

# VILLAGE OF LOMBARD POLICE DEPARTMENT



**Raymond Byrne**  
Chief of Police

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To: Dan Whittington, Trustee and Chair of Public Safety and Transportation Committee, Scott Niehaus, Village Manager

From: Tom Wirsing, Deputy Chief of Police

Date: 01/17/2017

Subject: 2018 Budget Options – Police Department

**Referenced below are proposed 2018 Budget Options as they relate to the Police Department.**

### **Reduction in Staffing:**

The Police Department would eliminate the following positions:

1. Part-Time Records Clerk (currently frozen) Annual Salary: \$20,000

The Part-Time Records Clerk is currently a vacant position and all duties and responsibilities have been absorbed by current Records staff. The position has been frozen for over 6 months and at this time we do not feel the position is necessary. Staff has examined this and supports the elimination of the position.

2. Investigative Aide (currently vacant) Annual Salary: \$36,000

The Investigative Aide position was created in August 2013 to assist the Investigation’s Unit with various tasks. The tasks include case follow up, errands, and assisting in background investigations. Over the last few years it became increasingly more difficult to retain the position with a high rate of turnover. The position has been vacant since June 2016. Since then Investigators have been tasked with performing the various duties. There has been no reduction in service to the citizens of Lombard based on the additional duties the Investigation’s staff has incurred. Staff has examine this and supports the elimination of the position.

## CORE VS. ENHANCED

### 1. Full-Time Front Desk Clerk Midnight Shift (currently staffed) Annual Salary/Benefits: \$69,608

The Lombard Police Department currently staffs the front desk of the Police Department 24 hours a day 7 days a week with 3 full time Front Desk Clerks. The Midnight Shift Front Desk Clerk works between the hours of 11:00 PM and 7:00 AM. Their duties include answering phone calls, assisting walk in reports, and supporting the Patrol Officers and Supervisors. The Midnight Shift Front Desk clerk is significantly less busy than the other shifts. Of 41 area Police agencies polled 68% have no front desk/lobby staff after 11:00 PM. Phones are provided in the lobby area with direct communication to 911 centers. Area patrol officers are then dispatched to respond to the police station to assist.

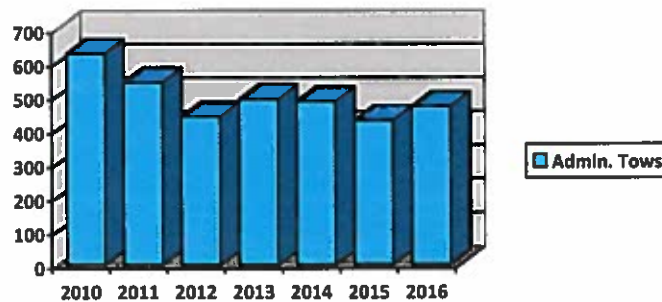
With the pending retirement of the Dayshift Front Desk Clerk there is an opportunity to eliminate the Midnight Shift Front Desk Clerk Position. This transition could take place within the next 4 to 6 months. Installation of additional cameras and a secure phone would need to be accomplished along with internal procedures governing the change.

Other clerical type duties would be absorbed through the Records Unit during the day. Overnight parking permission would fall to DuComm, our dispatch center, at no extra charge to the village.

Staff believes this is an enhanced level of service that can be reduced without impacting core services.

### 2. Towing Coordinator (currently staffed) Annual Salary: \$25,000

The position of Towing Coordinator was created in June 2009 when the Village adopted Administrative Tow Fees for arrests. The duties of the position include processing administrative tows, coordinating with Lombard Body and Fender, who stores our towed vehicles, and assisting the Front Desk when needed. Administrative Tows have diminished since the creation of the position.



Lombard is one of the few agencies which have a dedicated Tow Coordinator Position. The position can be absorbed between the Records Unit and Investigations Supervisors. The Investigations Unit is currently tasked with seized and forfeited vehicles and is familiar with the process.

Staff believes this is an enhanced level of service that can be reduced without impacting core services.

**Eliminate Code Red:**

Code Red is the Village Of Lombard’s emergency notification system. Code Red allowed Village employees to have access to a program that has the ability to send text and voice mail alerts to phones in the event of an emergency. It was implemented by the Village in June 2011. The Department of Public Works spearheaded the acquisition based on an after action report for weather related events from 2010.

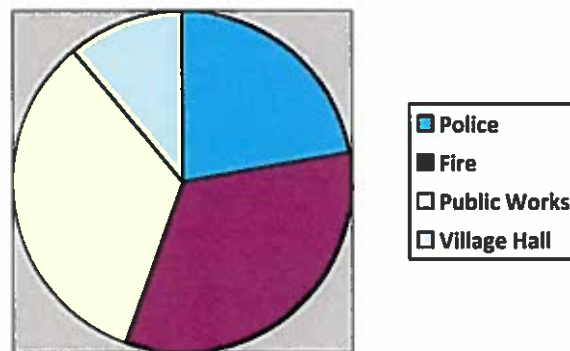
The Village of Lombard in recent years has progressively embraced social media as a tool to communicate with residents and visitors. Facebook, Twitter, and the Village’s Webpage all assist with notifying the community of important events and information.

The Village of Lombard has utilized the Code Red System 9 times since inception and none since 2014. The following reasons produced the activations:

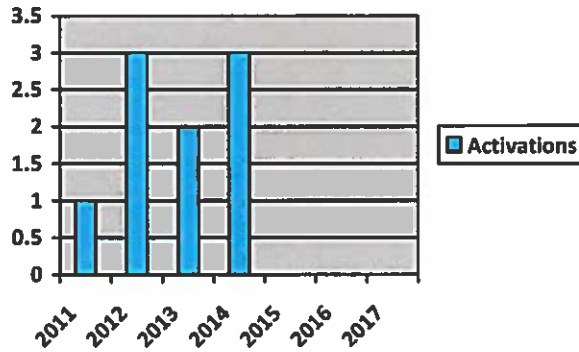
- 2011: Wildfire Smoke (Minnesota)
- 2012: Severe Storm Alert  
Burglary Suspect at Large  
Controlled Burn by the Fire Department
- 2013: Extreme Cold Weather Alert  
Severe Storm Alert after sirens activated
- 2014: Water main break  
Missing Autistic Girl  
Unknown PW request

Since 2014 the Village of Lombard has not used the Code Red System. Social media options have been utilized with success.

*Code Red Activations by Department*



*Amount of Activations since Inception*



Lombard Police and Fire Department utilize DuComm for our emergency dispatch. In addition to Village of Lombard social media, DuComm has the ability to use reverse 911 to make emergency notifications to a set area. Although rarely used they provide another option if the Village chooses to eliminate the Code Red system. It is important to note reverse 911 only applies to land line phones, not cellular communications. DuComm also utilizes Smart 911 in which residents fill out an informational sheet that is accessible to the dispatcher during emergency calls.

The proposed elimination would create a savings of \$20,000.

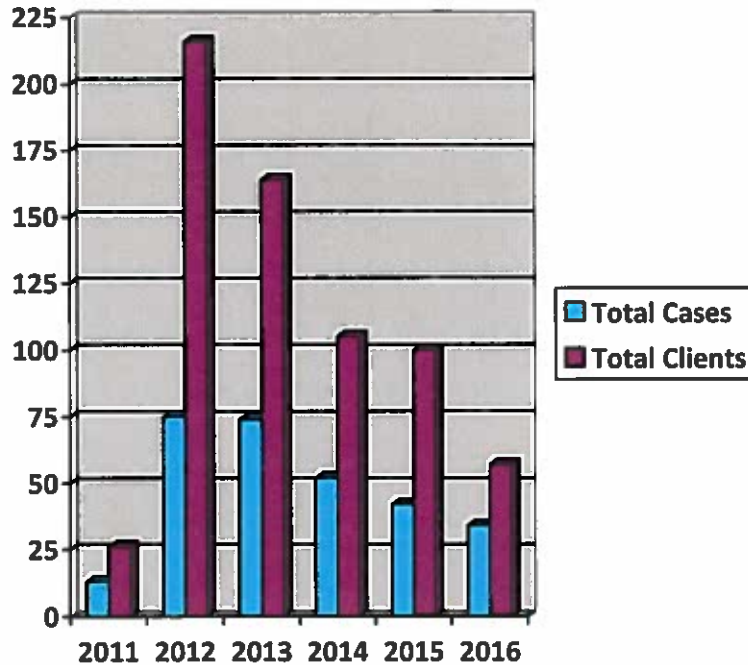
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## **CONTRACT REDUCTION**

### **1. Reduction in Contract Pricing with AID (Victim Services)**

The Village of Lombard has contracted with the Association for Individual Development (AID) for Victims Services since 2011. AID provides on scene assistance to victims and family during crisis and allows first responders to concentrate on departmental tasks. AID counselors have been called to assist in death notifications, domestic disputes, neighbor disputes, elderly issues, and fire event related situations. The Lombard Police recently used AID counselors for police officers after a traumatic call.

While I believe AID is an enhanced village service it provides a valuable resource allowing officers to focus on other critical tasks during an event.



Since inception the Village of Lombard has utilized AID for 290 cases with 668 clients from those cases. We have seen a decrease over the past few years in Cases. The Village of Lombard has renegotiated with AID and they have agreed to lower their fee by \$5,000. Current fees for AID are now \$20,000 per year with no reduction of services to the Village.

Restructuring of Contract Saving \$5,000

**Currently the Lombard Police Department has no Revenue Enhancements to propose.**

Based on personnel reductions and the elimination of Code Red and the reduction in AID contract fees, the Village would have a total savings of \$175,608.

Please let me know if you have any further questions or follow up.