done in squad cars.

Human Resources

1. **What are your department's requirements for officer training?**
All new officers attend upon hire an Illinois Law Enforcement Training and Standards Board Certified police academy, which is currently the University of Illinois Police Training Institute. We believe that the local academy holds the best training in law, de-escalation, patrol tactics, and community-police relations. After completing the academy, they go through a rigorous field training process which lasts approximately 4 months. During this time, they learn to apply the basic skills they picked up in PTI to the policies, procedures and practices within the department. The recruit officers are consistently coached and supervised by a certified field training officer.
2. **Is there additional training about race and police interactions offered?**
We work to put as many officers through the Mobile Training Unit courses on anti-biased policing practices so that they are given tools to challenge their own implicit bias against patrol activities. Attendance at these trainings is dependent upon the number of offerings and the departmental staffing. Additionally, in 2016 and 2017, Alex Bautista, Human Relations Officer for the City of Urbana provided training on this topic to all members of our department.
3. **What are your residency requirements?**
All Urbana officers are required to live within 30 miles of the city limits of Urbana.

4. **What professional development opportunities and requirements do your officers have?** Once they clear field training, all officers have an opportunity to attend certified training through the Mobile Training Units throughout the state (we take advantage of our local MTU 12, as well as classes provided through MTU 8 (Bloomington), 10 (Springfield), 13 (Mattoon) and 3 (Chicago-area). This provides us with a wide variety of course opportunities. Officers in specialty areas such as SWAT, EOD, and specialty investigations require higher levels of training. We seek certified training provided by national entities.
5. **Does your department have established performance measures? If so, what are they?**

We establish performance measures by activity, the way that they complete those activities, and our code of conduct. Officers are evaluated on the following: knowledge/compliance with written directives, rules, and authority; professional knowledge; attention to safety; decision making and discretion; punctuality, dependability, and attendance; self-initiated field activity; problem-solving activities; report writing; performance in stressful situations and control of conflict; communication skills; investigative skills; teamwork; impartiality and fairness.
6. **How often does an officer go through new/updated training?**

We hold department based trainings twice a year in order to cover topics that are mandated by the Illinois Law Enforcement Training and Standards Board. Additionally, we provide training four times a year on firearms. We also send officers to a variety of training that is offered through the local Mobile Training Unit that offers training on a wide variety of topics.
7. **What are your disciplinary procedures/policies?**

Here is a link to our discipline policy. All of our policies are posted to the City website. <http://www.urbanaininois.us/sites/default/files/attachments/322-disciplinary-policy.pdf>
8. **What is the disciplinary policy for when an officer uses racial slurs?** Here is a link to our discipline policy. <http://www.urbanaininois.us/sites/default/files/attachments/322-disciplinary-policy.pdf>
9. **What is the follow-up policy for an officer that uses excess force?**

Use of force incidents are reviewed by a supervisor and then reviewed by our Use of Force Review Board to evaluate whether the use of force was consistent or not with standards set by case law, department training and policy. If there is a deficiency or violation identified, the board will make a recommendation on action to be taken. Ultimately, the Deputy Chief will determine if discipline ranging from reprimand to additional training or termination is warranted and make that recommendation to the Chief who makes a final determination.
10. **What is the follow-up policy for when a weapon is used or discharged including a gun, taser, nightstick, and pepper spray?** In events where deadly force is used, the Multi-Jurisdictional Investigative Team is immediately assembled. In most cases, the

Illinois State Police is the lead agency in the investigation. Events involving lesser uses of force are handled through the Use of Force Review Board as described above.

11. How are officer complaints against another officer handled?

This is a link to our Anti-Retaliation Policy located on the City website.

<http://www.urbanaininois.us/sites/default/files/attachments/1003-anti-retaliation.pdf>

12. How do you determine how many police officers patrol a particular area?

The City of Urbana is divided into five patrol beats. Whenever possible, at least one officer is assigned to each beat. From time to time, calls for service are analyzed and the beats may be re-drawn depending on the number of calls for service.

13. How do you determine what officers get assigned to a particular area?

Every six months, officers go through a contractually-mandated seniority sign up. At that time, patrol beats are assigned considering officer requests and supervisor recommendations.

14. How often are the union contracts negotiated (if applicable)? Usually every 3 years.

Community Relations

1. What initiatives are in place to facilitate healthy community relations?

We participate in the Champaign Community Coalition with our policing and community partners. We also participate in the county-wide Citizen Police Academy, and train on issues such as implicit bias, First Amendment response, and police-citizen contacts. Additionally, the Urbana Police Department attends and participates in a variety of community events that we are invited to such as neighborhood meetings and events, Playing it Safe, and Touch a Truck, to name just a few.

2. Do you require some form of community service of your officers?

No. However, many officers are mentors through the school district or fulfill other community roles like coaching, teaching, scouts, etc.

3. What community outreach programming does your department do?

The Urbana Police Department conducts community outreach at each of the community events they attend. Additionally we coordinate with the school district and conduct Risk Watch training for elementary students.

4. What alternative methods have you adopted to increase community engagement (including various types of communication)?

The Urbana Police Department partners with the other local police agencies in a variety of forums in an effort to be more accessible and transparent to the community. UPD specifically attends many of the UIPD community based events aimed at the student population. We share all press releases and pertinent information with the City's elected officials and community representatives as soon as they are published. The City has also created the new position of Community Relations Specialist which is located within the Human Relations Office in order to further improve police and community relations.

5. What are the demographics of your police officers? What are the demographics of your non-officer staff?

Racial demographics of sworn officers

White (50, 6 female, 44 male)

African-American (3, 1 female, 2 male)

Latino/a (2 males)

Racial demographics of non-sworn staff

White (11, 8 female, 3 male)

African-American (2, 1 female, 1 male)

Asian (1 female)

6. What innovative programs has the department considered or implemented?

The Urbana Police Department is fortunate to be in a community with an established group such as the Community Coalition, as well as the associated C-U Fresh Start program which deals with the social issues associated with gun violence. We are a partner in this program with our other local police agencies, justice system representatives as well as social and faith-based groups which can provide resources to the offenders or potential offenders whom we approach. The City has a Civilian Police Review Board which provides oversight for the police department regarding citizen complaints. The police department has an informative program called Cops Corner, which provides information on various topics aimed at informing the public about police procedures and practices. Episodes of Cops Corner are available for view on UPTV.

Racial Disparities

1. Are there any steps that can be taken within our justice system in Champaign County to reduce the racial disparity in it?

The justice system and associated racial disparities are a societal issue much larger than the justice system itself. There are many changes or reforms that could be made within the system, but they will not succeed if we don't also look to change our society as a whole. Income disparity, unequal access to quality housing, easy access to firearms, access to highly-addictive narcotics, disparities in our education system, etc. – these are all interconnected and each affects the other.

2. If so, what are they?

Racial disparity in the Champaign County justice system must be discussed as an issue with many causes and effects. To view the system itself in a silo in many cases may not be productive. We need to start by finding a common ground in how to solve these great societal issues which are both the cause of and result of disparities within the justice system.



Rantoul Police Department



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May 15, 2017

The Rantoul Police Department submits the following response to inquiries provided by the Champaign County Racial Justice Task Force.

Police Response

- 1. How are 911 calls officially recorded? Does a call initiate a police report and/or investigation?** 911 calls are received by and recorded at METCAD. METCAD dispatchers generate an incident number and a ticket for that call to track and document the emergency response and different significant events that may occur during the course of the incident. All 911 calls are tracked this way. A police report is distinct from a METCAD event ticket in that police reports generally only document some kind of criminal activity or an incident where there was some kind of police intervention – 911 calls may be of many different natures, like fire or medical emergency. These non-criminal calls, most of the time, would not result in a police report. A police report and subsequent investigation only occurs for events of a criminal nature, or if there was some kind of police intervention.
- 2. Do you track the resolution of 911 calls?** Yes, for the calls in which we're involved, we track the disposition (report/no report) for all calls for service.
- 3. Do you track the resolution of cases after someone has been charged?** The state's attorney's office sends notice to the police department as to whether or not they choose to charge an individual. These notices are placed in the individual case and the pertinent information is updated in our computer system. If charges are filed, the state's attorney lets the department know the final dispositions after pleas or trials.
- 4. What is the criteria for issuing a citation vs. making an arrest?** The Rantoul Police Department Policy (413 – Notice to Appear or Summons Releases) is attached as response to this question. (See attached policy)
- 5. What is the criteria for writing a formal report for an event or situation?** The Rantoul Police Department Policy (323 – Report Preparation) is attached as response to this question. (See attached policy)
- 6. Do officers officially report a stop if there is no arrest or citation issued?** All police activity is reported to METCAD dispatch. State laws and RPD Policy require police to complete pedestrian stop forms in these situations and traffic stop forms if it involves a traffic stop. Each stop would have a corresponding form which records basic information about the stop, and is then reported to IDOT.
- 7. Who reviews each police report and arrest? What is the criteria for this review?** A supervisor is required to sign off on each officer's report. Reports involving some kind of use of force are, by policy, given extra scrutiny by command staff to ensure the officer's use of force was conducted within department policy.
- 8. Do you have a system in place to allow the public to request and/or view police reports?** All police reports are public documents and are subject to state Freedom of Information laws. (5 ILCS 140/)
- 9. Are there quotas on citations and/or arrests?** No, this practice is prohibited by Illinois state law. (55 ILCS 5/5-1136)
- 10. Has your department considered, piloted, or implemented a diversion program for adults?** No.

11. **Approximately how much of your patrolling operations is done on foot?** Rantoul Police Department officers spend a considerable amount of time on foot or on bicycles during summer months, primarily working in highly populated areas such as ball parks. Additionally, officers may initiate foot patrol at any time to focus on specific neighborhoods or business areas.

Human Resources

1. **What are your department's requirements for officer training?** All new officers attend upon hire an Illinois Law Enforcement Training and Standards Board Certified police academy, which is currently PTI. We believe that the local academy holds the best training in law, de-escalation, patrol tactics, and community police relations. After completing the academy, they go through a rigorous field training process that lasts approximately 16 weeks. During this time, they learn to apply the basic skills they picked up in PTI to the policies, procedures and practices within the department. The recruit officers are consistently coached and supervised by a certified field training officer.
2. **Is there additional training about race and police interactions offered?** We work to put as many officers through the Mobile Training Unit courses on anti-biased policing practices and cultural sensitivity training so that they are given tools to challenge their own implicit bias against patrol activities. Attendance at these trainings is dependent upon the number of offerings and the departmental staffing.
3. **What are your residency requirements?** All Rantoul Police Officers must reside within 20 miles of the corporate limits of the Village of Rantoul.
4. **What professional development opportunities and requirements do your officers have?** Once on their own, all officers have an opportunity to attend certified training through the Mobile Training Units throughout the state (we take advantage of our local MTU 12, as well as classes provided through MTU 8 (Bloomington), 10 (Springfield), 13 (Mattoon) and 3 (Chicago-area). This provides us with a wide variety of course opportunities. Officers in specialty areas such as SWAT, and specialty investigations require higher levels of training. We seek certified training provided by national entities. Our administrative staff frequently attend Leadership development courses via the Illinois Law Enforcement Executive Institute and the Northwestern School of Police Staff and Command.
5. **Does your department have established performance measures? If so, what are they?** Evaluation of the specific areas of performance encompasses the employee's response to training, their adherence to all written policies and procedures of the Village of Rantoul, and their contribution in achieving the goals and objectives of the police department and their assigned division. Specific areas of evaluation include: Citizen Responsiveness, Community Oriented, Reliability, Integrity, Communication Skills, Respect, Job Knowledge, Decision-Making, Problem Solving, Discretion, Objectivity, Leadership, Attitude, Followership, Stability, Job Performance, Safety, Accountability, Care of Equipment and Career Development.
6. **How often does an officer go through new/updated training?** Rantoul officers are required to complete an online Daily Training Bulletin addressing topics related to policy interpretation and application. Additionally, we provide officers with departmental training at least twice a year in some of the higher risk areas such as firearms, control tactics, and high-risk stops. All of this is in addition to the professional development certified training that was mentioned in question 4 above.
7. **What are your disciplinary procedures/policies?** Discipline procedures are detailed in the Collective Bargaining Agreements, the Illinois Police Officer Bill of Rights and encompassed in Case law. Principles of progressive discipline are followed.
8. **What is the disciplinary policy for when an officer uses racial slurs?** First of all, I am not aware that there has been a complaint of, or discipline for using racial slurs. Rantoul Police policy specifically prohibits the use of "obscene, indecent, profane or derogatory language while on-duty or in uniform." If there was an allegation presented via the Personnel Complaints (Policy 1008), it would be investigated. Discipline, if the complaint is sustained, would follow the principles described in question 7 above. (See attached policy)

9. **What is the follow-up policy for an officer that uses excess force?** Use of force incidents are reviewed by a supervisors to look to make sure that the use of force was within the reasonableness standards set forth by case law, as well as our training and policy standards. In cases where an officer is found to have used excessive force in this review, the discipline process may be initiated along with remedial training as warranted.
10. **What is the follow-up policy for when a weapon is used or discharged including a gun, taser, nightstick, and pepper spray?** In events where a gun is discharged, with significant injury to any party, the multi-jurisdictional critical response investigations team is assembled. By agreement, the Illinois State Police is the lead agency in that investigation. Events involving lesser uses of force will be recorded in police reports and flagged in the records system as an incident involving use of force. These reports are subject to a use of force review by command staff to evaluate whether the officer complied with department policies. Officers found to be out of compliance are subject to department discipline.
11. **How are officer complaints against another officer handled?** Officers who would like to file a complaint against another have a couple of options. They can work directly with a supervisor who can mediate between the two officers. If it is a sexual harassment complaint, the Discriminatory Harassment (Policy 319) would apply. (see attached policy)
12. **How do you determine how many police officers patrol a particular area?** For routine patrols, our primary patrol jurisdiction is divided into two geographic areas, and officers are assigned to those geographic areas, or patrol beats. Additionally, patrols may be determined by operational needs and evaluated from time to time.
13. **How do you determine what officers get assigned to a particular area?** Every six months, officers go through a contractually agreed upon seniority sign up for shift preference. Once that is done, officers are assigned patrol beats by their shift sergeants.
14. **How often are the union contracts negotiated (if applicable)?** Usually every 3 to 4 years.

Community Relations

1. **What initiatives are in place to facilitate healthy community relations?** We utilize several programs within the department and with the community. The Rantoul Police Department employs two School Resource Officers. These officers build healthy community relationships with our community's youth by teaching and mentoring in grades K-12. Additionally, other officers are involved in a local mentoring program. Rantoul Police participates in the county-wide citizen's police academy, and train on issues such as implicit bias, First Amendment response, and police-citizen contacts. Our officers participate in an annual "Shop with a Cop" program, including fund raising events in preparation of the event. Our officers also participate in a "Stuff the Squad" event, a local event where community members purchase school supplies and fill a squad car with the supplies. All proceeds go to local schools. Officers participate in "Cop on Top", the "Polar Plunge" and the Law Enforcement Torch Run, with each event benefitting Special Olympics. Our officers also participate in a local annual "African American Men's Health Walk." The Rantoul Police Department engages community members through Facebook. The Rantoul Police Department hosts an annual "Open House", inviting community members to tour the police station as well as meet and talk with department members. Rantoul Police also participates in an annual local "Community Night Out" where various neighborhoods hold picnics or block parties. Rantoul Police officers visit each location to share a meal, get acquainted and answer questions.
2. **Do you require some form of community service of your officers?** No.
3. **What community outreach programming does your department do?** See question 1.
4. **What alternative methods have you adopted to increase community engagement (including various types of communication)?** See question 1.
5. **What are the demographics of your police officers? What are the demographics of your non-officer staff?** Racial Demographics of Police Officers – 27 White, 1 African American, 1 Hispanic. Gender Demographics of Sworn – 27 Male, 2 Female

- 6. What innovative programs has the department considered or implemented?** The Rantoul Police Department was one of the first agencies in the state to implement a Body Worn Camera program. The Rantoul Police Department took a lead role in proposing legislation that is now a part of the state Law Enforcement Officer-Worn Body Camera Act.

Racial Disparities

- 1. Are there any steps that can be taken within our justice system in Champaign County to reduce the racial disparity in it?** These are community issues that must be solved at the community level.
- 2. If so, what are they?**

Police Response

1. **How are 911 calls officially recorded? Does a call initiate a police report and/or investigation?**

911 calls are received by and recorded at METCAD. METCAD dispatchers generate an incident number and a ticket for that call to track and document the emergency response and different significant events that may occur during the course of the incident. All 911 calls are tracked this way. A police report is distinct from a METCAD event ticket in that police reports generally only document some kind of criminal activity or an incident where there was some kind of police intervention – 911 calls may be of many different natures, like fire or medical emergency. These non-criminal calls, most of the time, would not result in a police report. A police report and subsequent investigation only occurs for events of a criminal nature, or if there was some kind of police intervention.

2. **Do you track the resolution of 911 calls?**

Yes, for the calls in which we're involved. We won't clear officers until the scene has been secured and appropriate details documented.

3. **Do you track the resolution of cases after someone has been charged?**

The state's attorney's office notifies officers as to whether or not they choose to charge an individual. Those notifications come to the officer through their supervisors. If charges are filed, the state's attorney lets the department know the final dispositions after pleas or trials.

4. **What is the criteria for issuing a citation vs. making an arrest?**

In some cases, police officers will have this discretion, and they will use their best judgement of the applicable laws and the circumstances of the situation itself. The goal is to encourage voluntary compliance with the law in the future – if the officer believes a warning can accomplish that, then they will use that tool. But if it is apparent to officers that a simple warning or citation is not going to make a difference in a particular incident, then officers will likely make an arrest. More importantly, if the person involved seems to pose an ongoing threat to themselves or others, then it is more likely an arrest will be made.

5. **What is the criteria for writing a formal report for an event or situation?**

The most basic criteria is to document criminal, potentially criminal or suspicious activity. A police report will also be completed for calls for service which involved some kind of formal police intervention, like a crisis intervention team response. Field interview cards are not formal police reports but are frequently completed for situations which do not rise to the level of a police report, but we still want to document the interaction. Field interview cards generally document the interviewee's name, contact information and a brief description of the interaction.

6. **Do officers officially report a stop if there is no arrest or citation issued?**

In many cases, yes. New state laws require police to complete pedestrian stop forms in these situations and traffic stop forms if it involves a traffic stop. Each stop would have a corresponding form which records basic information about the stop, and is then reported to IDOT. The IDOT data is available for public review through its website.

7. **Who reviews each police report and arrest? What is the criteria for this review?**

A supervisor is required to sign off on each officer's report. Reports involving some kind of use of force are, by policy, given extra scrutiny by command staff to ensure the officer's use of force was conducted within department policy. Additionally, the federal Clery Act requires University Police Departments to review certain incidents to evaluate whether the department must notify campus of a crime and/or record the incident in federally-reported crime statistics.

8. **Do you have a system in place to allow the public to request and/or view police reports?**
All police reports are public documents and are subject to state Freedom of Information laws.

9. **Are there quotas on citations and/or arrests?**
No, this practice is prohibited by Illinois state law.

10. **Has your department considered, piloted, or implemented a diversion program for adults?**
The University Police Department in 2008 began an experimental program for narcotics related crimes. The program grew into full implementation in 2010-2011. This program utilizes a community-based approach to protect our community members and neighborhoods from the many dangers associated with addiction and drug sales. The program aims to identify lower- and mid-level addicts and sellers who are generally first-time offenders, with the goal of intervening in situations where addiction has or is about to spiral out of control. The offender is given an opportunity to overcome the addiction involving a multifaceted approach from the Dean of Students Office, UI Counselling Center, Champaign County State's Attorney and defense attorneys. Normally, a person who goes through this program is provided with a mentor officer, access to immediate and authentic addiction counseling, and a potential drug test that could be conducted at any point during this process. We have seen tremendous success as former addicts have undergone complete positive life changes. Our narcotics detectives also continue to devote investigative time to arresting perpetrators who have no intention to accept community help as they continue to flood our community with narcotics.

11. **Approximately how much of your patrolling operations is done on foot?**
There is a dedicated foot patrol beat each night during times of high call volume when we have officers available. Regular patrol beats are conducted at random times when an officer does not have calls pending or paperwork. These foot patrols are conducted within an officer's assigned focus area.

Human Resources

1. **What are your department's requirements for officer training?**
All new officers attend upon hire an Illinois Law Enforcement Training and Standards Board Certified police academy, which is currently the University of Illinois Police Training Institute. We believe that the local academy holds the best training in law, de-escalation, patrol tactics, and community-police relations. University of Illinois Police Department recruits also participate in a PTI elective titled Policing in a Multicultural Society. After completing the academy, they go through a rigorous field training process which lasts approximately 17 weeks. During this time, they learn to apply the basic skills they picked up in PTI to the policies, procedures and practices within the department. The recruit officers are consistently coached and supervised by a certified field training officer.

2. **Is there additional training about race and police interactions offered?**
We work to put as many officers through the Mobile Training Unit courses on anti-biased policing practices so that they are given tools to challenge their own implicit bias against patrol activities. Attendance at these trainings is dependent upon the number of offerings and the departmental staffing. Additionally, in 2016, Dr. Mike Schlosser provided this training to all members of our department.

3. **What are your residency requirements?**
All UIPD officers are required to have an Illinois driver's license.

4. **What professional development opportunities and requirements do your officers have?**
Once they clear field training, all officers have an opportunity to attend certified training through the Mobile Training Units throughout the state (we take advantage of our local MTU 12, as well as classes provided through MTU 8 (Bloomington), 10 (Springfield), 13 (Mattoon) and 3 (Chicago-area). This provides us with a wide variety of course opportunities. Officers in specialty areas such as SWAT, EOD, and specialty investigations require higher levels of training. We seek certified training provided by national entities.
5. **Does your department have established performance measures? If so, what are they?**
We establish performance measures by activity, the way that they complete those activities, and our code of conduct. Officers are evaluated on the following: knowledge/compliance with written directives, rules, and authority; professional knowledge; attention to safety; decision making and discretion; punctuality, dependability, and attendance; self-initiated field activity; problem-solving activities; report writing; performance in stressful situations and control of conflict; communication skills; investigative skills; teamwork; impartiality and fairness.
6. **How often does an officer go through new/updated training?**
We work to provide officers at least twice per year with training on firearms, strategy and tactics, control tactics, compliance, evidence collection, and several more topics. However, our ideal is four times per year in some of the higher-risk areas such as firearms, control tactics, and high-risk stops. In addition, we conduct some training online throughout the year.
7. **What are your disciplinary procedures/policies?**
We follow the guidelines of the contractually-mandated Performance Partnership Program. This program allows us to move quickly to higher levels of discipline when faced with an officer who has acted in a way that is harmful to the community. The program was developed in consulting with university Staff Human Resources and the officers' organization to create training and understanding of the accountability required by our police department and community, as well as to allow our officers the opportunity growth in developing themselves as people who can navigate the complexities of the policing profession.
8. **What is the disciplinary policy for when an officer uses racial slurs?**
This would be a violation of multiple department polices, in addition to violation our departmental values. Depending on the seriousness of the offense, or if there are repeat violations which continue to harm the community and our relationship with community members, an officer could be subject to discipline up to termination. However, we have never had a complaint or an officer violation of this nature.
9. **What is the follow-up policy for an officer that uses excess force?**
Use of force incidents are routed through a series of supervisors and command staff who review the incident to evaluate whether the use of force was consistent or not with standards set by case law, department training and policy. In cases where an officer is found to have used excessive force, a committee of use of force trainers, supervisors, and command is convened to review the case. After that, an internal investigation is conducted. Based on the severity of the offense and the officer's performance history, the chief will determine if discipline ranging from reprimand to additional training or termination is warranted.
10. **What is the follow-up policy for when a weapon is used or discharged including a gun, taser, nightstick, and pepper spray?** In events where a gun is discharged, the multi-jurisdictional critical response investigations team is immediately assembled. In most cases, the Illinois State Police is the lead agency in the investigation. Events involving lesser uses of force

will be recorded in police reports and flagged in the records system as an incident involving use of force. These reports are subject to a use of force review by command staff to evaluate whether the officer complied with department policies. Officers found to be out of compliance are subject to department discipline, up to and including termination.

11. How are officer complaints against another officer handled?

Officers who would like to file a complaint against another have a couple of options. They can work directly with a supervisor who can mediate between the two officers. If it is a sexual harassment complaint, the complaint is sent up to the Chief of Police and the university's Title IX and Disability Office is also notified. Should the officer choose to have a Title IX complaint investigated, the Title IX Office handles the external investigation. An internal investigation is also conducted, once the Title IX findings are handed down. Should an officer choose to not go through with a Title IX investigation, the department still conducts an internal investigation. Complaints of other natures also are handled through our internal investigation process. There are a few different routes we could pursue, depending on the severity of the complaint and the findings: the department could handle the investigation; Illinois State Police may be called if there seems to be a criminal nexus; or, in cases of civil rights violations, we may request the assistance of the FBI. Because of the trust required between officers, we work to protect the rights and privacy of the complainant officers who have come forward as whistle-blowers, while conducting an appropriate investigation to find the truth with regard to the complaint.

12. How do you determine how many police officers patrol a particular area?

For routine patrols, our primary patrol jurisdiction is divided into focus areas, and officers are assigned to those focus areas. Additionally, patrols may be determined by operational needs and evaluated from time to time.

13. How do you determine what officers get assigned to a particular area?

Every six months, officers go through a contractually-mandated seniority sign up. Focus area selection is made at that time.

14. How often are the union contracts negotiated (if applicable)? Usually every 3 years.

Community Relations

1. What initiatives are in place to facilitate healthy community relations?

We participate in the Champaign Community Coalition with our policing and community partners. We also utilize the Public Safety Advisory Committee to listen to concerns from the campus community, as well as to talk about policing initiatives. In addition, members of the command staff meet with the student senate's safety committee to discuss things of importance to them. We have officers who work under our Adopt-A-Cop program, for which we pair police officers with campus cultural houses. The goal of the program is to build mutual trust, understanding and a genuine relationship between underrepresented groups and police. We also participate in the county-wide Citizen Police Academy, and train on issues such as implicit bias, First Amendment response, and police-citizen contacts.

2. Do you require some form of community service of your officers?

No.

3. What community outreach programming does your department do?

Adopt-A-Cop pairs officers with cultural houses and other student groups on campus with the intent of developing genuine relationships with those community members. Hopefully, those community members will feel more comfortable approaching their Adopt-A-Cop officers with

problems or issues. These interactions are designed also to encourage discussion, so both officers and community members can come to a mutual understanding about the other's needs. We also participate in tabling opportunities during events like Quad Day and new student/staff orientation, regular public forums with campus community members, and we give safety presentations to fraternities/sororities, residence halls and student groups. This is in addition to our ongoing efforts to encourage officers to interact with community members in non-enforcement type situations.

4. What alternative methods have you adopted to increase community engagement (including various types of communication)?

Because of the nature of university policing, many of our outreach efforts would be considered "alternative methods" among more traditional police departments. In addition to the Adopt-A-Cop program, UIPD offers presentations to student groups, participates regularly in forum discussions and conducts tabling activities. These events aim to engage students and other community members in dialogue around resources, policing issues and how we may be of service to them. UIPD also makes a concerted effort to communicate with the community via social media and the internet, as many people are more comfortable reaching out to the police anonymously or from a physical distance. This type of interaction makes it easier for people to reach out who may otherwise be uncomfortable engaging in discussion with the police.

5. What are the demographics of your police officers? What are the demographics of your non-officer staff?

Racial demographics of sworn officers

White (49)

African-American (4)

Asian (4)

Latino/a (3)

Gender demographics of sworn officers

Male (47)

Female (13)

6. What innovative programs has the department considered or implemented?

The Adopt-A-Cop program, as discussed above. Additionally, we are fortunate to be in a community with an established group such as the Community Coalition, as well as the associated C-U Fresh Start program which deals with the social issues associated with gun violence. We are a partner in this program with our other local police agencies, justice system representatives as well as social and faith-based groups which can provide resources to the offenders or potential offenders whom we approach. Additionally, we have for months been testing and evaluating body cameras for officers, with the goal of having the new technology rolled out to our department relatively soon. Early studies have shown body cameras are beneficial to both police officers and community members, and they improve mutual trust and understanding. They are also useful for all parties involved to inform investigations and court proceedings.

Racial Disparities

1. Are there any steps that can be taken within our justice system in Champaign County to reduce the racial disparity in it?

The justice system and associated racial disparities are a societal issue much larger than the justice system itself. There are many changes or reforms that could be made within the system, but they will not succeed if we don't also look to change our society as a whole. Income disparity,

unequal access to quality housing, easy access to firearms, access to highly-addictive narcotics, disparities in our education system, etc. – these are all interconnected and each affects the other.

2. **If so, what are they?**

Racial disparity in the Champaign County justice system must be discussed as an issue with many causes and effects. To view the system itself in a silo in many cases may not be productive. We need to start by finding a common ground in how to solve these great societal issues which are both the cause of and result of disparities within the justice system.