



THE VILLAGE OF  
**WILLOWBROOK**

***PUBLIC SAFETY  
COMMITTEE***

***JUNE  
PACKET  
2013***

## AGENDA

MEETING OF THE PUBLIC SAFETY COMMITTEE OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON JUNE 10<sup>TH</sup> AT 6:00 P.M. AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS.

CALL TO ORDER

ROLL CALL

1. REVIEW MAY 13<sup>TH</sup>, 2013 PUBLIC SAFETY COMMITTEE MEETING MINUTES.
2. REVIEW WEEKLY PRESS RELEASES – INFORMATION.
3. REVIEW OVERTIME REPORT FOR 04/29/2013-05/26/2013 - INFORMATION.
4. REVIEW MONTHLY EXPENDITURE REPORT FOR MAY – INFORMATION.
5. REVIEW MONTHLY OFFENSE SUMMARY REPORT FOR MAY - INFORMATION.
6. REVIEW LETTER(S) OF RECOGNITION AND APPRECIATION – INFORMATION
  - Chief Mark Shelton
  - Officer Jose Chavez-Jimenez
  - Officer Ted Kolodziej
  - Detective Lauren Kaspar
7. DISCUSSION ITEMS
  - Cadet Advisor for Conference
  - Scheduling Program
  - D.E.A. Assignment Update
  - Hotel Activity
8. VISITOR'S BUSINESS\*
9. ADJOURNMENT

\* VISITOR'S BUSINESS (Public comment is limited to three minutes per person on agenda items only).

NEXT MEETING SCHEDULED JULY 8<sup>TH</sup>, 2013 AT 6:00 P.M.

**COMMITTEE MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

MOTION TO APPROVE THE PUBLIC SAFETY COMMITTEE MEETING MINUTES ON MAY 13<sup>TH</sup>, 2013

**COMMITTEE REVIEW**

- Finance/Administration
- Municipal Services
- Public Safety

Meeting Date: 06/10/2013

- |  |   |
|--|---|
| <input type="checkbox"/> Discussion Only           | <input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date)  |
| <input type="checkbox"/> Seeking Feedback          | <input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board) |
| <input checked="" type="checkbox"/> Regular Report | <input type="checkbox"/> Report/documents requested by Committee  |

**BACKGROUND**

The attached minutes are from the Public Safety Meeting held on May 13<sup>th</sup>, 2013.

**STAFF RECOMMENDATION (if any)**

APPROVE MOTION.

## AGENDA

Minutes of the Public Safety Committee of the Village of Willowbrook, which was held on May 13<sup>th</sup>, 2013 at 6:00 p.m. at the Village Hall, 7760 Quincy Street, in the Village of Willowbrook, DuPage County, Illinois.

### CALL TO ORDER

*The meeting was called to order at 6:01 p.m.*

### ROLL CALL

*Those present at roll call were Chief Mark Shelton, Deputy Chief Mark Altobella, Trustee Terry Kelly and Chairman of the Public Safety Committee Dennis Baker.*

1. Reviewed the April 8<sup>th</sup>, 2013 Public Safety Committee Meeting Minutes.  
*The Committee approved the April 8<sup>th</sup>, 2013 Meeting Minutes.*
2. Reviewed the Weekly Press Releases – Information.
3. Reviewed the Overtime Report for 04/01/2013-04/28/2013 - Information.
4. Review the Monthly Expenditure Report for April – Information.
5. Reviewed the V.A.P. (Victim Assistance Program) follow-up call responses for April.
6. Reviewed Letter(s) of Recognition and Appreciation – Information.
  - Chief Mark Shelton
  - Officer Tim Kobler
7. DISCUSSION ITEMS
  - Sale of Surplus Property - 2003 Ford Explorer  
*The Committee was in agreement regarding the sale of surplus property. The Committee discussed the set-up to new squad #53 and the maintenance costs to squad #59.*
  - Update – New Patrol Officer  
*The Committee was pleased with the Suburban Law Enforcement Academy's update on the progress of the new recruit.*
  - Update – Records Management System  
*The Committee was advised that the new records management system is working well and that the secretaries are working on various reports.*
  - National Law Enforcement Week 2013  
*The Committee agreed with the acknowledgement of National Law Enforcement Week.*
8. VISITOR'S BUSINESS\*  
*None*
9. ADJOURNMENT  
*The meeting was adjourned at 6:15 p.m.*

\* VISITOR'S BUSINESS (Public comment is limited to three minutes per person on agenda items only).

NEXT MEETING SCHEDULED JUNE 10<sup>TH</sup>, 2013 AT 6:00 P.M.

# COMMITTEE MEETING

## AGENDA ITEM SUMMARY SHEET

### AGENDA ITEM DESCRIPTION

INFORMATION ONLY – PRESS RELEASES

### COMMITTEE REVIEW

- Finance/Administration
- Municipal Services
- Public Safety

Meeting Date: 06/10/2013

- Discussion Only
- Seeking Feedback
- Regular Report
- Approval of Staff Recommendation (for consideration by Village Board at a later date)
- Approval of Staff Recommendation (for immediate consideration by Village Board)
- Report/documents requested by Committee

### BACKGROUND

The attached are press releases approved for the weeks of:

May 6<sup>th</sup> – 12<sup>th</sup>, 2013  
May 13<sup>th</sup> – 19<sup>th</sup>, 2013  
May 20<sup>th</sup> – 26<sup>th</sup>, 2013  
May 27<sup>th</sup> – June 2<sup>nd</sup>, 2013

### STAFF RECOMMENDATION (if any)

None.

**Willowbrook Police Department**  
**Press Release for the week of May 6<sup>th</sup> – 12<sup>th</sup>, 2013**  
**May 13<sup>th</sup>, 2013**  
**Contact: Laurie Schmitz or Chief Mark Shelton**  
**at (630) 325-2808**



FOR IMMEDIATE RELEASE

**NOTE: Any person listed as being charged and/or arrested by this Department has merely been accused of such offense(s) and are presumed innocent until proven guilty.**

05/09/2013 At 5:25 p.m. Officers responded to the 6400 block of Clarendon Hills Road for the report of a RESIDENTIAL BURGLARY. Offender(s) unknown, using an unknown type tool, pried open the locked/secured door to the residence and removed numerous pieces of jewelry. The cost to repair/replace the items was estimated at \$400.00 U.S.C.

05/11/2013 At 10:34 a.m. Officers responded to the 100 block of Hill Road for the report of a BURGLARY TO MOTOR VEHICLE. Offender(s) unknown entered the unattended/unsecured motor vehicle and removed a Garmin GPS Device. The cost to replace the item was estimated at \$200.00 U.S.C.

  
Willowbrook Police Department  
Press Release for the week of May 13<sup>th</sup> – 19<sup>th</sup>, 2013  
May 20<sup>th</sup>, 2013  
Contact: Laurie Schmitz or Chief Mark Shelton  
at (630) 325-2808

FOR IMMEDIATE RELEASE

**NOTE:** Any person listed as being charged and/or arrested by this Department has merely been accused of such offense(s) and are presumed innocent until proven guilty.

05/13/2013 At 11:24 a.m. Officers responded to the 100 block of Hill Road for the report of a BURGLARY FROM MOTOR VEHICLE. Offenders(s) unknown, entered the unattended/unsecured motor vehicles and removed an Apple Mac Book computer. The cost to replace the item was estimated at \$2,000.00 U.S.C.

05/14/2013 At 7:44 a.m. Officers responded to the 7000 block of Eleanor Place for the report of a THEFT. Offender(s) unknown, by unknown means, removed an unattended/unsecured extension ladder from the side of the building. The cost to replace the item was estimated at \$200.00 U.S.C.

  
**Willowbrook Police Department**  
**Press Release for the week of May 20<sup>th</sup> – 26<sup>th</sup>, 2013**  
**May 27<sup>th</sup>, 2013**  
**Contact: Laurie Schmitz or Chief Mark Shelton**  
**at (630) 325-2808**

FOR IMMEDIATE RELEASE

**NOTE: Any person listed as being charged and/or arrested by this Department has merely been accused of such offense(s) and are presumed innocent until proven guilty.**

- 05/21/2013 At 11:48 a.m. Officers responded to the 800 block of 79<sup>th</sup> Street for the report of a BURGLARY FROM MOTOR VEHICLE. Offender(s) unknown, using an unknown type object, forced entry to the parked/unattended motor vehicle and removed numerous tools. The cost to replace the items was estimated at \$3,500.00 U.S.C.
- 05/21/2013 At 4:38 p.m. Officers responded to the 7600 block of Kingery Highway for the report of a THEFT. Offender(s) unknown, by unknown means, removed an Apple I-Phone and a wallet and its contents from the unattended/unsecured shopping cart. The cost to replace the items was estimated at \$945.00 U.S.C.
- 05/21/2013 At 7:46 p.m. Officers responded to the 6300 block of Kingery Highway for the report of a THEFT. Offender(s) unknown, by unknown means, removed an unattended/unsecured cellular phone from the retail establishment. The cost to replace the item was estimated at \$400.00 U.S.C.
- 05/23/2013 At 6:46 p.m. Officers responded to the 200 block of 63<sup>rd</sup> Street for the report of a BURGLARY FROM MOTOR VEHICLE. Offender(s) unknown, using an unknown blunt type object, damage the window on the parked/unattended motor vehicle and removed a purse, wallet, jewelry, credit cards, gift cards, United States Currency and an Apple I-Pad.
- 05/25/2013 At 12:10 a.m. Villegas, Arturo I., 30, 1800 block of South 51<sup>st</sup> Court, Cicero, Illinois was arrested for alleged NO VALID DRIVERS LICENSE, OPERATION OF AN UNINSURED MOTOR VEHICLE and ONLY ONE HEAD LAMP following a traffic stop at the intersection of Kingery Highway and Plainfield Road. Mr. Villegas was transported to the Willowbrook Police Department and released after posting bond.
- 05/25/2013 At 12:34 p.m. Olivos, Cesar, 40, 2700 West 22<sup>nd</sup> Place, Chicago, Illinois was arrested for alleged NO VALID DRIVERS LICENSE, OPERATION OF AN UNINSURED MOTOR VEHICLE and IMPROPER BACKING following a traffic stop in the 100 block of 75<sup>th</sup> Street. Mr. Olivos was transported to the Willowbrook Police Department and released after posting bond.
- 05/26/2013 At 8:00 p.m. Sarelas, Peter J., 20, 4400 block of North Kenneth, Chicago, Illinois was arrested for alleged DRIVING WHILE LICENSE SUSPENDED and OPERATION OF AN UNINSURED MOTOR VEHICLE following a traffic stop in the 800 block of Midway Drive. Mr. Sarelas was transported to the Willowbrook Police Department and released after posting bond.

Willowbrook Police Department  
Press Release for the week of May 27<sup>th</sup> – June 2<sup>nd</sup>, 2013  
June 3<sup>rd</sup>, 2013

Contact: Laurie Schmitz or Chief Mark Shelton  
at (630) 325-2808

FOR IMMEDIATE RELEASE

**NOTE:** Any person listed as being charged and/or arrested by this Department has merely been accused of such offense(s) and are presumed innocent until proven guilty.

- 05/28/2013 At 10:10 a.m. Officers responded to the 6100 block of Knollwood Road for the report of a CRIMINAL DAMAGE TO MOTOR VEHICLE. Offender(s) unknown, by unknown means, damaged wiring and removed the fuel from the parked/unattended motorcycle. The cost to repair/replace the items was estimated at \$115.00 U.S.C.
- 05/31/2013 At 11:01 a.m. Officers responded to the 100 block of Lake Hinsdale Drive for the report of a THEFT. Offender(s) unknown, by unknown means, removed landscape items (bushes and flowers) from the residential complex. The cost to replace the items was estimated at \$600.00 U.S.C.

**COMMITTEE MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**  
INFORMATION – MONTHLY OVERTIME REPORT

**COMMITTEE REVIEW**

- Finance/Administration
- Municipal Services
- Public Safety

Meeting Date: 06/10/2013

- Discussion Only
- Seeking Feedback
- Regular Report
- Approval of Staff Recommendation (for consideration by Village Board at a later date)
- Approval of Staff Recommendation (for immediate consideration by Village Board)
- Report/documents requested by Committee

**BACKGROUND**

The attached report is a summary of the overtime expenditure between the dates of:

04/29/2013 – 05/26/2013

**REQUEST FOR FEEDBACK (if any)**

NONE.

**STAFF RECOMMENDATION (if any)**

NONE.

**Willowbrook Police Department  
Overtime Breakdown Schedule**

<b>Overtime Categories:</b>	<b>2/4/2013 to 3/3/2013</b>	<b>3/4/2013 to 3/31/2013</b>	<b>4/1/2013 to 4/28/2013</b>	<b>4/29/2013 to 5/26/2013</b>
SHIFT COVERAGE	224.50	331.00	258.50	321.00
WHEATON COURT (MISD & FEL CASES)	10.50	18.00	3.00	13.00
WHEATON COURT CALL-IN (1-HR PER CASE)	1.00	3.50		1.00
SUMMARY SUSPENSION HEARINGS (DUI CASES)	3.00	7.00	3.50	
TRAFFIC COURT (ALL TRAFFIC EXCEPT DUI)	33.00	30.00	27.00	30.00
LATE CALLS OR ARRESTS	21.25	13.25	14.00	24.00
INVESTIGATIVE CALL-OUT / FOLLOW-UP	35.00	32.00	11.00	37.00
SPECIAL DETAILS / POLICE HIRED SERVICES		15.00		
CRIME PREVENTION/PUBLIC RELATIONS				
COMMANDERS STAFF MEETINGS	6.00	6.00	6.00	4.00
RANGE / FIREARMS TRAINING			18.00	8.50
MISC CALL-IN				
EVIDENCE TECHNICIAN CALL-OUT				
ACCREDITATION				
TRAVEL TIME TO AND FROM SCHOOL				1.50
JUVENILE OFFICER CALL-OUT				
ARSON / FIRE INVESTIGATIONS				
IMAGE GRANT SPECIAL DETAIL				
DEPARTMENT MEETINGS				
MISCELLANEOUS MEETINGS	1.50		0.50	
EVALUATIONS & WELLNESS TESTING				
ASSISTS TO OTHER AGENCIES		0.50		
MISCELLANEOUS TRAINING		1.00	40.50	1.00
PEER JURY				
BREATHALIZER OPERATION				
K-9 UNIT	10.50		6.00	5.00
EVIDENCE/DESTRUCTION				
ACCIDENT RECONSTRUCTION				
CADET MEETING	6.00		3.50	
DEA OVERTIME	11.00	4.00		24.50
DEPT. DETAIL				
HOLIDAY PAY		65.50		16.00
<b>Total Accumulated Hours:</b>	<b>363.25</b>	<b>526.75</b>	<b>391.50</b>	<b>486.50</b>

**COMMITTEE MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

INFORMATION - MONTHLY EXPENDITURE REPORT

**COMMITTEE REVIEW**

- Finance/Administration
- Municipal Services
- Public Safety

Meeting Date: 06/10/2013

- Discussion Only
- Seeking Feedback
- Regular Report
- Approval of Staff Recommendation (for consideration by Village Board at a later date)
- Approval of Staff Recommendation (for immediate consideration by Village Board)
- Report/documents requested by Committee

**BACKGROUND**

The attached report is a monthly Expenditure Report for the month of May 2013.

**REQUEST FOR FEEDBACK (if any)**

NONE.

**STAFF RECOMMENDATION (if any)**

NONE.

VILLAGE OF WILLOWBROOK  
 EXPENDITURE REPORT FOR MAY, 2013  
 GENERAL CORPORATE FUND

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>POLICE DEPARTMENT</u>								
<u>ADMINISTRATION</u>								
<u>PERSONNEL SERVICES</u>								
01-30-630-101	SALARIES - PERMANENT EMPLOYEES	220,887.67	220,887.67	12.02	1,837,482.00	1,616,594.33	6.01	3,674,964.00
01-30-630-102	OVERTIME	52,208.30	52,208.30	19.70	265,000.00	212,791.70	9.85	530,000.00
01-30-630-103	OVERTIME-SPECIAL DETAIL & GRANTS	1,978.80	1,978.80	6.60	30,000.00	28,021.20	3.30	60,000.00
01-30-630-104	PART TIME CLERICAL	2,784.70	2,784.70	11.90	23,409.00	20,624.30	5.95	46,818.00
01-30-630-106	INTERN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-30-630-126	SALARIES - CLERICAL	16,557.19	16,557.19	11.47	144,405.00	127,847.81	5.73	288,810.00
01-30-630-127	OVER-TIME - CLERICAL	478.72	478.72	3.32	14,400.00	13,921.28	1.66	28,800.00
01-30-630-141	EMPLOYEE BENEFIT - MEDICAL INSURANC	25,987.55	25,987.55	8.13	319,748.00	293,760.45	4.06	639,496.00
01-30-630-144	EMPLOYEE BENEFIT - UNEMPLOYMENT INS	0.00	0.00	0.00	9,753.00	9,753.00	0.00	19,506.00
01-30-630-147	EMPLOYEE BENEFIT - MEDICARE	3,709.17	3,709.17	12.17	30,472.00	26,762.83	6.09	60,944.00
01-30-630-151	I M R F	3,419.10	3,419.10	10.55	32,403.00	28,983.90	5.28	64,806.00
01-30-630-155	POLICE PENSION	60,578.76	60,578.76	11.54	525,016.00	464,437.24	5.77	1,050,032.00
01-30-630-156	SLEP PENSION	133,430.85	133,430.85	79.41	168,030.00	34,599.15	39.70	336,060.00
01-30-630-161	SOCIAL SECURITY FICA	1,242.33	1,242.33	11.00	11,297.00	10,054.67	5.50	22,594.00
*TOTAL	PERSONNEL SERVICES	523,263.14	523,263.14	15.34	3,411,415.00	2,888,151.86	7.67	6,822,830.00
<u>CONTRACTUAL SERVICES</u>								
01-30-630-201	PHONE - TELEPHONES	318.80	318.80	1.28	25,000.00	24,681.20	0.64	50,000.00
01-30-630-202	ACCREDITATION	0.00	0.00	0.00	4,250.00	4,250.00	0.00	8,500.00
01-30-630-231	STORAGE SPACE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-30-630-236	RADIO PAGING SYSTEMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-30-630-238	FIAT	3,500.00	3,500.00	100.00	3,500.00	0.00	50.00	7,000.00
01-30-630-241	FEES - SPECIAL ATTORNEY	0.00	0.00	0.00	11,800.00	11,800.00	0.00	23,600.00
01-30-630-242	DUPAGE CHILDREN'S CENTER	0.00	0.00	0.00	3,000.00	3,000.00	0.00	6,000.00
01-30-630-243	DUMEG CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-30-630-245	FIRING RANGE	0.00	0.00	0.00	3,000.00	3,000.00	0.00	6,000.00
01-30-630-246	RED LIGHT ADJUDICATOR	0.00	0.00	0.00	7,000.00	7,000.00	0.00	14,000.00
01-30-630-247	RED LIGHT CAMERA FEES	0.00	0.00	0.00	269,700.00	269,700.00	0.00	539,400.00
01-30-630-248	RED LIGHT - COM ED	178.81	178.81	7.45	2,400.00	2,221.19	3.73	4,800.00
01-30-630-249	RED LIGHT - MISC FEE	0.00	0.00	0.00	7,000.00	7,000.00	0.00	14,000.00
*TOTAL	CONTRACTUAL SERVICES	3,997.61	3,997.61	1.19	336,650.00	332,652.39	0.59	673,300.00
<u>SUPPLIES &amp; MATERIAL #1</u>								
01-30-630-301	OFFICE SUPPLIES	93.93	93.93	1.38	6,800.00	6,706.07	0.69	13,600.00
01-30-630-302	PRINTING & PUBLISHING	0.00	0.00	0.00	5,450.00	5,450.00	0.00	10,900.00
01-30-630-303	GAS-OIL-WASH-MILEAGE	41.50	41.50	0.04	92,300.00	92,258.50	0.02	184,600.00
01-30-630-304	SCHOOLS-CONFERENCE TRAVEL	270.00	270.00	1.35	19,990.00	19,720.00	0.68	39,980.00
01-30-630-305	TUITION REIMBURSEMENT	0.00	0.00	0.00	6,750.00	6,750.00	0.00	13,500.00
01-30-630-306	REIMB PERSONAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-30-630-307	FEES-DUES-SUBSCRIPTIONS	2,818.00	2,818.00	29.35	9,600.00	6,782.00	14.68	19,200.00
01-30-630-311	POSTAGE & METER RENT	0.00	0.00	0.00	4,500.00	4,500.00	0.00	9,000.00
01-30-630-315	COPY SERVICE	0.00	0.00	0.00	4,000.00	4,000.00	0.00	8,000.00
01-30-630-331	OPERATING SUPPLIES	1,857.92	1,857.92	30.97	6,000.00	4,142.08	15.48	12,000.00
01-30-630-345	UNIFORMS	452.08	452.08	1.66	27,200.00	26,747.92	0.83	54,400.00
01-30-630-346	AMMUNITION	0.00	0.00	0.00	20,000.00	20,000.00	0.00	40,000.00
*TOTAL	SUPPLIES & MATERIAL #1	5,533.43	5,533.43	2.73	202,590.00	197,056.57	1.37	405,180.00
<u>EQUIPMENT - OFFICE</u>								
01-30-630-401	OPERATING EQUIPMENT	28.60	28.60	0.13	22,000.00	21,971.40	0.07	44,000.00
01-30-630-405	FURNITURE & OFFICE EQUIPMENT	0.00	0.00	0.00	500.00	500.00	0.00	1,000.00
01-30-630-409	MAINTENANCE - VEHICLES	2,141.41	2,141.41	2.97	72,000.00	69,858.59	1.49	144,000.00
01-30-630-421	MAINTENANCE - RADIO EQUIPMENT	0.00	0.00	0.00	6,300.00	6,300.00	0.00	12,600.00
*TOTAL	EQUIPMENT - OFFICE	2,170.01	2,170.01	2.15	100,800.00	98,629.99	1.08	201,600.00

VILLAGE OF WILLOWBROOK  
 EXPENDITURE REPORT FOR MAY, 2013  
 GENERAL CORPORATE FUND

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
**TOTAL	ADMINISTRATION	534,964.19	534,964.19	13.20	4,051,455.00	3,516,490.81	6.60	8,102,910.00
	<u>BLDG - CONSTRUCTION REMODELING</u>							
	<u>CONTRACTUAL SERVICES</u>							
01-30-635-288	BLDG CONSTR & REMOD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	BLDG - CONSTRUCTION REMODELING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<u>DATA PROCESSING</u>							
	<u>CONTRACTUAL SERVICES</u>							
01-30-640-212	EDP-SOFTWARE	250.00	250.00	3.79	6,600.00	6,350.00	1.89	13,200.00
01-30-640-263	EDP-EQP. MAINTENANCE	0.00	0.00	0.00	11,000.00	11,000.00	0.00	22,000.00
*TOTAL	CONTRACTUAL SERVICES	250.00	250.00	1.42	17,600.00	17,350.00	0.71	35,200.00
	<u>SUPPLIES &amp; MATERIAL #1</u>							
01-30-640-305	EDP-PERSONAL TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-30-640-306	CONSULTING SERVICES	0.00	0.00	0.00	2,000.00	2,000.00	0.00	4,000.00
*TOTAL	SUPPLIES & MATERIAL #1	0.00	0.00	0.00	2,000.00	2,000.00	0.00	4,000.00
	<u>EQUIPMENT - OFFICE</u>							
01-30-640-401	EDP-OPERATNG EQP.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	EQUIPMENT - OFFICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	DATA PROCESSING	250.00	250.00	1.28	19,600.00	19,350.00	0.84	39,200.00
	<u>RISK MANAGEMENT</u>							
	<u>CONTRACTUAL SERVICES</u>							
01-30-645-273	SELF INS - DEDUCTIBLE	0.00	0.00	0.00	12,500.00	12,500.00	0.00	25,000.00
01-30-645-275	BONDS-SELF INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	CONTRACTUAL SERVICES	0.00	0.00	0.00	12,500.00	12,500.00	0.00	25,000.00
**TOTAL	RISK MANAGEMENT	0.00	0.00	0.00	12,500.00	12,500.00	0.00	25,000.00
	<u>PATROL SERVICES</u>							
	<u>PERSONNEL SERVICES</u>							
01-30-650-107	PART TIME - MATRON	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<u>CONTRACTUAL SERVICES</u>							
01-30-650-268	ANIMAL CONTROL	165.00	165.00	22.00	750.00	585.00	11.00	1,500.00
*TOTAL	CONTRACTUAL SERVICES	165.00	165.00	22.00	750.00	585.00	11.00	1,500.00
	<u>SUPPLIES &amp; MATERIAL #1</u>							
01-30-650-342	LIQUOR VIOLATIONS	0.00	0.00	0.00	500.00	500.00	0.00	1,000.00
01-30-650-343	JAIL SUPPLIES	0.00	0.00	0.00	1,000.00	1,000.00	0.00	2,000.00
01-30-650-345	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-30-650-346	DUI DRAW/LAB	0.00	0.00	0.00	500.00	500.00	0.00	1,000.00
01-30-650-348	DRUG FORFEITURE EXP. - STATE	0.00	0.00	0.00	500.00	500.00	0.00	1,000.00
01-30-650-349	DRUG FORFEITURE EXP. - FEDERAL	0.00	0.00	0.00	58,500.00	58,500.00	0.00	117,000.00
*TOTAL	SUPPLIES & MATERIAL #1	0.00	0.00	0.00	61,000.00	61,000.00	0.00	122,000.00
	<u>EQUIPMENT - OFFICE</u>							
01-30-650-401	OPERATING EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	EQUIPMENT - OFFICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	PATROL SERVICES	165.00	165.00	0.27	61,750.00	61,585.00	0.13	123,500.00

VILLAGE OF WILLOWBROOK  
 EXPENDITURE REPORT FOR MAY, 2013  
 GENERAL CORPORATE FUND

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
	<u>INVESTIGATIVE SERVICES</u>							
	<u>CONTRACTUAL SERVICES</u>							
01-30-655-236	RADIO PAGING SYSTEMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<u>SUPPLIES &amp; MATERIAL #1</u>							
01-30-655-335	CAMERA SUPPLIES	0.00	0.00	0.00	350.00	350.00	0.00	700.00
01-30-655-339	CONFIDENTIAL FUNDS	0.00	0.00	0.00	1,000.00	1,000.00	0.00	2,000.00
01-30-655-345	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-30-655-347	SUBPOENA FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	SUPPLIES & MATERIAL #1	0.00	0.00	0.00	1,350.00	1,350.00	0.00	2,700.00
	<u>EQUIPMENT - OFFICE</u>							
01-30-655-401	OPERATING EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-30-655-405	FURN & OFFICE EQUIPT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	EQUIPMENT - OFFICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	INVESTIGATIVE SERVICES	0.00	0.00	0.00	1,350.00	1,350.00	0.00	2,700.00
	<u>TRAFFIC SAFETY</u>							
	<u>PERSONNEL SERVICES</u>							
01-30-660-105	PART TIME - CROSSING GUARD	779.10	779.10	16.52	4,716.00	3,936.90	8.26	9,432.00
*TOTAL	PERSONNEL SERVICES	779.10	779.10	16.52	4,716.00	3,936.90	8.26	9,432.00
	<u>SUPPLIES &amp; MATERIAL #1</u>							
01-30-660-345	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	SUPPLIES & MATERIAL #1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	TRAFFIC SAFETY	779.10	779.10	16.52	4,716.00	3,936.90	8.26	9,432.00
	<u>E S D A COORDINATOR</u>							
	<u>SUPPLIES &amp; MATERIAL #1</u>							
01-30-665-263	SIREN MAINTENANCE	0.00	0.00	0.00	750.00	750.00	0.00	1,500.00
*TOTAL	SUPPLIES & MATERIAL #1	0.00	0.00	0.00	750.00	750.00	0.00	1,500.00
**TOTAL	E S D A COORDINATOR	0.00	0.00	0.00	750.00	750.00	0.00	1,500.00
	<u>CRIME PREVENTION</u>							
	<u>SUPPLIES &amp; MATERIAL #1</u>							
01-30-670-302	PRINTING	0.00	0.00	0.00	1,000.00	1,000.00	0.00	2,000.00
01-30-670-331	COMMODITIES	0.00	0.00	0.00	4,500.00	4,500.00	0.00	9,000.00
*TOTAL	SUPPLIES & MATERIAL #1	0.00	0.00	0.00	5,500.00	5,500.00	0.00	11,000.00
**TOTAL	CRIME PREVENTION	0.00	0.00	0.00	5,500.00	5,500.00	0.00	11,000.00
	<u>TELECOMMUNICATIONS</u>							
	<u>CONTRACTUAL SERVICES</u>							
01-30-675-235	RADIO DISPATCHING	36,758.08	36,758.08	16.26	226,000.00	189,241.92	8.13	452,000.00
01-30-675-263	EQUIPMENT MNTNCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	CONTRACTUAL SERVICES	36,758.08	36,758.08	16.26	226,000.00	189,241.92	8.13	452,000.00
	<u>EQUIPMENT - OPERATING</u>							
01-30-675-401	OPERATING EQUIPMENT	0.00	0.00	0.00	500.00	500.00	0.00	1,000.00
*TOTAL	EQUIPMENT - OPERATING	0.00	0.00	0.00	500.00	500.00	0.00	1,000.00
**TOTAL	TELECOMMUNICATIONS	36,758.08	36,758.08	16.23	226,500.00	189,741.92	8.11	453,000.00

VILLAGE OF WILLOWBROOK  
 EXPENDITURE REPORT FOR MAY, 2013  
 GENERAL CORPORATE FUND

ACCT. NO.	DESCRIPTION	EXPENDED THIS MONTH	EXPENDED THIS YEAR	PRCT. BUDGET	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>CAPITAL IMPROVEMENTS</u>								
<u>CAPITAL EXPENDITURES</u>								
01-30-680-611	FURNITURE & OFFICE EQUIPMENT	0.00	0.00	0.00	12,500.00	12,500.00	0.00	25,000.00
01-30-680-622	RADIO EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-30-680-625	NEW VEHICLES	23,274.00	23,274.00	29.84	78,000.00	54,726.00	14.92	156,000.00
01-30-680-641	EDP NEW EQUIPMENT	4,301.89	4,301.89	100.00	4,302.00	0.11	50.00	8,604.00
01-30-680-642	COPY MACHINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*TOTAL	CAPITAL EXPENDITURES	27,575.89	27,575.89	29.09	94,802.00	67,226.11	14.54	189,604.00
**TOTAL	CAPITAL IMPROVEMENTS	27,575.89	27,575.89	29.09	94,802.00	67,226.11	14.54	189,604.00
<u>CONTINGENCIES</u>								
01-30-685-799	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**TOTAL	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
***TOTAL	POLICE DEPARTMENT	600,492.26	600,492.26	13.41	4,478,923.00	3,878,430.74	6.70	8,957,846.00
****TOTAL	GENERAL CORPORATE FUND	600,492.26	600,492.26	13.41	4,478,923.00	3,878,430.74	6.70	8,957,846.00

**COMMITTEE MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

INFORMATION - MONTHLY OFFENSE REPORT

**COMMITTEE REVIEW**

- Finance/Administration
- Municipal Services
- Public Safety

Meeting Date: 06/10/2013

- Discussion Only
- Seeking Feedback
- Regular Report
- Approval of Staff Recommendation (for consideration by Village Board at a later date)
- Approval of Staff Recommendation (for immediate consideration by Village Board)
- Report/documents requested by Committee

**BACKGROUND**

The attached report is a monthly offense summary report for the month of May 2013.

**REQUEST FOR FEEDBACK (if any)**

NONE.

**STAFF RECOMMENDATION (if any)**

NONE.

# Southwest Central Dispatch

## INCIDENT ACTIVITY BY MONTH FOR May 2013

REPORT DATE RANGE: 05/01/2013 through 05/31/2013

WILLOWBROOK POLICE		M008 - POLICE INCIDENT ACTIVITY BY MONTH YEAR	
IUCR	OFFENSE DESCRIPTION	THIS PERIOD	YTD
0320	ROBBERY	1	1
0625	RESIDENTIAL BURGLARY	2	2
0710	THEFT FROM MOTOR VEHICLE	2	2
0760	BURGLARY FROM MOTOR VEHICLE	2	2
0810	THEFT OVER \$500	3	3
0820	THEFT UNDER \$500	7	7
1110	DECEPTIVE PRACTICE	2	2
1130	FRAUD	1	1
1137	IDENTITY THEFT	5	5
1150	CREDIT CARD FRAUD	1	1
1310	CRIMINAL DAMAGE TO PROPERTY	3	3
2440	RECKLESS DRIVING	1	1
2445	HIT AND RUN ACCIDENT	5	5
2461	OPERATE UNINSURED VEH	8	8
2470	NO DRIVERS LICENSE	2	2
2480	SUSPENDED/REVOKED DL	1	1
2820	TELEPHONE THREAT	2	2
2825	HARASSMENT BY TELEPHONE	1	1
2900	AIR RIFLES	1	1
5081	IN-STATE WARRANT	5	5
6511	TRAFFIC CONTROL	4	4
6512	ESCORT	1	1
6513	ASSIST MOTORIST	19	19
6514	THOROUGHFARE OBSTRUCTION	7	7
6518	TRAFFIC SIGNALS OUT	2	2
6519	ABANDONED AUTO	1	1
6521	TRAFFIC SURVEY	12	12
6562	10-50 PI	3	3
6563	10-50 PD	53	53
6582	ILLEGAL PARKING	5	5
6583	OVERNIGHT PARKING	92	92
6638	TRAFFIC ALTERCATION	1	1
6650	SPEEDING AUTO	4	4
7701	DOMESTIC TROUBLE	12	12
7739	JUVENILE PROBLEMS OTHER	10	10
9000	GENERIC UCR/DESCRIPTION NEEDED	1	1

# Southwest Central Dispatch

## INCIDENT ACTIVITY BY MONTH FOR May 2013

REPORT DATE RANGE: 05/01/2013 through 05/31/2013

### WILLOWBROOK POLICE

IUCR	OFFENSE DESCRIPTION	M008 - POLICE INCIDENT ACTIVITY BY MONTH YEAR											
		THIS PERIOD YTD											
9001	ASSIST FIRE DEPARTMENT	15											15
9002	ASSIST COUNTY POLICE	2											2
9003	ASSIST STATE POLICE	1											1
9004	ASSIST OTHER POLICE DEPT	11											11
9005	ASSIST OTHER GOV AGENCY	2											2
9008	ASSIST BUSINESS AGENCY	1											1
9011	ASSIST PUBLIC WORKS	3											3
9020	OPEN DOOR	3											3
9022	BLDG CHECK OFFICER INITIATED	5											5
9023	BUSINESS CHECK	10											10
9031	LOCK OUT	28											28
9033	EXTRA PATROL - BUS	7											7
9034	EXTRA PATROL - RES	19											19
9046	BURGLAR ALARM	40											40
9047	HOLD UP ALARM	1											1
9055	MISCHIEVOUS CONDUCT NO \$ LOSS	3											3
9056	SOLICITOR COMPLAINTS	2											2
9058	LOUD NOISE COMPLAINT	10											10
9059	OTHER PUBLIC COMP (DEFINE)	3											3
9061	LOST ARTICLE	3											3
9062	FOUND ARTICLE	3											3
9063	LOST DRIVERS LICENSE/PLATES	3											3
9066	MISSING PERSON-JUV/M	3											3
9067	MISSING PERSON-JUV/F	1											1
9069	CANCEL HOUSEWATCH	1											1
9072	FINGERPRINTING	1											1
9083	ASSIST AMBULANCE	4											4
9091	REPOSSESSIONS	63											63
9093	INFORMATION FOR THE POLICE	3											3
9096	CRIME PREVENTION	1											1
9101	SUSPICIOUS AUTO	2											2
9102	SUSPICIOUS NOISE	11											11
9103	SUSPICIOUS PERSON	2											2
9105	NEIGHBORHOOD TROUBLE	8											8
9110	DISTURBANCE	2											2
9112	SUSPICIOUS CIRCUMSTANCES	11											11
		18											18

# Southwest Central Dispatch

## INCIDENT ACTIVITY BY MONTH FOR May 2013

REPORT DATE RANGE: 05/01/2013 through 05/31/2013

WILLOWBROOK POLICE		M008 - POLICE INCIDENT ACTIVITY BY MONTH YEAR	
IUCR	OFFENSE DESCRIPTION	THIS PERIOD	YTD
9119	911 HANG UP TX #	22	22
9121	FIREWORKS	2	2
9122	DAMAGE TO PROP NON-CRIMINAL	1	1
9125	911 MIS DIAL TX #	10	10
9203	DOG BITE - PUBLIC	1	1
9209	STRAY DOG	1	1
9210	STRAY OTHER ANIMALS	1	1
9212	SICK/INJURED ANIMAL	2	2
9213	DEAD ANIMAL	1	1
9215	STRAY ANIMAL HOLDING	4	4
9219	ANIMAL COMPLAINTS	7	7
9455	SICK CALL	10	10
9458	HOLIDAY	2	2
9469	COMP TIME TAKEN	3	3
9507	STATION INFORMATION	34	34
9902	DUMPING GARBAGE	1	1
9917	CANINE DUTIES	3	3
9919	RECOVERED STOLEN PROPERTY	1	1
9922	CITIZEN ASSIST	43	43
9923	COMMUNITY CONTACT	1	1
9928	VEHICLE BREAKDOWN	1	1
9929	SEX OFFENDER REGISTRATION	1	1
9932	HANDICAPPED PARKING VIOLATION	1	1
9940	PARK PREMISE CHECK	7	7
9998	DUPLICATE POLICE CALL GENERATED	1	1
9999	LOCAL ORDINANCE VIOLATION	2	2
	<b>DEPARTMENT TOTALS</b>	<b>748</b>	<b>748</b>

# COMMITTEE MEETING

## AGENDA ITEM SUMMARY SHEET

### AGENDA ITEM DESCRIPTION

INFORMATION –LETTERS & CERTIFICATES OF APPRECIATION

### COMMITTEE REVIEW

- Finance/Administration
- Municipal Services
- Public Safety

Meeting Date: 06/10/2013

- Discussion Only
- Seeking Feedback
- Regular Report
- Approval of Staff Recommendation (for consideration by Village Board at a later date)
- Approval of Staff Recommendation (for immediate consideration by Village Board)
- Report/documents requested by Committee

### BACKGROUND

The attached Letter(s) of Appreciation for the following:

- Chief Mark Shelton
- Officer Jose Chavez-Jimenez
- Officer Ted Kolodziej
- Detective Lauren Kaspar

### REQUEST FOR FEEDBACK (if any)

None.

### STAFF RECOMMENDATION (if any)

None.

# Stickney Police Department



JOHN SLADETZ  
Chief of Police

6533 West Pershing Road  
Stickney, Illinois 60402  
Phone (708) 788-2131  
Fax (708) 749-2742



DEBORAH MORELLI  
Mayor

May 20, 2013

Chief Mark Shelton  
Countryside Police Department

Chief John Sladetz  
Stickney Police Department

Chief;

I would like to take this opportunity to thank you and your Officers for assisting us with a long funeral procession on Friday May 17<sup>th</sup>.

Your Officers showed the utmost professionalism in directing traffic, and blocking intersections, making the procession very smooth, and making a difficult time a little easier. Also, a personal thanks to you, for taking time out of your day to find a staging area.

The late Chief John Zitek would have been very proud.

Once again, thank you and your Officers.

A handwritten signature in black ink that reads "John Sladetz".

John Sladetz

Anthony

Willowbrook, IL 60527

Willowbrook Police Department  
7760 Quincy St.  
Willowbrook, IL 60527

May 20, 2013

To the Willowbrook Police Department:

On Friday, May 17, Officer Chavez Jimenez made out a Police report for me at the Willowbrook Police Department office for an accident that occurred on May 8, 2013. The long delay in making out this report came about because of the illness and eventual death of my brother during this span of time and also the irresponsible attitude of the girl who caused the accident. The girl, \_\_\_\_\_ was not responding to calls from her insurance company USAA. A statement was needed from her accepting responsibility for rear ending my car while we were in line at the Willowbrook Portillo's drive through. Officer Jimenez took all the information necessary for filing a police report and gave it Report Number 13-3035. He said he would contact \_\_\_\_\_ and ask her to admit to causing the accident. He stated he would get back to me as soon as he could, and I left. Within an hour after I left, Officer Jimenez had left a message on my answering machine stating that he had contacted \_\_\_\_\_ and she did admit to causing the accident. This was a very helpful action. I know doing this was part of his job but it was done with concern, with courtesy and very quickly. I am truly grateful to him for this. Having the police report to give to my and her insurance companies will help me to settle my claim. \_\_\_\_\_ as of this morning, however, still has not responded to the now 3 calls by her insurance company.

I wish to thank the officers at the window of the Police Department headquarters who heard my initial information and especially thank Officer Jimenez for his professional approach and expeditious handling of my problem.

Sincerely,



Anthony



# Village of Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

Phone: (630) 323-8215 • Fax: (630) 323-0787 • www.willowbrookil.org

## LETTER OF RECOGNITION

May 29, 2013

**Mayor**

Robert A. Napoli

**Village Clerk**

Leroy R. Hansen

**OFFICER TED KOLODZIEJ  
DETECTIVE LAUREN KASPAR**

On 05/23/13 at approximately 11:15 a.m., Officer Ted Kolodziej and Detective Lauren Kaspar responded to Elm School in Burr Ridge for a report of a Battery to a child.

Officer Kolodziej and Detective Kaspar met with a DCFS Case worker, who was at the scene, and had interviewed the 8 year old female victim. Detective Kaspar had taken photos of multiple bruises on the child. Further investigation revealed that the victim had been battered by her mother, who was residing at the Red Roof Inn.

Detective Kaspar and Officer Kolodziej drove to the Red Roof Inn and spoke with the victim's mother. Det. Kaspar conducted her investigation in conjunction with DCFS and DuPage Child Services. Detective Kaspar conducted an audio taped interview with the offender and an admission of battery was obtained by Detective Kaspar.

Detective Kaspar screened the case through DuPage Felony Screening and one count of Aggravated Battery to a Child, which is a Class 3 Felony, was approved.

Officer Kolodziej should be commended for his outstanding work, effort and diligence is assisting Detective Kaspar in the investigation.

Detective Lauren Kaspar should be commended for her ability to conduct an investigation with other jurisdictions, and her ability to obtain a full confession from the offender through her investigative skills.

**MARK SHELTON  
CHIEF OF POLICE**



*"A Place of American History"*

# COMMITTEE MEETING

## AGENDA ITEM SUMMARY SHEET

### AGENDA ITEM DESCRIPTION

INFORMATION –DISCUSSION ITEMS

### COMMITTEE REVIEW

- Finance/Administration
- Municipal Services
- Public Safety

Meeting Date: 06/10/2013

- Discussion Only
- Seeking Feedback
- Regular Report
- Approval of Staff Recommendation (for consideration by Village Board at a later date)
- Approval of Staff Recommendation (for immediate consideration by Village Board)
- Report/documents requested by Committee

### BACKGROUND

- Cadet Advisor for Conference
- Scheduling Program
- D.E.A. Assignment Update
- Hotel Activity

### REQUEST FOR FEEDBACK (if any)

None.

### STAFF RECOMMENDATION (if any)

None.