

Plainfield Police Department Strategic Plan

2011 - 2013



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Plainfield Police Department Strategic Plan 2011-2013

Table of Contents	
Topic	Page #
Foreword	2
Mission Statement	3
Department Values	3
Vision Statement	4
Strategic Objectives	5
Office of the Chief of Police	6
Legal Section	8
Information Technology	9
Patrol Division	12
Traffic Section	17
Community Services Division	20
DARE/Community Resource Officers	20
CSO's	22
Code Enforcement	22
Emergency Management	23
Administration Division	25
Investigations	26
School Resource Officers	29
CALEA	30
Records Section	33
Conclusion	36
Strategic Planning Committee	36



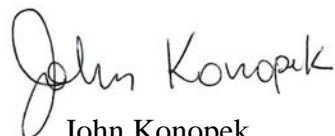
VILLAGE OF PLAINFIELD POLICE DEPARTMENT



Foreword

The Plainfield Police Department recognizes that a road map to the future needs to be developed in order to properly plan and budget for the delivery of quality police services to our citizens. To that end, a three-year Strategic Plan has been developed for earmarking the priorities of the agency in order to meet future needs. Staff has taken into account the current state of our agency and Village, and conservatively projected the basic needs to provide adequate, professional service.

For a strategic plan to be successful, it needs ongoing review and evaluation of the objectives to fit a changing social and fiscal climate in the community. This review and evaluation are part of the plan, and a dynamic blueprint for the complexities that confront agencies, allowing the Department to stay focused on the challenges relative to our mission. We always welcome input from the community regarding our mission, values and objectives.


John Konopek
Chief of Police



Mission Statement

In Partnership with the Community, We Are Committed to Serve and Protect, Promote Safety, and Enhance Quality of Life.

Department Values



Integrity – Adhere to strict moral and ethical principles

Compassion – Respond empathetically to the needs of co-workers and those we serve

Accountability – Be responsible for our actions and resources

Respect – Maintain a high regard for the dignity of all

Equality – Provide fair and impartial treatment to everyone

Professionalism – Pursue excellence and proficiency at all times

Dedication – Uphold our ideals in all circumstances

Vision Statement

The members of the Plainfield Police Department are dedicated to achieving our mission through the services provided by our divisions of Patrol, Community Service, and Administration; as well as our external partnerships.

The Patrol Division provides the primary functions of law enforcement and public service through community partnerships, the prevention of crime, apprehension of violators, reporting of incidents, abatement of public nuisances, promotion of public health and safety, while safeguarding individual rights.

The Community Service Division provides support services to all areas of the Police Department and provides specialized assistance to entities both within and outside the Village. These objectives are met with the use of both paid and volunteer personnel, and the development of special operation personnel and event planning.

The Administration Division acts to further the mission of the Department through a cooperative and professional team effort. We accomplish this through various school & community programs, investigation of cases, enforcement of state & local laws, and other technical functions.

We have established relationships with local, county, state and federal agencies, civic and community organizations, local businesses, and residents. In conjunction with our own training and tools, we strive to utilize these resources to accomplish our strategic objectives.

The directions, objectives, and strategies of our organization are based on the relationships we build, the services we provide, and our goal to enhance quality of life for all people in the Village of Plainfield.

Strategic Objectives



Plainfield Police Department Strategic Plan 2011-2013

Office of the Chief of Police

1. Objective:

Reorganize the Police Department to increase efficiency, effectiveness, and job satisfaction.

Employee(s) Responsible:

Chief of Police

Description:

Evaluate job descriptions and chain of command to ensure proper communication flow, span of control, and balanced task analysis. Explore opportunities to provide employees with a diverse job experience through cross-training and specialty assignments.

Measure Of Success:

Updated job descriptions for all positions and job satisfaction survey.

Funding:

None required.

Implementation Timeline

2011

Complete and evaluate current reorganizations.

2012

Conduct employee job satisfaction survey; analyze and act on results.

2013

Review organizational structure and jobs, make changes or realign as necessary.

Office of the Chief of Police

2. Objective:

Complete the fiscal year under budget and expand revenues where possible.

Employee(s) Responsible:

Chief of Police and Staff

Description:

Monitor expenditures to ensure cost-effective business practices. Seek out and apply for grant opportunities.

Measure of Success:

Monthly tracking of expenditures and grant awards.

Funding:

Operational Budget; Increases via Grant Awards

Implementation Timeline

2011

Prepare 2011/12 Fiscal Budget based on available resources. Manage expenditures within or under budget. Complete applications on available grants. Complete required documentation on awarded grants.

2012

Prepare 2012/13 Fiscal Budget based on available resources. Manage expenditures within or under budget. Complete applications on available grants. Complete required documentation on awarded grants.

2013

Prepare 2013/14 Fiscal Budget based on available resources. Manage expenditures within or under budget. Complete applications on available grants. Complete required documentation on awarded grants.

Plainfield Police Department Strategic Plan 2011-2013

Office of the Chief of Police

- 3. Objective:**
Provide leadership training to supervisors, OIC's, and Command Staff.
- Employee(s) Responsible:**
Chief of Police or Designee
- Description:**
Prepare or reinforce sound leadership skills to all applicable positions.
- Measure of Success:**
Evaluate training provided for additional areas of need.
- Funding:**
Requested training funds within Operational Budget.

Implementation Timeline

2011	2012	2013
Schedule training as needed.	Schedule training as needed.	Schedule training as needed.

Office of the Chief of Police

- 4. Objective:**
Make sustainability a priority for the Department.
- Employee(s) Responsible:**
Chief of Police
- Description:**
Evaluate operations for ways to 'go green' and use less non-renewable resources.
- Measure of Success:**
Successfully achieve three (3) actions per year to reduce our carbon footprint.
- Funding:**
No Cost or Operationally Budgeted

Implementation Timeline

2011	2012	2013
Take actions necessary to achieve objective.	Take actions necessary to achieve objective.	Take actions necessary to achieve objective.

Plainfield Police Department Strategic Plan 2011-2013

Office of the Chief of Police – Legal Division

1.	<p>Objective: Evaluate the manpower needs of the Legal Division.</p> <p>Employee(s) Responsible: Legal Counsel</p> <p>Description: Determine if additional manpower would benefit the Department.</p> <p>Measure of Success: Successful management of workload by attorneys and support staff.</p> <p>Funding: Operational Budget.</p>		
Implementation Timeline			
2011	2012	2013	
Evaluate recent Support staff changes.	Determine if additional changes are necessary.	Pending changes in workload, continue to evaluate.	

Office of the Chief of Police – Legal Division

2.	<p>Objective: Develop in-house training program for officers to educate them on legal and court-related topics.</p> <p>Employee(s) Responsible: Legal Counsel</p> <p>Description: Training programs for officers would include education on legal/court-related issues (i.e., search and seizure; Juvenile Court Act, administrative adjudication process and procedure; Illinois Criminal Code; testifying effectively in criminal and quasi-criminal matters).</p> <p>Measure of Success: Completion of training by officers, implementation of information and evaluation of training materials.</p> <p>Funding: None</p>		
Implementation Timeline			
2011	2012	2013	
Begin developing program and schedule.	Roll out training program.	Evaluate and continue as necessary.	

Plainfield Police Department Strategic Plan 2011-2013

Office of the Chief of Police – Legal Division

3.	<p>Objective: Comprehensive review of Village's Code of Ordinances</p> <p>Employee(s) Responsible: Legal Counsel</p> <p>Description: Review Village's Code of Ordinances and update as necessary</p> <p>Measure of Success: Updated Code of Ordinances that meets the needs of the Department and Community</p> <p>Funding: None</p>		
Implementation Timeline			
2011	2012	2013	
Begin review and re-writing as necessary; present changes to Village Board.	Continue review and re-writing as necessary; present changes to Village Board.	Continue review and re-writing as necessary; present changes to Village Board.	

Office of the Chief – Information Technology

1.	<p>Objective: Continue the Will County Courts E-Ticketing Initiative</p> <p>Employee(s) Responsible: Information Technology Coordinator, Police Department</p> <p>Description: Evaluate the Will County Courts E-Ticketing Initiative that is currently being used by the Joliet Police Department. This is supposed to be adopted by the Will County Sheriff and then possibly implemented here. There would be little to minor hardware costs to the department as we have already purchased mobile printers needed using Department of Transportation grant money. As of today, Will County Courts is picking up all software costs associated with this initiative. This would also drastically cut down on the amount of ticket books that the Police Department orders.</p> <p>Measure of Success: The installation of the software components (and possible hardware) used by for this initiative to the Patrol laptops.</p> <p>Funding: The installation of the software components (and possible hardware) used by for this initiative to the Patrol laptops.</p>		
Implementation Timeline			
2011	2012	2013	
Adding 10 officers to e-ticketing. Continue implementation and training of officers.	Continue implementation and training of officers.		

Plainfield Police Department Strategic Plan 2011-2013

Office of the Chief – Information Technology

2. Objective:

Continue Patrol laptop replacement program

Employee(s) Responsible:

Information Technology Coordinator, Police Department

Description:

To provide Police Officers mobile data terminals for operational Patrol usage which includes receiving Calls for Service and performing criminal justice information requests. Currently the inventory of 19 Patrol laptops is 5 years old, has been repaired multiple times, and out of warranty for close to 2 years. We are using Panasonic Toughbook CF-29; the current models is the CF-31. This refresh would happen over 3 years replacing approximately 5 laptops per year, via available ILEAS and government grants and Capital Investment. These laptops with needed accessories and warranties are \$5,235 a piece.

Measure of Success:

The purchase and installation of both hardware and software components used by the Patrol division in their normal duties.

Funding:

Grants and Capital Investment

Implementation Timeline

2011	2012	2013
Purchased and installed five (5).	Purchase and install five (5).	Purchase and install five (5) to complete project.

Office of the Chief – Information Technology

3. Objective:

Purchase 2 Additional Servers for Applications, Storage, and Utility Programs

Employee(s) Responsible:

Information Technology Coordinator, Police Department

Description:

Purchase equipment to be used for the storage of Police data, Local Area Network utilities (backup, virus scanning, web monitoring, and SQL server) and applications. Currently the server that holds all Police data also serves as the backup server and the domain controller. The current SQL Server also acts as the CityView application server. Both the Virus server and Web Monitoring server are desktops that don't have the resources to continue to function efficiently. These servers with server operating systems run about \$5,000 to \$7,000 each.

Measure of Success:

The purchase and installation of both hardware and software components for these servers, and proper separation of the data and utilities that are stored and run on the Police Local Area Network.

Funding:

Capital Investment

Implementation Timeline

2011	2012	2013
Implement second server.	X	X

Plainfield Police Department Strategic Plan 2011-2013

Office of the Chief – Information Technology

4. Objective:

Coordinate the Information Technology responsibilities between the Village IT Coordinator and the Police Department IT Coordinator and evaluate the need to add a part-time IT technician to assist in technical support and network administration or seek out qualified college interns.

Employee(s) Responsible:

Information Technology Coordinator, Police Department and Village

Description:

Realign duties between Village IT Coordinator and Police Department IT Coordinator and possibly hire a part-time technician to assist in duties such as break/fix help tickets, patrol laptop updates, and exchange(email)/network administration. Reach out to Joliet Junior College and explore the possibility of a regular intern program.

Measure of Success:

The realignment of duties between the Village IT Coordinator and the Police Department Coordinator , the hiring of a part-time technician, and/or utilizing a college intern.

Funding:

Operational Budget

Implementation Timeline

2011	2012	2013
	X	X

Office of the Chief – Information Technology

5. Objective:

Upgrade three (3) server operating systems to Microsoft Windows Server 2008 and our Exchange (e-mail) server to Microsoft Exchange 2010.

Employee(s) Responsible:

Information Technology Coordinator, Police Department

Description:

Purchase the server operating system upgrades for the three (3) current servers that are running Windows Server 2003 and the current Exchange server running MS Exchange 2003.

Measure of Success:

Successfully upgrading all three (3) operating systems and one (1) Exchange server.

Funding:

Operational Budget

Implementation Timeline

2011	2012	2013
	X	

Plainfield Police Department Strategic Plan 2011-2013

Patrol Division			
1.	<p>Objective: Police Training Officer (PTO)/Field Training Officer (FTO) Program</p> <p>Employee(s) Responsible: Patrol Commander, PTO/FTO Supervisor, PTO/FTO Officers</p> <p>Description: Evaluate current program. Develop minimum standards of training and evaluation. Check-off list for completion of training goals. Develop training/report writing scenarios. Develop new Problem Based Learning Exercises (PBLE). Develop new Neighborhood Portfolio Exercises (NPE)</p> <p>Measure of Success: New Program in place and PTO Officers trained prior to New Officer Hires</p> <p>Funding: Existing Funding / May require some overtime on PTO/FTO's for meetings.</p>		
Implementation Timeline			
2011	2012	2013	
Begin curriculum review and developing new training standards.	Finalize and implement new program.	Evaluate effectiveness; make revisions as necessary.	

Patrol Division			
2.	<p>Objective: Establish a Patrol Division Crime Reduction/Tactical Policing Team</p> <p>Employee(s) Responsible: Patrol Commander, Administrative Sergeant</p> <p>Description: Unit staffed by Patrol Division Officers capable of running year-round with measurable goals and objectives.</p> <p>Measure of Success: Successful implementation and staffing, including Supervisor selection and established goals and objectives.</p> <p>Funding: Operational Budget.</p>		
Implementation Timeline			
2011	2012	2013	
X	Create goals and objectives, hire/assign necessary personnel.	Implement Team.	

Plainfield Police Department Strategic Plan 2011-2013

Patrol Division		
3.	<p>Objective: Develop new Sergeant training program.</p> <p>Employee(s) Responsible: Patrol Commander, Patrol Sergeants</p> <p>Description: Field training program for new Sergeants. Includes basic supervision class, shadow time with current Sergeant and continued mentoring program.</p> <p>Measure of Success: Completion of Sergeant Training Program and evaluation criteria.</p> <p>Funding: Existing Funding / May require some overtime to meet and assign tasks.</p>	
Implementation Timeline		
2011	2012	2013
X	Following development of PTO/FTO program, develop curriculum and assessment standards for Sergeants.	

Patrol Division		
4.	<p>Objective: Establish an Evidence Technician Response Team.</p> <p>Employee(s) Responsible: Patrol Commander, Community Service Commander, ET Sergeant, Current ET's</p> <p>Description: Evaluate current ET program and officers assigned. Determine need for changes, including assignment of additional personnel as needed. Evaluate current training needs for ET's. Develop team of advanced ET's for on-call major incident response.</p> <p>Measure of Success: On-call ET list meets Department needs and specialized ET Team staffed and trained.</p> <p>Funding: Operational Budget; may impact training, overtime, cell phones and equipment.</p>	
Implementation Timeline		
2011	2012	2013
X	On-call ET's to meet Department needs..	Full implementation of Evidence Technician Response Team.

Plainfield Police Department Strategic Plan 2011-2013

Patrol Division		
5.	<p>Objective: Develop long-term police fleet purchasing plan.</p> <p>Employee(s) Responsible: Patrol Commander, Squad Design Committee</p> <p>Description: Evaluate current vehicle needs. Research available vehicle platforms and equipment. Develop comprehensive strategy for replacement of Department vehicles based on assignment and function.</p> <p>Measure of Success: Implementation of long-term vehicle replacement specifications and strategy that meet the needs of the Patrol Division fleet. Translation of Patrol Division plan to other Divisions of the Department.</p> <p>Funding: Existing Funding / May require some overtime to meet, will budget accordingly for fleet.</p>	
Implementation Timeline		
2011	2012	2013
Committee to conduct research of available platforms and equipment; and assess Department vehicle needs.	Complete and implement Vehicle Replacement Strategy.	

Patrol Division		
6.	<p>Objective: Increase Patrol Staffing to cover all Primary Patrol Zones 24/7</p> <p>Employee(s) Responsible: Patrol Commander</p> <p>Description: Evaluate staffing needs based on population, calls for service, absenteeism, crime rate, and other factors. Propose hiring additional staff to meet the needs identified and ensure the zones are staffed with minimal need for overtime.</p> <p>Measure of Success: Four (4) primary patrol zones are staffed 24/7 on a consistent basis at minimum staffing or greater, with minimal overtime expenditures.</p> <p>Funding: Operational Budget, with added staffing as necessary.</p>	
Implementation Timeline		
2011	2012	2013
Brought back two laid-off officers to fill coverage.	Continue to increase staffing levels to provide police protection and reduce overtime needs.	Continue to increase staffing levels to provide police protection and reduce overtime needs.

Plainfield Police Department Strategic Plan 2011-2013

Patrol Division				
7.	<p>Objective: Develop plan for STARCOM 21 Radio System.</p> <p>Employee(s) Responsible: Patrol Commander, WESCOM Director, Technical Advisors</p> <p>Description: Provide equipment sufficient to enable radio aliases and advanced dispatching services; develop master programming list for VHF and STARCOM radio systems; implement preventative maintenance program for all radios; train all users on the functionality of issued radios; research feasibility, cost and necessity of additional radio bandwidth and equipment; and have suitable backup capabilities to cover system outages caused by equipment failure, system maintenance or disaster.</p> <p>Measure of Success: Have a plan that accommodates all of the described functions.</p> <p>Funding: Operational Budget, requested increases accordingly.</p>			
Implementation Timeline				
2011	2012	2013		
Evaluate equipment needs.	Implement radio aliases, PM program, training, and master programming lists.	Implement additional steps necessary to accomplish objective.		

Patrol Division				
8.	<p>Objective: Assign Administrative Sergeant for Patrol Division and adjust duties to current needs.</p> <p>Employee(s) Responsible: Patrol Commander</p> <p>Description: Review previous job description, adjust tasks as needed; align budget to promotion and staffing.</p> <p>Measure of Success: Have functioning Administrative Sergeant position.</p> <p>Funding: Operational Budget, adjusted for promotion.</p>			
Implementation Timeline				
2011	2012	2013		
Revise previous job description for Administrative Sergeant to current needs.	Increase budget to account for promotion, staff and train position.	X		

Plainfield Police Department Strategic Plan 2011-2013

Patrol Division			
9.	<p>Objective: Replace in-car camera system.</p> <p>Employee(s) Responsible: Patrol Commander, Department Committee</p> <p>Description: Evaluate suitable replacement for ICOP in-car camera system.</p> <p>Measure of Success: Complete implementation of new in-car camera system.</p> <p>Funding: Operational or Capital Budget, multi-year phases.</p>		
Implementation Timeline			
	2011	2012	2013
	Evaluate and recommend a replacement system.	Commence purchase and replacement of ICOP equipment.	Continue multi-year phase-in of new system.

Patrol Division			
10.	<p>Objective: Research and plan for replacement of K-9 Aron.</p> <p>Employee(s) Responsible: Patrol Commander, K-9 Officer(s)</p> <p>Description: Begin planning for when Aron 'ages out' of service.</p> <p>Measure of Success: Have a plan in place for future of K-9 Unit</p> <p>Funding: Operational and/or Capital Budget will be funded accordingly</p>		
Implementation Timeline			
	2011	2012	2013
	X	Begin research and development of proposal.	Complete proposal for K-9 replacement, pending end of service life.

Plainfield Police Department Strategic Plan 2011-2013

Patrol Division		
11.	<p>Objective: Institute Semi-annual Use-of-Force Training</p> <p>Employee(s) Responsible: Patrol Commander, Use-of-Force Instructor, Training Coordinator</p> <p>Description: Develop semi-annual (twice a year) training program in use-of-force techniques and laws to keep officers proficient.</p> <p>Measure of Success: Implementation of training program providing a minimum of two 4-hour training sessions per year per officer.</p> <p>Funding: Operational Budget, adjust overtime if needed.</p>	
Implementation Timeline		
<p>2011</p> <p>Develop training program and lesson plans.</p>	<p>2012</p> <p>Implement semi-annual training.</p>	<p>2013</p> <p>Review and standardize program to maintain officer proficiency.</p>

Patrol – Traffic Section		
1.	<p>Objective: Decrease the Personal Injury Crashes in Plainfield.</p> <p>Employee(s) Responsible: Traffic Sergeant</p> <p>Description: Keep track of all crashes that occur in the Village and continue to aggressively enforce seat belt and speed laws.</p> <p>Measure of Success: Compare the crash data from three previous years to see if the amount of injury crashes are decreasing.</p> <p>Funding: Operational Budget.</p>	
Implementation Timeline		
<p>2011</p> <p>Continue educational and enforcement actions to reduce the number and severity of crashes.</p>	<p>2012</p> <p>Continue educational and enforcement actions to reduce the number and severity of crashes.</p>	<p>2013</p> <p>Continue educational and enforcement actions to reduce the number and severity of crashes.</p>

Plainfield Police Department Strategic Plan 2011-2013

Patrol – Traffic Section			
2.		<p>Objective: Train Current Traffic Officers to assist with Traffic Reconstruction and determine if additional Reconstructionists are needed</p> <p>Employee(s) Responsible: Traffic Sergeant</p> <p>Description: Send current traffic officers to training classes to assist with crash reconstruction</p> <p>Measure of Success: Successful completion of classes</p> <p>Funding: Training budget or forfeiture funds</p>	
Implementation Timeline			
	2011	2012	2013
	Continue to provide training to develop current Traffic Unit into state certified reconstructionists.	Continue to provide training to develop current Traffic Unit into state certified reconstructionists. Select Lead Reconstructionist.	Continue to provide training to develop current Traffic Unit into state certified reconstructionists.

Patrol – Traffic Section			
3.		<p>Objective: Implement Operation Lifesaver</p> <p>Employee(s) Responsible: Traffic Sergeant</p> <p>Description: Train Traffic Unit Officers as trainers and implement Operation Lifesaver in Plainfield Schools.</p> <p>Measure of Success: Successful completion of training and classes</p> <p>Funding: Training budget or forfeiture funds</p>	
Implementation Timeline			
	2011	2012	2013
	Train Traffic Unit Officers as Operation Lifesaver instructors.	Implement Operation Lifesaver in Plainfield Schools.	

Plainfield Police Department Strategic Plan 2011-2013

Patrol – Traffic Section		
4.	<p>Objective: Develop Motorcycle/Pedi-cycle Awareness Program</p> <p>Employee(s) Responsible: Traffic Sergeant</p> <p>Description: Develop a Traffic Unit strategy toward traffic safety to increase driver awareness of motorcyclists and bicyclists within the Community.</p> <p>Measure of Success: Implementation of multi-faceted safety and awareness program.</p> <p>Funding: Operational Budget</p>	
Implementation Timeline		
2011	2012	2013
X	Research and develop program.	Implement program.

Plainfield Police Department Strategic Plan 2011-2013

Community Services Division			
1.	<p>Objective: Create a Community Services Sergeant position.</p> <p>Employee(s) Responsible: CS Commander</p> <p>Description: Implement sergeant position to oversee CSO's, Crossing Guards, Code Enforcement, and assist with special events.</p> <p>Measure of Success: Assignment filled and trained.</p> <p>Funding: Operational Budget</p>		
Implementation Timeline			
	2011	2012	2013
	Posting and selection, begin training.	Continue training; evaluate division of duties and span of control.	X

Community Services Division – DARE/Community Resource Officers			
1.	<p>Objective: Evaluate duties of DARE/Community Resource Officers to determine best allocation of manpower and funding.</p> <p>Employee(s) Responsible: CS Commander, CS Sergeant</p> <p>Description: Determine if all current programs and functions of this unit should be maintained, enhanced or eliminated; evaluate if any other programs are needed in the community.</p> <p>Measure of Success: Have efficient and effective DARE/Community Resource team.</p> <p>Funding: Operational Budget</p>		
Implementation Timeline			
	2011	2012	2013
	Evaluate and identify current duties.	Implement any desired changes; evaluate.	Implement any desired changes; evaluate.

Plainfield Police Department Strategic Plan 2011-2013

Community Services Division – DARE/Community Resource Officers

- 2. Objective:**
Evaluate if additional staffing is needed in this unit based on assignments and events.
- Employee(s) Responsible:**
CS Commander, CS Sergeant
- Description:**
Determine if the desired programs for the schools and community require additional manpower to implement.
- Measure of Success:**
Sufficient staffing to effectively carry out DARE and community programs/events.
- Funding:**
Operational budget.

Implementation Timeline

2011

Determine staffing levels needed to carry out desired programs.

2012

Request additional staffing if needed.

2013

Community Services Division – DARE/Community Resource Officers

- 3. Objective:**
DARE Program in schools
- Employee(s) Responsible:**
CS Commander/Sergeant/Officers
- Description:**
Ensure the DARE curriculum provided is meeting the needs of the School Administration, and the additional DARE events are well-received.
- Measure of Success:**
Provide a program that educates the students and is a productive use of class time. Provide extra-curricular activities that are fun and encourage positive behavior.
- Funding:**
DARE Account

Implementation Timeline

2011

Conduct DARE training and DARE events as agreed with School Administration.

2012

Conduct DARE training and DARE events as agreed with School Administration.

2013

Conduct DARE training and DARE events as agreed with School Administration.

Plainfield Police Department Strategic Plan 2011-2013

Community Services Division – CSOs/Crossing Guards

1.	<p>Objective: Install computers in all CSO vehicles</p> <p>Employee(s) Responsible: CSO SGT/OIC</p> <p>Description: Continue project until all CSO vehicles are outfitted with computer</p> <p>Measure of Success: Beginning with 2012-13 Budget install 1-2 per year</p> <p>Funding: Approx \$5,000 per computer set-up</p>		
Implementation Timeline			
2011	2012	2013	
X	Budget to purchase/install laptops in CSO vehicles.	Budget to purchase/install laptops in CSO vehicles.	

Community Services – Code Enforcement

1.	<p>Objective: Increase staffing to effectively control code enforcement issues within the Village.</p> <p>Employee(s) Responsible: CS Commander/Sergeant</p> <p>Description: Hire/train additional part-time staff to assist Code Enforcement Officer during peak season.</p> <p>Measure of Success: Properly address numerous enforcement complaints, especially May-August.</p> <p>Funding: Budget in 2012/13 Fiscal Year Operating Budget</p>		
Implementation Timeline			
2011	2012	2013	
X	Budget to hire/train CEO.		

Plainfield Police Department Strategic Plan 2011-2013

Community Services – Emergency Management

1.	<p>Objective: Design and build new PEMA facility</p> <p>Employee(s) Responsible: PEMA Director</p> <p>Description: Design and build a fully-functional operational facility for PEMA, possibly in conjunction with WESCOM's development plan.</p> <p>Measure of Success: A fully functional operational facility for PEMA</p> <p>Funding: Approx \$1.5 - 2 million</p>	
Implementation Timeline		
2011 X	2012 X	2013 Locate land; 2014 architectural design; 2016 begin construction

Community Services – Emergency Management

2.	<p>Objective: Explore options with other agencies to Design and build mobile communication / IC vehicle</p> <p>Employee(s) Responsible: PEMA Director</p> <p>Description: Work with other communities to determine if it is feasible, in a joint effort, to Design and build mobile communications / IC vehicle to be available for use at all crisis situations and special events</p> <p>Measure of Success: A mobile communications / IC vehicle available for use at all crisis situations and special events</p> <p>Funding: Approx \$250,000</p>	
Implementation Timeline		
2011 X	2012 Explore feasibility of joint effort.	2013 Design and build vehicle.

Plainfield Police Department Strategic Plan 2011-2013

Community Services – Emergency Management

3. Objective:
 Create Village-wide Incident Management Team / Special Events Planning Team

Employee(s) Responsible:
 PEMA Director

Description:
 Team would produce Incident Action Plans and operational plans for all special events and large-scale emergency situations within the Village

Measure of Success:
 Incident Action Plans and operational plans for all special events and large-scale emergency situations within the Village

Funding:
 Dependent on training needed; no other resources needed

Implementation Timeline

2011	2012	2013
Committee in place; working on fine-tuning.	Fully effective team in place.	

Community Services – Emergency Management

4. Objective:
 Upgrade all PEMA communication capabilities to coincide with 2013 narrow-banding mandates

Employee(s) Responsible:
 PEMA Director

Description:
 Upgrade of Communication equipment to be compliant with narrow-banding mandates

Measure of Success:
 Communication equipment would be compliant with narrow-banding mandates

Funding:
 Approx \$50,000

Implementation Timeline

2011	2012	2013
Began in 2010, complete prior to deadline in 2013; Equipment would be phased in ensuring that all equipment is narrow-banded compliant	Began in 2010, complete prior to deadline in 2013; Equipment would be phased in ensuring that all equipment is narrow-banded compliant	Began in 2010, complete prior to deadline in 2013; Equipment would be phased in ensuring that all equipment is narrow-banded compliant

Plainfield Police Department Strategic Plan 2011-2013

Administration Division		
1.	<p>Objective: Illinois Law Enforcement Accreditation Program (ILEAP)</p> <p>Employee(s) Responsible: Command Staff and Accreditation Coordinator</p> <p>Description: Evaluate if Illinois State Enforcement Accreditation Program should be implemented</p> <p>Measure of Success: Report on ILEAP</p> <p>Funding: None</p>	
Implementation Timeline		
2011	2012	2013
Postponed due to change in staffing; begin evaluating.	Make determination to continue with CALEA or transition to ILEAP.	

Administration Division		
2.	<p>Objective: New Police Officer Recruitment in conjunction with the Police Commission</p> <p>Employee(s) Responsible: Accreditation Coordinator and Police Commission</p> <p>Description: Recruitment activities to include maintaining liaison with community organizations, leaders and educational institutions in an effort to develop a more ethnically diverse applicant pool in order to achieve a similar demographic representation as exists in the service population. Activities may also include developing and maintaining recruitment literature as well as ensuring media outlets are informed of recruitment activities.</p> <p>Measure of Success: Implementation of Recruitment policy</p> <p>Funding: None</p>	
Implementation Timeline		
2011	2012	2013
	X	

Plainfield Police Department Strategic Plan 2011-2013

Administration - Investigations			
1.	<p>Objective: Obtain license plate capture camera</p> <p>Employee(s) Responsible: Detective Sergeant (Investigations)</p> <p>Description: Infrared camera able to obtain pictures of license plates on cars passing a certain area at night.</p> <p>Measure of Success: Obtaining the camera and providing necessary training applicable to the unit(s) purchased</p> <p>Funding: 2012-13 operational budget</p>		
Implementation Timeline			
2011	2012	2013	
X	Unit acquired and all investigators trained	X	

Administration - Investigations			
2.	<p>Objective: Crime Analyst</p> <p>Employee(s) Responsible: Investigations/Administrative Commander, Detective Sergeant (Investigations), IT Coordinator</p> <p>Description: Obtain a computer program and/or personnel that can be used for crime analysis, to determine crime patterns and forecasting</p> <p>Measure of Success: Obtaining the program and the personnel to utilize it.</p> <p>Funding: 2012 Fiscal Budget Year</p>		
Implementation Timeline			
2011	2012	2013	
	Research hardware and software options applicable for the position. Provide estimate to Administration	Request necessary funding for software/hardware in 2013 fiscal budget year.	

Plainfield Police Department Strategic Plan 2011-2013

Administration - Investigations		
3.	<p>Objective: Develop a field training program for newly assigned detectives</p> <p>Employee(s) Responsible: Detective Sergeant (Investigations)</p> <p>Description: Field training program for new detectives which would provide the necessary training, knowledge, and experience for the position</p> <p>Measure of Success: Completion of field training program prior to next assigned detective</p> <p>Funding: n/a</p>	
Implementation Timeline		
2011	2012 Field training program developed	2013

Administration - Investigations		
4.	<p>Objective: Evaluate the current staffing and manpower needs of the Criminal Investigations Section.</p> <p>Employee(s) Responsible: Detective Sergeant (Investigations)</p> <p>Description: Determine if current staffing levels are adequate, or if reductions or additions in staffing is appropriate</p> <p>Measure of Success: Determination of staffing levels and the implementation of any change deemed appropriate</p> <p>Funding: Operational Budget</p>	
Implementation Timeline		
2011	2012 Evaluate staff workload and growth, budget additional personnel if necessary.	2013 Evaluate staff workload and growth, budget additional personnel if necessary.

Plainfield Police Department Strategic Plan 2011-2013

Administration - Investigations			
5.	<p>Objective: Investigations secretary</p> <p>Employee(s) Responsible: Investigation/Administration Commander, Detective Sergeant (Investigations)</p> <p>Description: Secretary to handle case management entry, crime statistics for the unit, direction of phone calls, and other clerical duties.</p> <p>Measure of Success: Part time secretary by 2013</p> <p>Funding: Current funding (reallocation of staff)</p>		
Implementation Timeline			
2011	2012	2013 Evaluate a part-time employee assigned to investigations.	

Administration – Investigations/Property-Evidence			
6.	<p>Objective: Property Management Software</p> <p>Employee(s) Responsible: Detective Sergeant (Investigations)</p> <p>Description: Acquire software to manage evidence items.</p> <p>Measure of Success: Purchase software by June 2012. Enter all property on premises into the system by December 2013.</p> <p>Funding: Forfeiture funds</p>		
Implementation Timeline			
2011 Evaluate and review software available for this function.	2012 Purchase and implement software, begin data entry.	2013 Complete data entry.	

Plainfield Police Department Strategic Plan 2011-2013

Administration – School Resource Officers			
1.	Objective:	Evaluate the need for Additional School Resource Officer	
	Employee(s) Responsible:	SRO Detective Sergeant	
	Description:	Evaluate the need and resources of adding one SRO Officer to cover calls at the four Middle Schools	
	Measure of Success:	Detailed report of cost and benefits	
	Funding:	None/ See if Grant money is available	
Implementation Timeline			
	2011	2012	2013
			X

Administration – School Resource Officers			
2.	Objective:	School Resource Officer Case Management	
	Employee(s) Responsible:	SRO Detective Sergeant and IT	
	Description:	Evaluate if the Case Management System can be used by the SRO's at their off site location. The use of the system would help to better track their case loads and activity.	
	Measure of Success:	Implementation of Case Management system	
	Funding:	None	
Implementation Timeline			
	2011	2012	2013
		X	

Plainfield Police Department Strategic Plan 2011-2013

Administration – School Resource Officers			
3.		<p>Objective: Establish Juvenile Investigations Detective Sergeant position</p> <p>Employee(s) Responsible: Administration Commander</p> <p>Description: Create a Detective Sergeant position to manage the Juvenile Investigations Division (formerly SRO Division)</p> <p>Measure of Success: Implementation by 2012-13 school year.</p> <p>Funding: Request funds in 2012-13 fiscal operational budget</p>	
Implementation Timeline			
	2011	2012	2013
	Evaluate duties and create job description.	Implement and train.	

Administration - CALEA			
1.		<p>Objective: CALEA Re-accreditation process</p> <p>Employee(s) Responsible: Accreditation Coordinator</p> <p>Description: Review files, and revising policies as need for compliance</p> <p>Measure of Success: updated files</p> <p>Funding: None</p>	
Implementation Timeline			
	2011	2012	2013
			X

Plainfield Police Department Strategic Plan 2011-2013

Administration - CALEA			
2.	<p>Objective: CALEA Proofs</p> <p>Employee(s) Responsible: Accreditation Coordinator</p> <p>Description: Yearly Compilation CALEA proofs</p> <p>Measure of Success: Report outlining proofs and measures</p> <p>Funding: None</p>		
Implementation Timeline			
	2011	2012	2013
X		X	X

Administration - CALEA			
3.	<p>Objective: CALEA Mock Assessment</p> <p>Employee(s) Responsible: Accreditation Coordinator</p> <p>Description: Prepare for and completion of CALEA mock assessment-Summer 2012</p> <p>Measure of Success: Completion of Mock assessment report</p> <p>Funding: Approx. \$2500</p>		
Implementation Timeline			
	2011	2012	2013
		X	

Plainfield Police Department Strategic Plan 2011-2013

Administration - CALEA		
4.	<p>Objective: CALEA Assessment</p> <p>Employee(s) Responsible: Accreditation Coordinator</p> <p>Description: Prepare for and completion of CALEA on-site assessment-April 2013</p> <p>Measure of Success: Assesment Report</p> <p>Funding: Budget request needed</p>	
Implementation Timeline		
2011	2012	2013
		X

Administration - CALEA		
5.	<p>Objective: Expansion of PowerDMS</p> <p>Employee(s) Responsible: Accreditation Coordinator / IT Coordinator</p> <p>Description: CALEA is phasing out CACE software and actively supporting PowerDMS as its replacement. The expansion will include all functions CACE currently provides.</p> <p>Measure of Success: Installation of software upgrade</p> <p>Funding: \$800 per fiscal year</p>	
Implementation Timeline		
2011	2012	2013
Implement upgrade.	Budget for maintenance; continue to monitor best practices.	Budget for maintenance; continue to monitor best practices.

Plainfield Police Department Strategic Plan 2011-2013

Administration – Records Section			
1.		<p>Objective: Implement a Report Review Process</p> <p>Employee(s) Responsible: Records Supervisor</p> <p>Description: Develop a consistent set of standards for evaluating and rejecting Incident Reports, etc. These standards would be published in the Field Directory and Report Writing Manuals, and used by reporting officers for the submission of reports and the Records Supervisor for acceptance or rejection of the reports.</p> <p>Measure of Success: Monthly tracking of rejected Incident Reports.</p> <p>Funding: None required.</p>	
Implementation Timeline			
	2011	2012	2013
	Develop review process, implement.	Modify program based on experience and lessons learned.	Modify program based on experience and lessons learned.

Administration – Records Section			
2.		<p>Objective: Upgrade part-time Records Technician position to full-time</p> <p>Employee(s) Responsible: Records Supervisor</p> <p>Description: Recent lay-offs have reduced the Records Section staff by 80 hours per week. A reduction in service hours has only returned 18 hours per week, for a net loss of 62 hours. Service calls, data entry, and other activities have not decreased. Upgrading the part-time position will return an additional 20 hours per week.</p> <p>Measure of Success: Decrease in delay of data entry and a reduction on overtime expenditures.</p> <p>Funding: Funds will be requested for the 2011/2012 for an additional 20 hours per week plus benefits.</p>	
Implementation Timeline			
	2011	2012	2013
	Continue to pursue upgrade.	Monitor workload, and adjust as needed.	Monitor workload, and adjust as needed.

Plainfield Police Department Strategic Plan 2011-2013

Administration – Records Section

3. Objective:
Expand Sex Offender Registration and Violent Offender Registration

Employee(s) Responsible:
Records Supervisor

Description:
SOR and VOR laws have expanded to include the majority of current offenders as lifetime registrants. Laws will expand as of 1/1/12 to include several new offenses with required registration to include retroactive. Another technician will be trained in the process and updated software researched.

Measure of Success:
Installation of new software, implementation of new program, and cross-trained employee.

Funding:
Funds will be requested starting with FY13/14, \$30/registration (currently \$180/yr).

Implementation Timeline

2011	2012	2013
X	Research software/program.	Implement software program; Train additional employee.

Administration – Records Section

4. Objective:
Hire an additional Records Technician and increase weekday service hours by 10 hours per week.

Employee(s) Responsible:
Records Supervisor

Description:
2009 lay-offs reduced the Records Section staff by 80 hours per week. A reduction in service hours has only returned 18 hours per week for a net loss of 62 hours. Upgrading the part-time position would have returned an additional 20 hours per week, leaving a net loss of 42 hours. Additionally, certain functions within the Section (CALEA, Licensing) do not have back-up coverage.

Measure of Success:
Decrease in delay of data entry and a reduction in overtime expenditures. Additional support of section functions. An increase in customers serviced by expanded service hours.

Funding:
Operational budget.

Implementation Timeline

2011	2012	2013
N/A	Request part-time Technician for CALEA and Licensing coverage.	Request part-time position be made full-time.

Plainfield Police Department Strategic Plan 2011-2013

Administration – Records Section

5. Objective:
Implement LRMS/CAD Premier One.

Employee(s) Responsible:
Command Staff and Records Supervisor

Description:
LRMS/CAD is scheduled for a software update. The Department will evaluate the new system and determine when/if the officers will begin implementing reports directly into LRMS.

Measure of Success:
Successful implementation of Premier One.

Funding:
Operational budget.

Implementation Timeline

	2011	2012	2013
N/A		Evaluate and review Premier One.	Purchase and implement Premier One; train officers and Records.

Conclusion

The Plainfield Police Department will continue to review the strategic objectives set forth in this document. The Strategic Planning Committee will meet twice annually to update and modify our objectives to best meet the needs of the Department and the Community.



2011 Strategic Planning Committee

Lisa DePatie, Executive Supervisor, Office of the Chief
Kevin Greco, Commander, Administration Division
Kevin McQuaid, Sergeant, Investigations
Joan Meyers, Attorney, Legal Division
Jen Myers, Sergeant, Records/CALEA
Tony Novak, Commander, Community Service Division
Ken Ruggles, Commander, Patrol Division
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