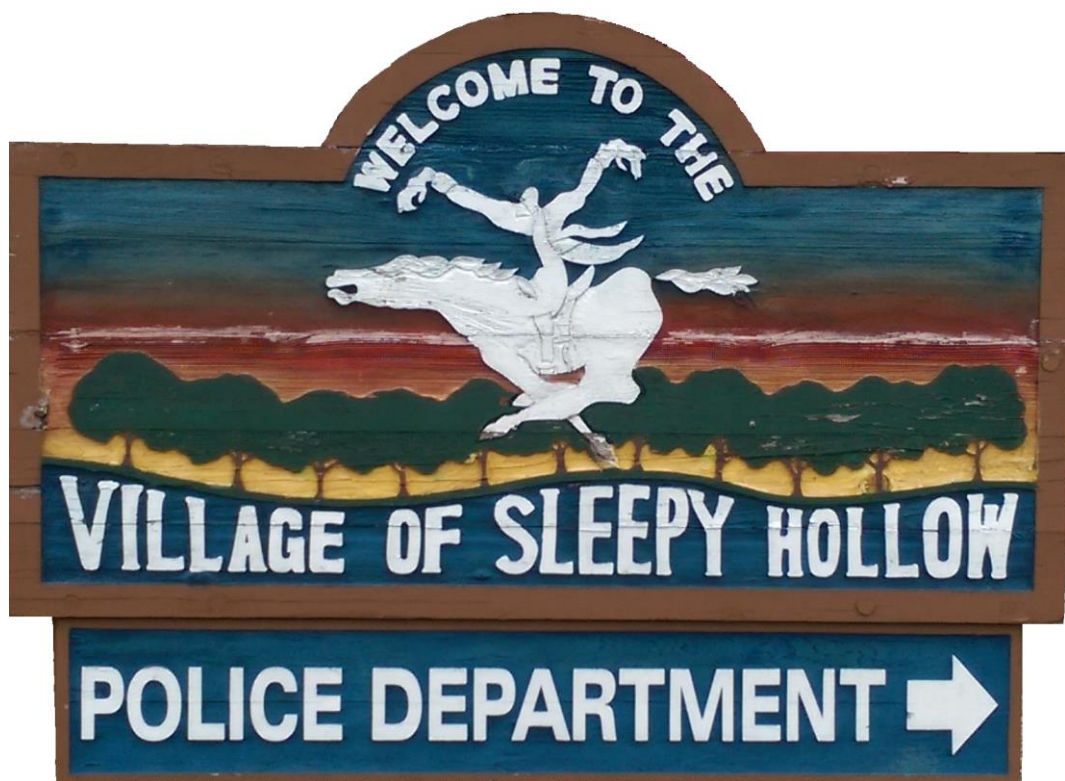


2018 ANNUAL REPORT



Sleepy Hollow Police Department

**PRESENTED BY:
JAMES R. LINANE
CHIEF OF POLICE**

Village of Sleepy Hollow

Inter-Departmental Memo

TO: Stephan Pickett, Village President

FROM: Chief James R. Linane



DATE: February 25, 2019

RE: 2018 Annual Report

On behalf of the men and women of the Sleepy Hollow Police Department, I am honored to present our 2018 Annual Report. The information provided throughout this document includes trends in crimes. Traffic enforcement and traffic crashes, police programs and partnerships, as well as the year's highlights

I am providing to you, the statistical information that I regularly monitor to assist me in identifying the law enforcement needs of our community and the needs of the Sleepy Hollow Police Department, in an effort to provide the best possible service to our residents and businesses.

It is my sincere hope, that after reviewing this report, you will recognize the trends that are taking place in our community and the efforts of the police department, so we can continue to provide those services and maintain a safe and peaceful environment for our residents.

The citizens of the Village of Sleepy Hollow should be very proud of the accomplishments of our highly trained, experienced staff and the dedication and support they have shown towards department initiatives. There are many examples of the fine work performed by our officers and their commitment to the goals of the department, especially in the area of public safety, community partnership, customer service, and professionalism. I believe we continue to make significant progress towards organizational change that will prepare the department to meet the needs of the Village of Sleepy Hollow for years to come.

In 2018, the statistics attest to the fact that Sleepy Hollow is still one of the safest communities in the nation, state and county. The validity of this statement is reflected by the preliminary statistics for 2018. Sleepy Hollow had a total of 10 Part 1 Crimes in 2018 which is the same as calendar year 2017. The Crime Index is based on the number of Part 1 Crimes reported per 100,000 population. Using the census data conducted in 2012 that reflected a population of 3,312; and factoring in the actual 10 Part 1 Crimes that occurred in 2018, there was no increase in Part 1 Crimes over 2017. For the year 2018, our index is 3.3 Part 1 crimes per 1,000 population. Of the 10 Part 1 Crimes reported, 2 were classified as a Violent Crime.

As a police department, we continually look to the future, recognizing that, like crime rates and statistics, the community makeup, issues and concerns will change and we need to be prepared for them. The better we can foresee the future, the better prepared we are and hopefully encounter fewer

problems. This preparation includes the continual need to address management, supervision, staffing, training, facilities, safety, and equipment concerns.

During 2018, the department made a number of improvements. Some of the major projects and/or improvements were:

- Continued revision of the Policy and Procedure Manual.
- Instituted the Frontline program
- Implemented a Taser program
- Increased training for officers in areas of specialty and interests.
- Participated in the Illinois Department of Transportation Selective Traffic Enforcement Grant Program. This program primarily targets Driving Under the Influence, Seatbelt and Speed violations during selected holiday periods.
- Expanded the Code Enforcement Program

I am very pleased with improvements and changes that have already taken place, the ones in progress and the anticipated ones yet to come. The strength of any organization is in its personnel, and I'm proud of the efforts and changes that the personnel within the Sleepy Hollow Police Department already have made during this past year.

We are extremely grateful for the unwavering and continued support we receive from you, the Village Board, and our community. Thank you for providing us with the resources we need to continue providing the police services that we do.

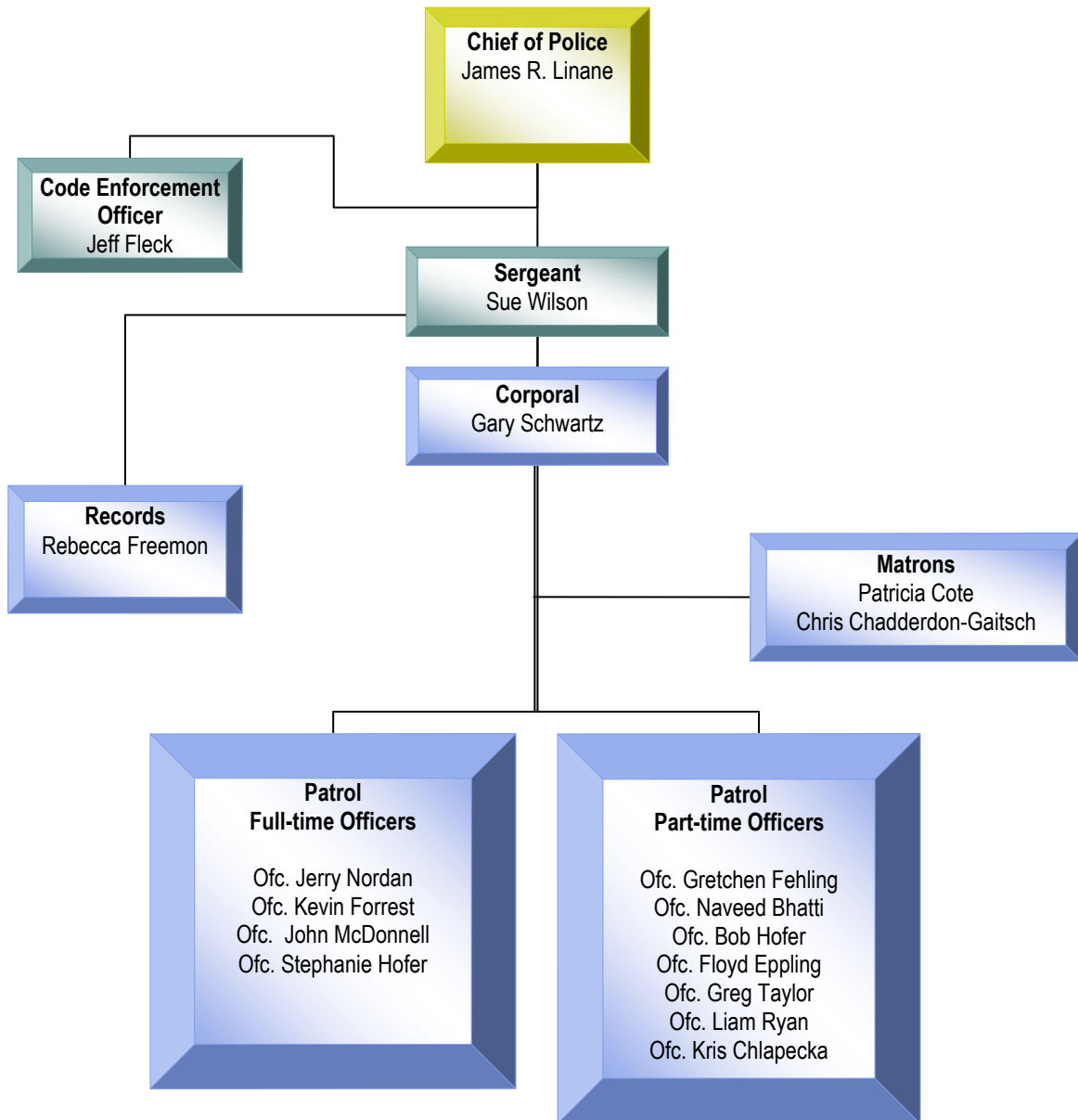
My personnel and I look forward to serving the Village President, Village Board, and the community in the year ahead. We will continue to provide the best possible police service to our growing community.

James R. Linane
Chief of Police

SLEEPY HOLLOW POLICE DEPARTMENT

2018 ORGANIZATIONAL CHART

(As of 12/31/2018)



Personnel

During 2018 there were a few changes in personnel.

Additions:

- PT Ofc. Liam Ryan
- PT Ofc John McDonnell was promoted to FT
- FT Ofc. Stephanie Hofer

Retirement/resignations:

- PT Ofc. Rick Nelson
- FT Ofc. Jason Harden

Personnel Statistics for 2018

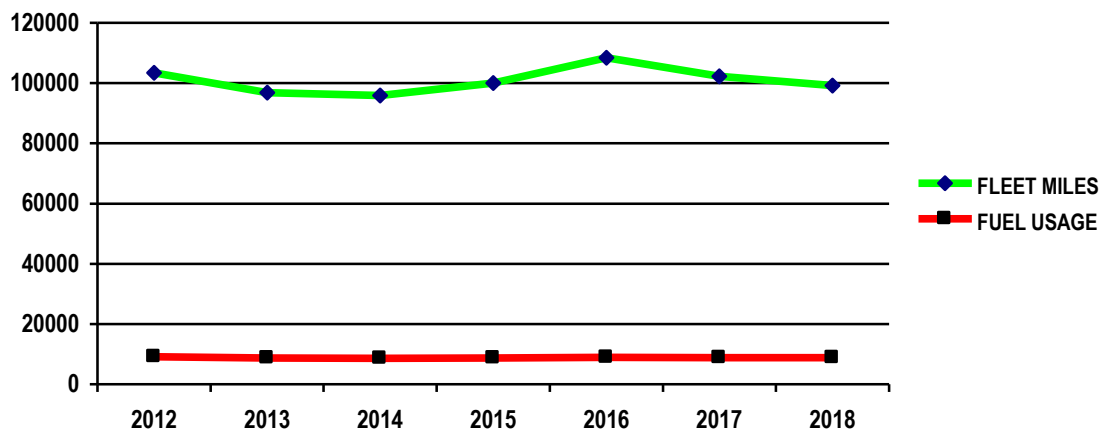
The department patrols the Village of Sleepy Hollow with a total of seven full-time and 7 part-time officers. Below is the staffing in place on 12/31/18.

Total Authorized Sworn Police Personnel	20
Total Actual Sworn Police Personnel	14
Total Authorized Sworn Full-Time Sworn Personnel	7
Total Actual Sworn Full-Time Personnel	7
Total Authorized Part-Time Sworn Personnel	12
Total Actual Part-Time Sworn Personnel	6
Total Full-time Civilian Personnel	1
Total Part-Time Civilian Personnel	3
Total Volunteer Civilian Personnel	1

Fleet Statistics

To accomplish patrolling the village, the department has 6 vehicles available.

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>% Change 2017-2018</u>
Vehicles In Fleet	6	6	6	6	6	6	6	0
Fleet Miles	103,380	96,824	95,889	99,976	108,442	102,215	99,161	(<3.0)
Fuel Usage	9,113	8,682	8,644	8,666	8,981	8,818	8,844	<1.0

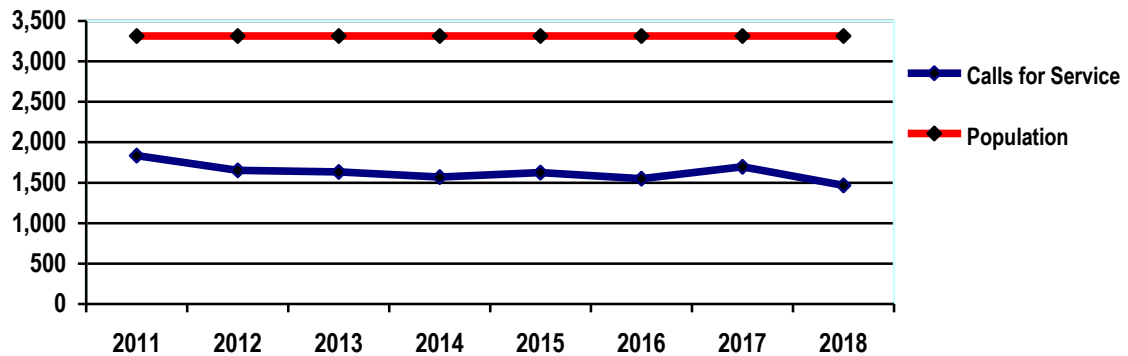


Calls for Service

Calls for Service naturally expand as the residential population increases and/or the volume of daytime traffic and work/shopping population increases. However, Calls for Service from 2017 to 2018 increased 19.2%

Calls for Service	2011	2012	2013	2014	2015	2016	2017	2018	% Change 2017-2018
Calls for Service (includes Bus. Checks, Vacation Home Check & Crime Prevention Notices)	1,836	1,653	1,633	1,568	1,627	1,551	1608	1467	(8.7)
Population*	3,312	3,312	3,312	3,312	3,312	3,312	3,312	3,312	0

* Approximate



Crime Statistics

The department continues to be proactive in follow up investigations, analyzing crime patterns, and keeping the street officers updated with crime trend information. The Sleepy Hollow Police Department is a member of the Kane County Major Crimes Task Force through the Kane County Chiefs of Police, Northwest Police Academy, Fox Valley and Illinois Juvenile Assn., ILEAS and we participate in other regional investigative and Task Force Groups. The department continues to maintain a proactive Neighborhood Watch Program to protect residents and businesses from crime opportunities.

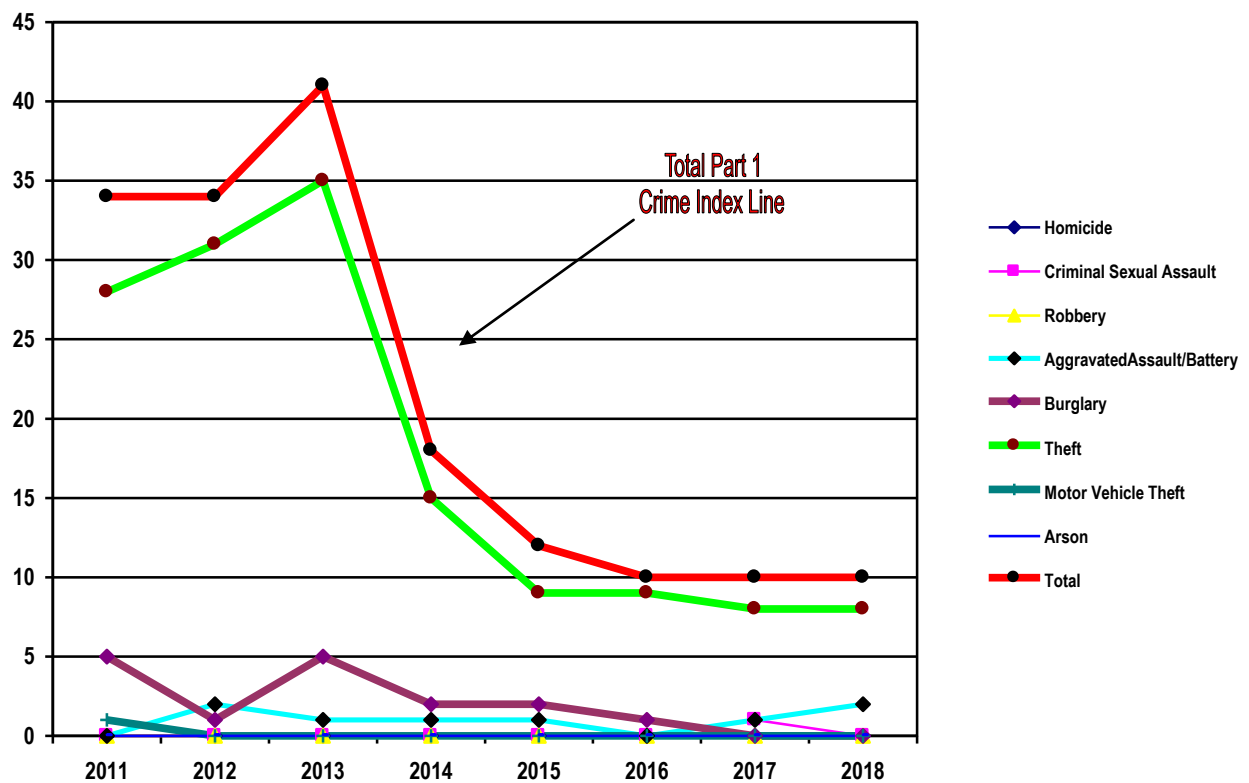
Police Departments in Illinois are mandated to report certain crimes, known as Part 1 Index Crimes, to the Illinois State Police for crime analysis purposes. Part 1 Index Crimes include murder, criminal sexual assault, robbery, aggravated assault/battery, burglary, theft, motor vehicle theft, and arson.

In 2018, there was no change in the Sleepy Hollow Crime Index compared to 2017. Sleepy Hollow still maintains one of the lowest crime rates in the nation, state and county.

Following are the statistics for serious crime index offenses for 2011-2018.

Sleepy Hollow Crime Statistics

<u>Index Crimes</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>% Change 2017-2018</u>
Homicide	0	0	0	0	0	0	0	0	0
Criminal Sexual Assault	0	0	0	0	0	0	1	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault/Batt	0	2	1	1	1	0	1	2	100.00
Burglary	5	1	5	2	2	1	0	0	0
Theft	28	31	35	15	9	9	8	8	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Total	34	34	41	18	12	10	10	10	0



In 2018, there were 10 Part 1 crimes committed per 1,000 residents; while in 2017, there were also 10 Part 1 crimes per 1,000 residents. Based on the raw serious crime numbers, the Village of Sleepy Hollow still rates very low in UCR Part 1 Index crimes when compared to other nationally, regionally and locally published statistics.

Another method of comparison is to compare Sleepy Hollow's average statistics with the National Crime Clock published by the U.S. Dept of Justice. According to the U.S. Dept. of Justice (2017), a violent crime (Homicide, Criminal Sexual Assault, Robbery, and Aggravated Assault/Battery) occurred every 24.6 seconds in the United States. However in Sleepy Hollow, violent crime occurred once every 182.5 days.

Property crimes (Burglary, Theft, and Motor Vehicle Theft) occur every 4.1 seconds in the United States. However in Sleepy Hollow, a property crime occurs once every 45.6 days.

Major Crime Incidents Investigated

Fortunately, there were only 2 serious violent crimes in 2018 which is reflected in the actual 100% increase in the violent crime rate from 2017.

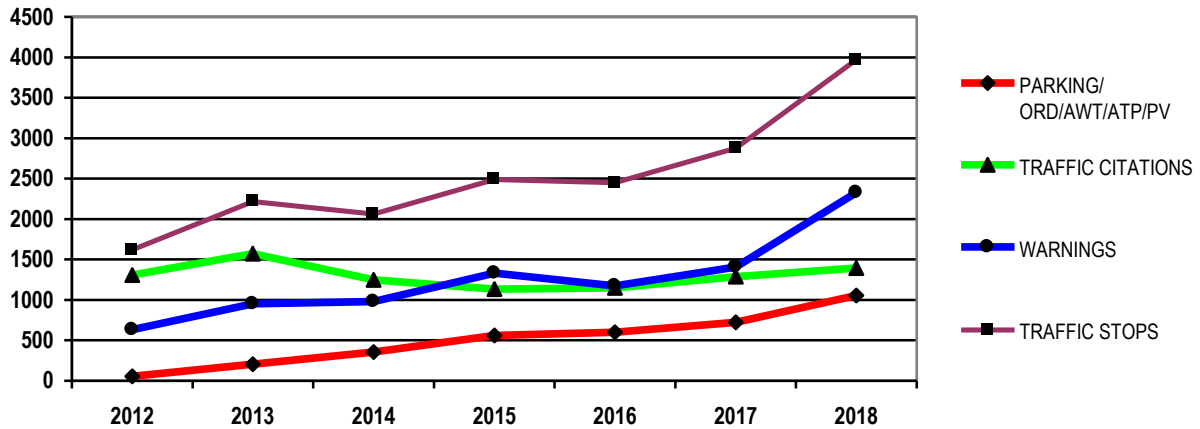
Traffic

The Department facilitates the safe movement of motor vehicles and pedestrians through traffic control and enforcement, as well as education. Traffic enforcement promotes the safety of motorists and pedestrians. The Village's overall relatively low traffic crash record can be attributed to the department's efforts in promoting traffic safety through traffic law enforcement and education.

Another valuable (and intangible) result of traffic enforcement is its deterrent effect on criminal activity. Studies show that high police visibility and omnipresence helps deter other crime. As one can see from an overall view of the crime statistics, Sleepy Hollow's crime rate is relatively low and we believe that the department's high visibility in the community and the traffic enforcement program has been an important factor in maintaining this overall low crime rate. The actual numbers and associated graph shows a general increase in overall traffic activity. This crime rate comparison along with a decrease in overall accidents, demonstrates the overall traffic enforcement activities' affect that leads to a safer community.

Traffic Enforcement Activity

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>% Change 2017-2018</u>
Traffic Stops	1221	1621	2216	2061	2488	2449	2875	3970	38.1
Parking/Ordinance AWT/ATP/PV	138	55	204	355	562	602	723	1056	46.1
Traffic Citations	1089	1,304	1573	1,249	1133	1150	1,287	1393	8.2
Warnings	454	631	953	981	1332	1172	1,405	2327	65.6



Traffic Accidents

There was an overall 24.3% decrease in traffic crashes during 2018 as compared to 2017. Averaging the previous five years accident rate of 80.2 traffic crashes per year and comparing with 2018, there has been an overall 2.7% decrease in traffic crashes. During 2018, 37.2% of all traffic crashes handled by the Sleepy Hollow Police Department occurred in the .85 mile stretch of Randall Road that includes three major intersections. This is a decrease from 2017 when the percentage was 49.5%. This decrease can be attributed to more concentrated traffic enforcement on Randall Rd., particularly during rush hours.

Of all types of crashes reported in 2018, the results reflect:

- Thursday as the most common day for traffic crashes
- Most frequent hour of traffic crashes being 5-6 pm followed by 3-4pm

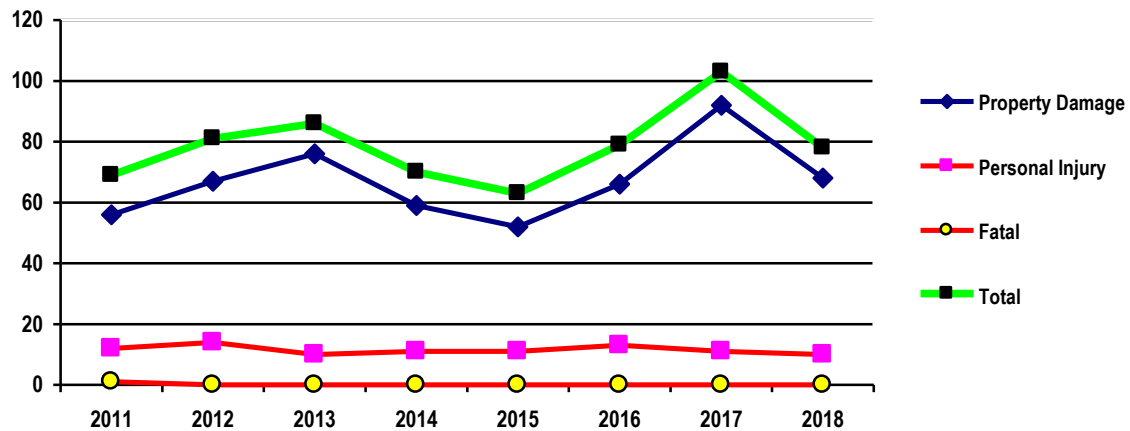
During 2018, the five most dangerous intersections for traffic crashes in Sleepy Hollow were:

1. Randall/Joy(NW Pkwy) - 11
2. Randall/Saddle Club(Auto Mall) – 10
3. 15N440 Randall – 7 (At or near)
4. Route 72/Sleepy Hollow Rd – 5
5. Randall/Technology – 4

Traffic Crashes

Crash Type	2011	2012	2013	2014	2015	2016	2017	2018	% Change 2017-2018
Property Damage	56	67	76	59	52	66	92	68	(26.1)
Personal Injury	12	14	10	11	11	13	11	10	(9.1)
Fatal	1	0	0	0	0	0	0	0	0
Total for Year	69	81	86	70	63	79	103	78	(27.3)

Crash Trends

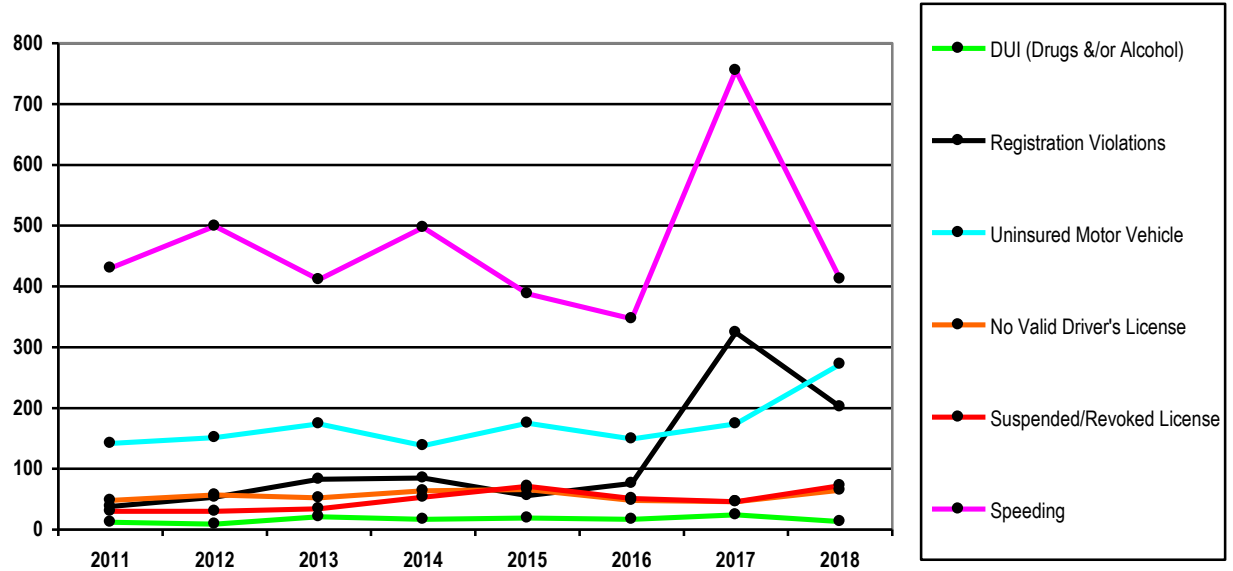


Traffic Activity

2011 – 2018 Traffic Citation Comparison

OFFENSE	2011	2012	2013	2014	2015	2016	2017	2018	% Change 2017-2018
DUI (Alcohol &/or Drugs)	12	9	21	17	19	17	24	13	(46)
Susp/Rev Drivers License	30	30	34	53	71	51	46	72	57
Speeding	430	499	411	497	388	347	755	412	(45)
Registration Violations	38	53	83	85	56	76	324	202	(38)
Uninsured Motor Vehicle	142	151	174	138	175	149	174	272	56
No Valid Driver's License	53	48	57	64	66	48	46	65	41

Five-year trend of traffic citations



Programs

Special Olympics

During 2018, the Sleepy Hollow Police Department raised \$4,250.81. The Department members participated in several fundraising raffle events. A special "Thank You" is due to Police Department Matron Christine Gaitsch, for her tireless efforts, as our coordinator, in achieving the success we had in 2018. Special mention needs to go to Ofc. Jeff Fleck, Ofc. Naveed Bhatti, Ofc. Floyd Eppling, Ofc. John McDonnell and Matron Pat Cote for their efforts during the year.

During 2018, the department participated in "Cop on the Rooftop, "Randy's October Fall Fest, Cookie Fundraiser, and the ongoing sale of T-shirts, Hats, Pins, and Raffle tickets. In 2019, these fund raising events will again be "front and center" along with some new ideas.

With the continued support of members of the Sleepy Hollow Police Department, residents, trustees, Service Club and village employees, a lofty goal of \$15,000.00+ is set for 2019.

Too Good For Drugs

Too Good for Drugs, is a cooperative program between the Sleepy Hollow Elementary School and the Sleepy Hollow Police Department. A specially trained police officer, Sergeant Sue Wilson, instructs fifth graders on how to make good choices pertaining to drugs and peer pressure. The program is conducted once a week at the school, and lasts between 8 and 12 weeks. At the end of the program there is a graduation ceremony.

Frontline

The Police Department is now using Frontline Public Safety Solutions for a number of new programs. These being; Vacation Watches, Pet Management, Parking Permission and At Risk Residents.

Vacation Watches:

The Vacation Watch module is a secure online database that allows police departments to create entries of properties that the owners have been reported to be away on vacation. When a home owner decides to go on a vacation, what will happen to their house is probably a main concern. Now there is a way to track the details of a resident's absence and provide some peace of mind that the police department is aware and are keeping an eye on things. With the Vacation Watch module, patrol officers have access to a list of homes that have requested that their homes be put on a watch list for a determined period of time. Officers then have a way of posting acknowledgement of checking on the home and even have the ability to email the homeowner that "all is well" right from their squad cars. To utilize this service, residents need to contact the Sleepy Hollow Police Department and provide the requested information. This information is then available to each police officer via the in-car computer.

Pet Management:

The Pet Registration module is a secure online database that allows users to create entries of registered pets. This is an ideal way to store all the required information provided by the owner in one place that is accessible from anywhere. With this module, you can enter and retrieve information with a simple click of a button. Residents have the ability to upload photos of lost or found pets allowing officers to identify stray pets. These pets can be accessed and sorted in the database for instant and accurate results. The best feature is that it allows residents to directly enter in their lost pet into the database and have that information go directly to the police department. This information is then available to each police officer in the in-car computer.

Parking Permission

The Parking module is a secure online database that allows the police department and dispatch center to create entries of authorized vehicles and their locations. This information is posted immediately and can be searched from anywhere. Police officers then have immediate access of approved vehicles right at their fingertips. This feature does not change the restriction of no parking on streets or the "No Parking- Temporary Police Order" program but it does give more organization to a database that officers can verify when some parking permission has been granted. To utilize this service, residents need to contact the Sleepy Hollow Police Department or the 911 dispatch center and provide the requested information. The No Parking signs are still available at the police department for a \$2.00 rental fee per sign (5 signs minimum) and upon return of each sign, \$1.00 will be returned.

At-Risk-Residents:

The "At-Risk Residents" module was designed to help Police gather and store information on individuals that may need special assistance. The elderly, special needs individuals and people on the autism spectrum are some of the people that may benefit from this platform. Residents have the ability to pre-assist with individuals that they may have a concern for by registering them on this database. Names, addresses, physical descriptions, photos, medical histories, and forms of communication are the type of the information that can be stored. Some people are unable to properly convey this information when asked. Police now have immediate access to this information when a situation unfolds. To utilize this service, residents need to contact the Sleepy Hollow Police Department and provide the requested information. This information is then available to each police officer in the in the patrol car computer.

Traffic Safety Grants (STEP)

The Illinois Division of Transportation Safety disseminates federal funds for local communities and state agencies to conduct highway safety counter-measures aimed at reducing highway crashes and resulting deaths, injuries, and property damage. Highway Safety Program Grants are designed to help state

agencies, counties, and communities initiate programs to address traffic safety related problems and generally to promote traffic safety on our roadways.

The Sleepy Hollow Police Department participates in the Illinois Department of Transportation Selective Traffic Enforcement Grant Program and is administered by Officer Jerry Nordan. This program targets primarily Driving Under the Influence, Seatbelt and Speed violations during selected holiday periods using off-duty officers on hire back status. The salary of these officers is reimbursed back to the Village of Sleepy Hollow through this grant, thereby no expense to the village. The benefits of participating in this grant are the increased traffic patrol, omnipresence and the ability to correct bad driving behavior.

Neighborhood Watch

Neighborhood Watch is a program that has been established to help residents help their police department. The program is designed to have a Sleepy Hollow police officer coordinate citizens in different local neighborhoods into neighborhood watch groups with each group having a Captain. The Captain then works with the police officer in an exchange of information that would provide an informational link to what is going on in the neighborhoods in a timely and informative manner.

The importance of the Captain's duties in spreading information to the citizens in the watch is stressed. As incidents or issues arise in the village, these are explained to them and then the Captain in turn forwards information to residents in their watch. The neighborhood watch is the police department's eyes and ears.

Currently, there are 4 Neighborhood Watch Groups and meetings are set up as needed to discuss upcoming concerns that change seasonally. Recently it was put in the village news letter that residents that are interested can contact the Neighborhood Watch Police Officer, Patrol Officer Gretchen Fehling for additional information.

Law Enforcement Explorer Program

During 2015, the Sleepy Hollow Village Board passed a resolution to encourage the Sleepy Hollow Police Department to start a Law Enforcement Explorer Post for the benefit of the youth, community and the police department. The Law Enforcement Explorer Program is the preeminent career orientation and experience program for young people contemplating a career in law enforcement or a related field in the criminal justice system. Its mission is to offer young adults, 14 (that have completed the eighth grade) and not yet 21 years old, a personal awareness of the criminal justice system through training, practical experiences, competition, and other activities. Additionally, the program promotes personal growth through character development, respect for the rule of law, physical fitness, good citizenship and patriotism. Law Enforcement Explorer Posts are sponsored by local, state and federal law enforcement agencies throughout the country. Law Enforcement Exploring is endorsed by numerous professional organizations, to include the International Chiefs of Police Association (IACP) and the National Sheriffs Association (NSA). Law Enforcement Exploring has been in existence since 1959 and is a well established and highly respected program that has served as a platform from which countless young adults have launched a successful career with local, county, state and federal law enforcement agencies.

All Exploring programs are based on the following five areas of emphasis: Career Opportunities, Life Skills, Citizenship, Character Education, and Leadership Experience. Law Enforcement Exploring fulfills

all of these areas of emphasis in its mission to offer Explorers interested in a career in law enforcement the opportunity to:

1. Gain exposure to various criminal justice careers and to have positive interaction with law enforcement professionals. [Career Opportunities]
2. Obtain “hands-on” experience and awareness of the criminal justice system, thereby helping Explorers to make an informed decision on a career in law enforcement or a related field. [Career Opportunities]
3. Receive comprehensive career focused training that in many cases qualifies for academic credit (i.e. career education credit). [Career Opportunities]
4. Benefit from interpersonal growth through self-discipline, teamwork, challenging experiences, and high standards of performance and personal conduct. [Citizenship, Character Education]
5. Enhance character development and improve physical and mental fitness. [Character Education, Life Skills]
6. Learn responsibility to self and others through leadership. [Leadership Experience]
7. Serve their community by assisting their sponsoring agency in a supplementary law enforcement and liaison capacity. [Citizenship]

Nationally, over 33,000 Explorers and 8,425 adult volunteers participate in Law Enforcement Exploring. The Sleepy Hollow Police Department is proud to now be one of those participating departments.

The program is being coordinated by Officers Naveed Bhatti and Kevin Forrest from the Sleepy Hollow Police Department

Conclusion

As you can see from this report, the men and women of the Sleepy Hollow Police Department have made significant progress on meeting the mission and goals of the organization. In general for 2018, Crime stayed the same, officer activity increased, enforcement activity increased and traffic accidents decreased.

While we are proud of our accomplishments, there is still much to do. The Sleepy Hollow Police Department has set an ambitious list of goals and objectives for 2019. While we are confident we can meet these goals, we certainly cannot accomplish them without the support of the community and Village Officials.