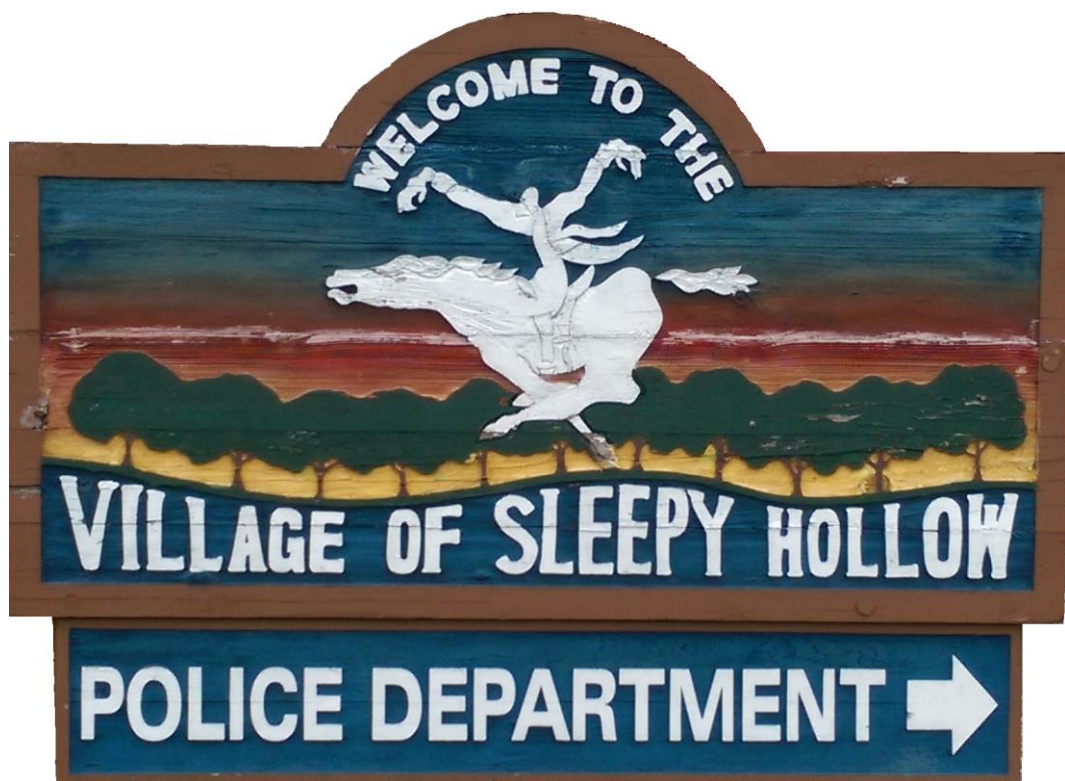


2016 ANNUAL REPORT



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: April 3, 2017

RE: 2016 Annual Report

It is my pleasure to present to you and the elected officials of the community, the 2016 Sleepy Hollow Police Department Annual Report.

I am providing to you, the statistical information that I regularly review to assist me in identifying the law enforcement needs of our community and the needs of our 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 needs 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.

The year 2016 was again an active year in the history of the department in the changes that took place. The department continues to move forward in servicing the community and building trust with the citizens we serve while performing as a professional law enforcement organization. The increasing positive attitude, professionalism and community-oriented policing that is taking place, continually builds a partnership with the citizens.

In 2016, the statistics attest to the fact that Sleepy Hollow is one of the safest communities in the nation, state and county. The validity of this statement is reflected by the preliminary statistics for 2016. Sleepy Hollow had a total of 10 Part 1 Crimes in 2016 which is 2 less than calendar year 2015. 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 12 Part 1 Crimes that occurred in 2015, there were 3.6 Part 1 Crimes per 1,000 residents in 2015. For the year 2016, our 10 Part 1 crimes decreased our index to 3.3 Part 1 crimes per 1,000 population. Of the 10 Part 1 Crimes reported for the year, none 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 we will encounter fewer problems. This preparation includes the continual need to address management, supervision, staffing, training, facilities, safety, and equipment concerns.

During 2016, the department made a number of improvements. Some of the major projects and/or improvements were:

- Continued revising the Policy and Procedure Manual.
- Increased training for officers in areas of specialty and interests.
- Reorganized supplies and property throughout station and improved storage areas.
- 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
- Trained two officers in Traffic Crash Investigation and are now members of K-Cart which is a multi-agency multi-disciplinary Traffic Crash Investigation unit sponsored the Kane County Chief of Police Association.

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.

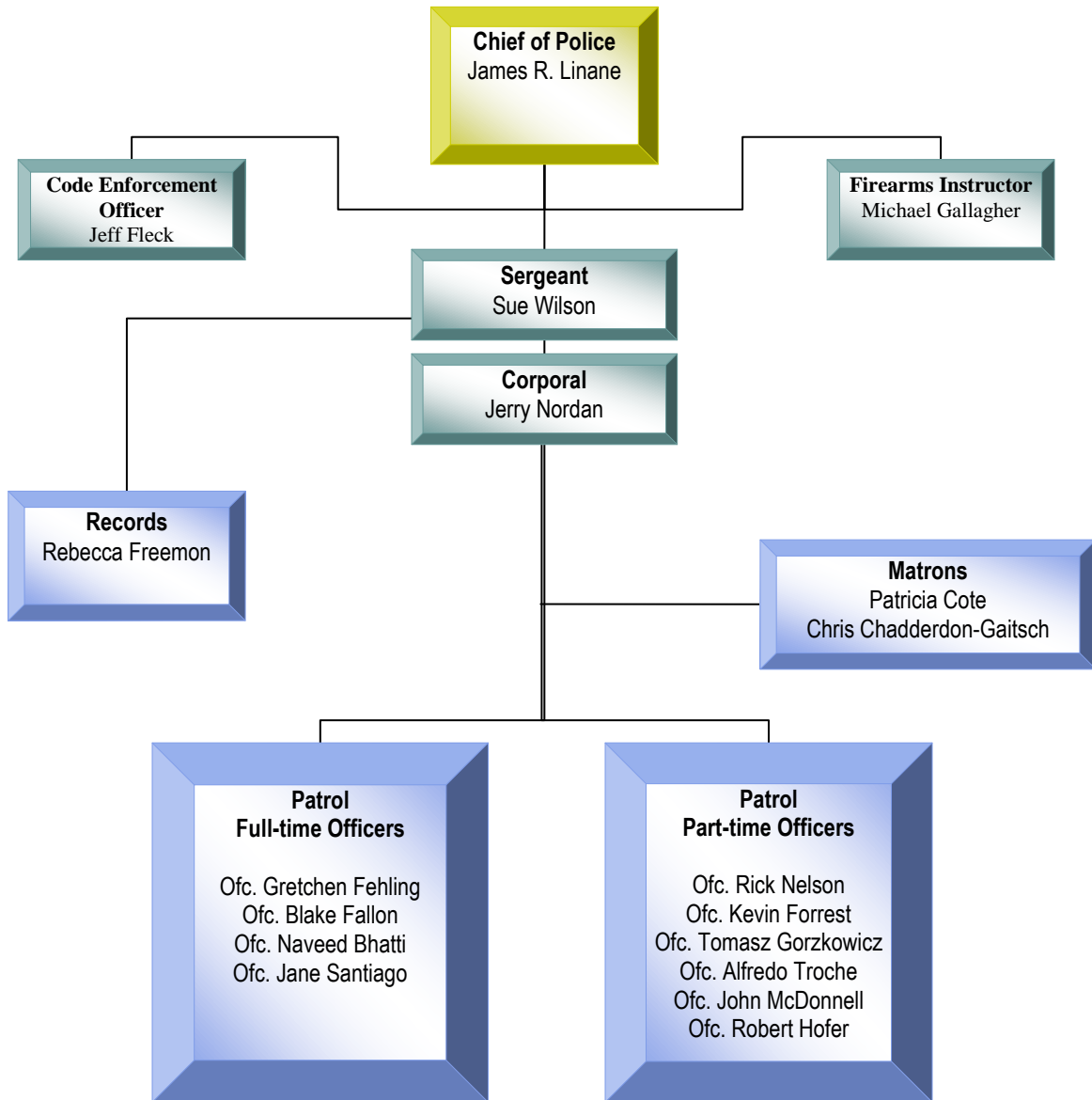
My personnel and I look forward to serving the Village President, Village Board, and the community in the year ahead. We will continue to provide the best possible police service to our growing community.

James R. Linane
Chief of Police

SLEEPY HOLLOW POLICE DEPARTMENT

2016 ORGANIZATIONAL CHART

(As of 12/31/2016)



Personnel

During 2016 there were a few changes in personnel.

Additions:

- PT Ofc. Jane Santiago became FT in March

Retirement/resignations:

- PT Ofc. Dino Giolas resigned in February
- Ofc. Alfredo Troche returned as part-time officer in March
- FT Ofc. John McDonnell resigned in March and then returned as part-time officer in June
- PT Ofc. Michelle Stewart was hired in July and resigned in December
- PT Ofc. Robert Hofer was hired in December

Personnel Statistics for 2016

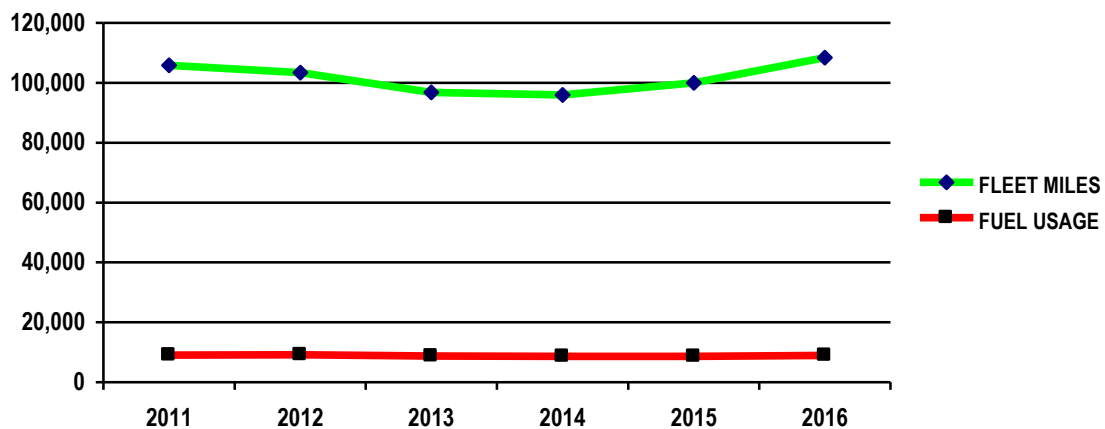
The department patrols the Village of Sleepy Hollow with a total of seven full-time and 5 part-time officers. Below is the staffing in place on 12/31/16

Total Authorized Sworn Police Personnel	20
Total Actual Sworn Police Personnel	13
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	4
Total Volunteer Civilian Personnel	1

Fleet Statistics

To accomplish patrolling the village, the department has 6 vehicles available. The police department fleet is efficiently administered and maintained by Part Time Officer Rick Nelson.

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>% Change</u> <u>2015-2016</u>
Vehicles In Fleet	6	6	6	6	6	6	0
Fleet Miles	105,843	103,380	96,824	95,889	99,976	108,442	8.5
Fuel Usage	9,035	9,113	8,682	8,644	8,666	8,981	3.6

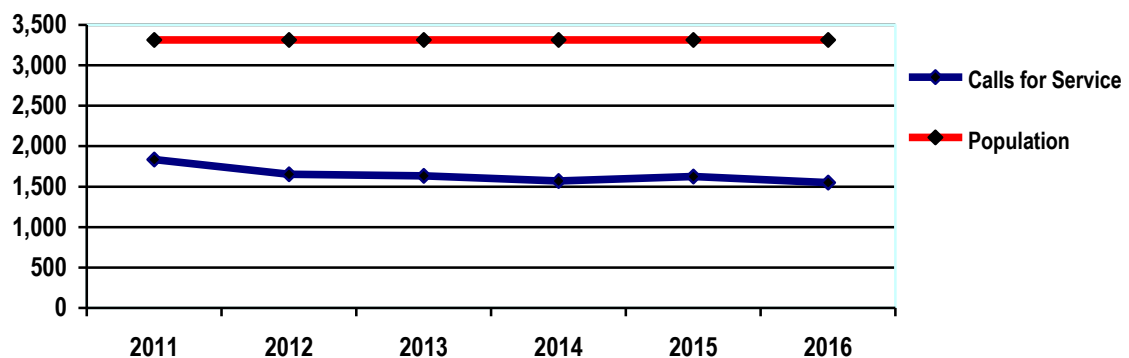


Calls for Service

Calls for Service naturally expand as the residential population increases and/or the volume of daytime traffic and work/shopping population increases. The 2012 Census showed no increase in the official residential population of 3,312; However, Calls for Service from 2015 to 2016 decreased 4.6%

Calls for Service	2011	2012	2013	2014	2015	2016	% Change 2015-2016
Calls for Service (includes Bus. Checks, Vacation Home Check & Crime Prevention Notices)	1,836	1,653	1,633	1,568	1,627	1,551	(4.7)
Population*	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 Crime Prevention Program to protect residents and businesses from crime opportunities.

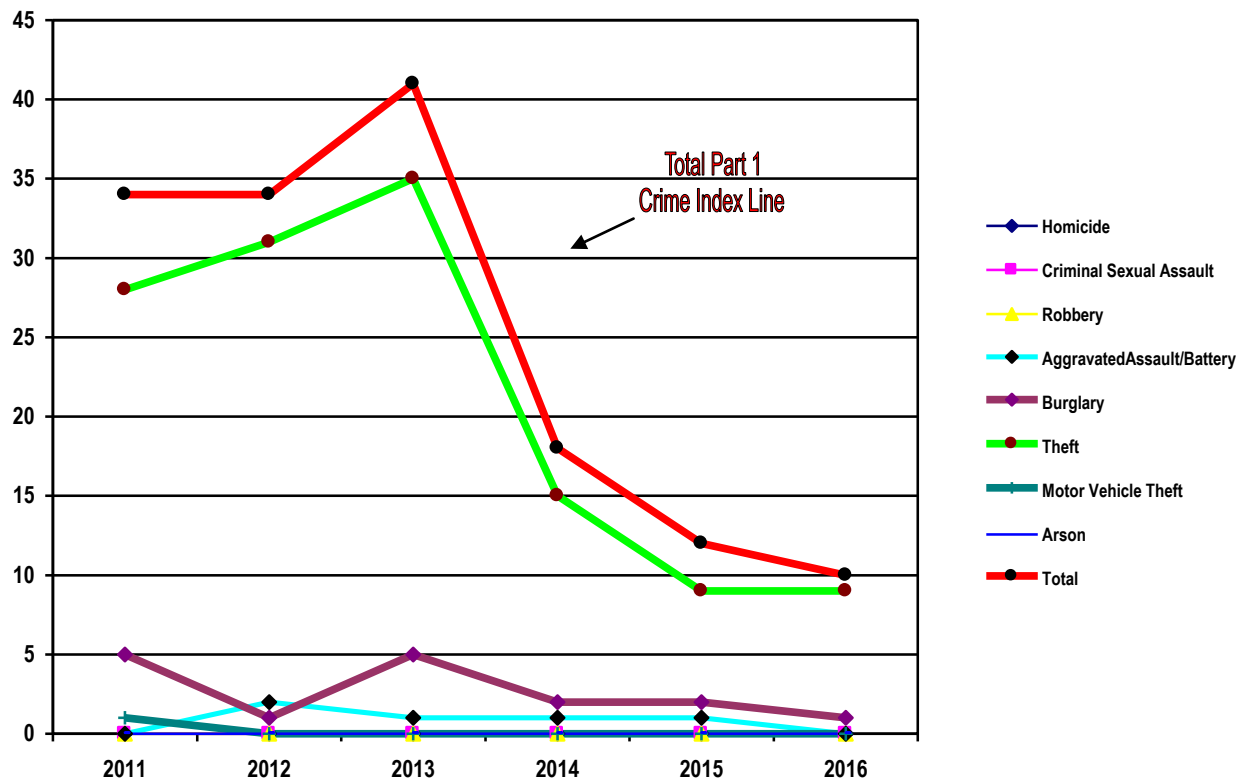
Police Departments in Illinois are mandated to report certain crimes, known as Part 1 Index Crimes, to the Illinois State Police for crime analysis purposes. Part 1 Index Crimes include murder, criminal sexual assault, robbery, aggravated assault/battery, burglary, theft, motor vehicle theft, and arson.

In 2016, there was a 16.6% decrease in the Sleepy Hollow Crime Index compared to 2015. Sleepy Hollow still maintains one of the lowest crime rates in the nation, state and county. The most current statistics for 2016 indicate that Sleepy Hollow had a total of 10 incidences of serious crime.

Following are the statistics for serious crime index offenses for 2011-2016.

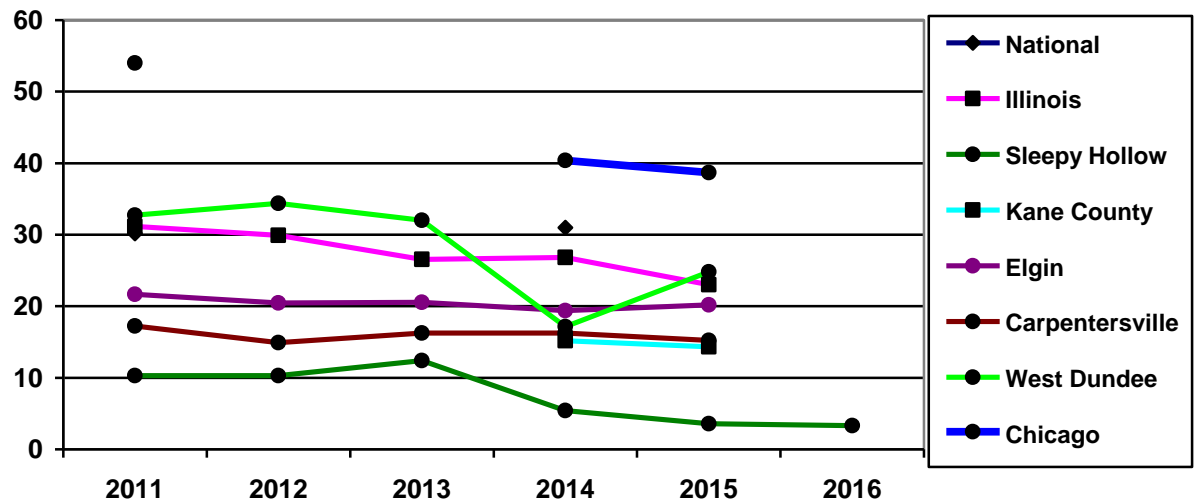
Sleepy Hollow Crime Statistics

<u>Index Crimes</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>% Change 2015-2016</u>
Homicide	0	0	0	0	0	0	0
Criminal Sexual Assault	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault/Battery	0	2	1	1	1	0	0
Burglary	5	1	5	2	2	1	(50)
Theft	28	31	35	15	9	9	0
Motor Vehicle Theft	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Total	34	34	41	18	12	10	(16.7)



In 2016, there were 3.3 Part 1 crimes committed per 1,000 residents; while in 2015, there were 3.6 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. Due to a change in methodology, comparison statistics are not readily available for other jurisdictions since 2009.

Part 1 Crimes per Thousand Population



* 2016 Preliminary Statistics

* Some statistical data is either incomplete or unavailable as reflected in the above chart

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 (2015), a violent crime (Homicide, Criminal Sexual Assault, Robbery, and Aggravated Assault/Battery) occurred every 26.3 seconds in the United States. However in Sleepy Hollow, no violent crime occurred during 2016.

Property crimes (Burglary, Theft, and Motor Vehicle Theft) occur every 3.9 seconds in the United States. However in Sleepy Hollow, a property crime occurs once every 36.5 days.

Major Crime Incidents Investigated

Fortunately, there were no serious violent crimes in 2016 which is reflected in the actual decreased crime rate from 2015.

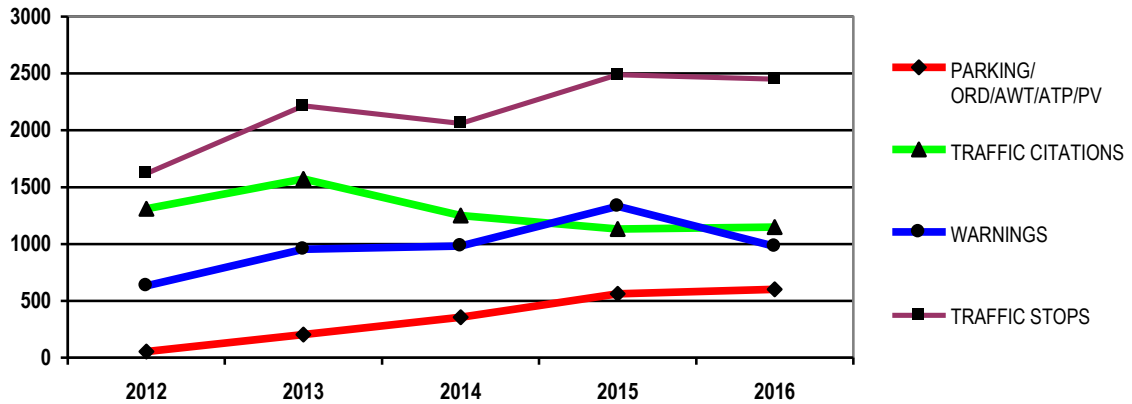
Traffic

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 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.

Traffic Enforcement Activity

	2011	2012	2013	2014	2015	2016	% Change 15-16
Traffic Stops	1221	1621	2216	2061	2488	2440	(.02)
Parking/Ordinance/AWT/ATP/P	138	55	204	355	562	802	42.7
Traffic Citations	1089	1,304	1573	1,249	1133	1150	.15
Warnings	454	631	953	981	1332	980	(26.4)



Traffic Accidents

There was an overall 25.4% increase in traffic crashes during 2016 as compared to 2015. Averaging the previous five years accident rate of 74.6 traffic crashes per year with 2016, there has been an overall decrease in traffic crashes. During 2016, 45.6% of all traffic crashes handled by the Sleepy Hollow Police Department occurred on Randall Rd and mostly in the .85 mile stretch of Randall Road, including three major intersections. This is a increase from 2015 when the percentage was 38.1%.

Of all types of crashes reported in 2016, the most common in the Village of Sleepy Hollow involved:

- Wednesday as the most common day
- The most frequent hour of traffic crashes being 7-8am

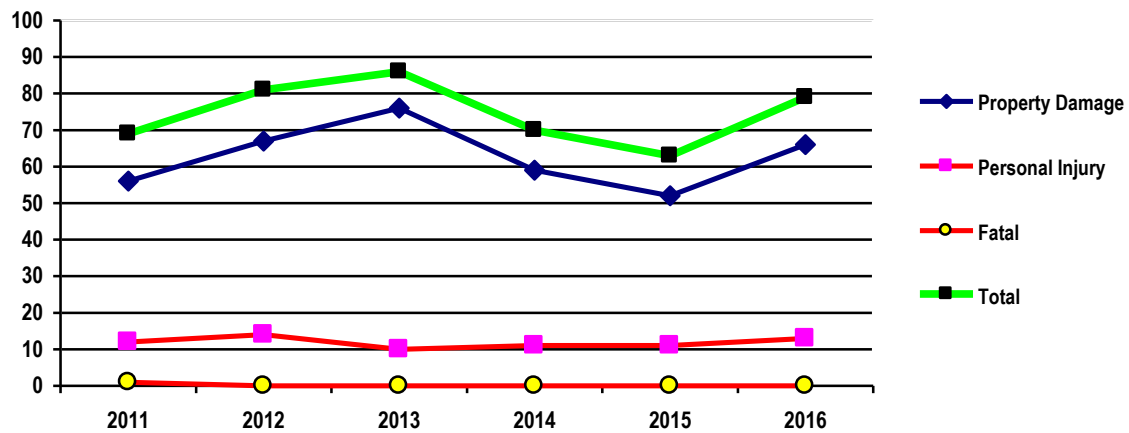
During 2016, the four most dangerous intersections for traffic crashes in Sleepy Hollow were:

1. Randall/Saddle Club(Auto Mall) – 10
2. Route 72/Sleepy Hollow Rd. - 9
3. Randall/Joy - 8
Route 72/Pine Cone - 8
4. Randall/Technology – 7

Traffic Crashes

Crash Type	2011	2012	2013	2014	2015	2016	% Change 2015-2016
Property Damage	56	67	76	59	52	66	26.9
Personal Injury	12	14	10	11	11	13	18.2
Fatal	1	0	0	0	0	0	0
Total for Year	69	81	86	70	63	79	25.4

Crash Trends

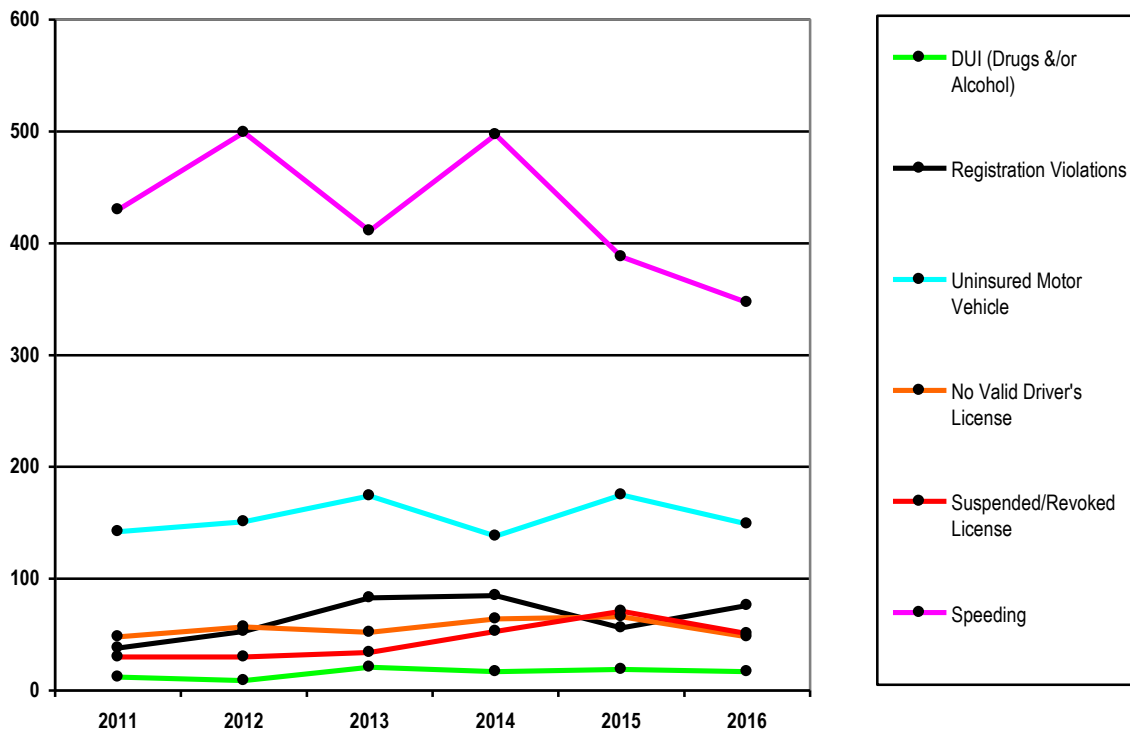


Traffic Activity

2011 – 2015 Traffic Citation Comparison

OFFENSE	2011	2012	2013	2014	2015	2016	% Change 2015-2016
DUI (Alcohol &/or Drugs)	12	9	21	17	19	17	(10.5)
Suspended/Revoked License	30	30	34	53	71	51	(28.2)
Speeding	430	499	411	497	388	347	(10.6)
Registration Violations	38	53	83	85	56	76	35.7
Uninsured Motor Vehicle	142	151	174	138	175	149	(14.9)
No Valid Driver's License	53	48	57	64	66	48	(27.3)

Five-year trend of traffic citations issued.



Programs

Special Olympics

During 2016, the Sleepy Hollow Police Department raised \$16,027.28, earning the Department a “Silver” Plaque from the Special Olympics Illinois Committee. The Department members participated in several fundraising events which culminated in an increase of \$991.60 over the previous year’s total. A special “Thank You” is due to Police Department Matron Christine Gaitsch, for her tireless efforts in achieving the 2016 increase. Special mention needs to go to Ofc. Jeff Fleck, Ofc. John McDonnell, Matron Pat Cote and civilian Dave LaBadie for their efforts during the year.



Unfortunately, with this good news, we experienced some bad news in that we lost civilian volunteer Dave Labadie. Dave passed away on September 27th due to complications from surgery. Dave’s big heart, generosity and his dedication to the Sleepy Hollow Police Department Special Olympics Program will be genuinely missed.

Presently the Department is in the planning stages for “Cop on the Rooftop”, “Tip-a-Cop, the 6th annual “Corn Roast(Pig Roast) for Special Olympics”, “Randy’s October Fall Fest”, 4th of July Booth and game, and the ongoing sale of T-shirts, Hats, Pins, and Raffle tickets.

With the support of the Residents, Trustees, Service Club and Village Employees we are setting a lofty goal of \$15,000.00+ again for 2017.



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.

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 Corporal 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.

Peer Jury Program

The Peer Jury Program was started seventeen years ago and involved police departments within Dundee Township. The program gives first time, non-violent juvenile offenders a second chance to avoid having a juvenile conviction record by going through the Peer Jury process.

The program is designed to provide a meaningful and remedial method of dealing with selected juvenile (Under age 18) offenders without reference to the Juvenile Court. It does not determine guilt or innocence. A case is sent to the Peer Jury for hearing by the a jury of six (6) and an adult moderator when

1. The offender admits having committed the offense;
2. The responsible police officer determines that such a disposition is appropriate; and
3. The offender and his/her parent or guardian consent in writing to such a disposition and sign a Waiver of Liability and Confidentiality.

When these conditions are met, the offender and his/her parent or guardian is scheduled for a hearing before the Peer Jury panel at the Carpentersville courtroom at a definite date and time. At the hearing, a police officer reads the charges, states the possible sentence, if the offense was committed by an adult, and summarizes the facts of the case. The offender is then questioned by members of the panel. The offender and his/her parent or guardian then withdraws while the jury deliberates and fixes an appropriate punishment. The sentence usually includes some form of individualized community service.

The offender and his/her parent or guardian are then recalled and informed of the sentence. Adjustments, if necessary, are made to allow schedule conflicts and a completion date fixed. The offender is then given a written copy of the sentence and date (usually 30 days later) for a discharge hearing. The offender then performs the assigned tasks.

The performance is monitored by the Peer Jury Coordinator who is available to the offender in case any problems arise and may contact the offender if necessary.

Upon completion of community service, a report on the offender's performance is forwarded to the Peer Jury Coordinator by the offender's supervisor for the service project and any other assigned projects are turned into the coordinator.

At the discharge hearing, the offender and his/her parent or guardian appears again. The panel, which may or not be the sentencing panel, reviews the offender's performance and questions the offender about his/her experiences while performing the sentence. If satisfactory, the offender is discharged. If the performance is incomplete or unsatisfactory, the discharge hearing maybe continued or the offender remanded to the juvenile officer for appropriate court proceedings.

Village ordinance violators cannot be sent to regular juvenile court and must be directed to Local Court. The peer jury system has seen many juveniles during the numerous years of existence.

LESO (Law Enforcement Support Office)

Over 17,000 federal and state law enforcement agencies from all 50 states and the U.S. territories participate in the program. A law enforcement agency is a government agency whose primary function is the enforcement of applicable federal, state and local laws and whose compensated law enforcement officers have the powers of arrest and apprehension.

Once law enforcement agencies have been approved by the state coordinator and the Law Enforcement Support Office to participate in the program, the law enforcement agencies appoint officials to visit their local DLA Disposition Services Site, where they screen property and place requests for specific items by filling out necessary forms. The forms are then forwarded to the state coordinator for review; once approved, the Law Enforcement Support Office makes the final determination if the property will be transferred. Law enforcement agencies that receive approval for property transfers must cover all

transportation costs.

DLA Disposition Services disposes of excess property received from the military services. The inventory changes daily and includes thousands of items: from air conditioners to vehicles, clothing to computers, and much more.

That property is first offered for reutilization within the Department of Defense (DoD), transfer to other federal agencies, or donation to state and local governments and other qualified organizations. Reutilization means big savings. Every dollar's worth of property reutilized is a tax dollar saved.

The Sleepy Hollow Police Department is a member of LESO and we are continually researching the access website for available equipment that will be a benefit to the department and the village as a whole. Equipment obtained should provide benefits that may not ever been available through normal funding means.

Illinois Law Enforcement Alarm System (ILEAS)

The Illinois Law Enforcement Alarm System (ILEAS) was formed in 2002 as a statewide mutual aid concept in response to the September 11th attacks as a joint venture of the Illinois Association of Chiefs of Police, the Illinois Sheriffs' Association, and the Illinois Emergency Management Agency. It was created to meet the needs of local law enforcement throughout the State of Illinois in matters of mutual aid, emergency response and the combining of resources for public safety and terrorism prevention and response. ILEAS is a consortium of over 900 local governments established pursuant to the Constitution of the State of Illinois.

The Sleepy Hollow Police Department has been a member of ILEAS and is in the process of identifying a replacement active member to participate in the necessary training and obligations of this organization.

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, Senior 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 Officer Naveed Bhatti from the Sleepy Hollow Police Department who started in the Law Enforcement Explorer Program at the age of 14 in Chicago and has been affiliated with the program for over 15 years ever since.

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. 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 2017, which is listed below. While we are confident we can meet these goals, we certainly cannot accomplish them without the support of the community and Village Officials.

Goals and Objectives for 2017

- Continue revising the Policy and Procedure Manual.
- Increase training for officers in areas of specialty needs and interests.
- Refurbish the Speed Trailer and utilize it as needed throughout village.
- Research the possibility of starting “Nextdoor for Public Agencies” as a community based social network.