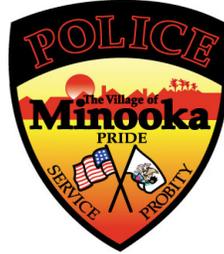


**Minooka Police Department**  
**121 E. McEvilly Road**  
**Minooka, IL 60447**  
**815-467-2298**



January 24, 2013

Village President Patrick Brennan  
Village Administrator Dan Duffy  
Village of Minooka  
121 E. McEvilly Rd.  
Minooka, IL 60447

*Dear President Brennan, Administrator Duffy, Village Trustees and Citizens,*

On behalf of the men and women of the Minooka Police Department (MPD), it is a pleasure to present the 2012 Annual Report for your review. I strongly believe that our citizens have a right to know what law enforcement services and activities are provided to the community. This report reflects on the outstanding service that was provided to our community by the members of the Minooka Police Department. I want to acknowledge the men and women of the department for their dedication, performance and professionalism. I also want to thank our elected officials, village employees, and the community for their support of the police department.

Before you continue on into this report, I would like to provide you some of the Department's highlights that occurred in 2012.

As we continue with our community policing philosophy, the Minooka Police Department has provided several community programs for all ages throughout the year from stranger danger and D.A.R.E. programs to our youths, the Explorer Program for our young adults to the Citizen Police Academy and the Will County TRIAD programs for our adults and senior citizens. All of these programs were taught by several members of this organization which continues to build a strong relationship with our community.

This year crime offenses defined by the Illinois Uniform Crime Reporting (I-UCR) has once again declined for the last three to four years, which is a credit to the officers of this department and community members of the Village of Minooka.

This past year, volunteers provided nearly 600 hours of volunteer assistance toward the success of numerous events in Minooka. Events included are; Special Olympics fundraisers, the Village's Summer Fest, numerous parades, Bicycle Safety Rodeo, and the Joliet Slammers

baseball game. The Volunteer Program last year included participants from the Citizen Police Academy Alumni and the Minooka Police Explorer Program Post #447.

Also, this past year the Minooka Police Department took the initiative and dedicated one of our Officer's, Ken Briley, to be the Village's Emergency Management Agency Coordinator. Officer Briley was appointed as the Village's Emergency Management Agency Coordinator to enhance the Village's response and preparedness to deal with natural or man-made disasters to preserve the lives and property of the people of the Village of Minooka. Officer Briley and Community Policing Director Denis Tatgenhorst were instrumental in the development of the first Community Emergency Response Team (CERT) program in Grundy County. The CERT program educates people about disaster preparedness for hazards that may impact the community and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhoods or workplace following an event when professional responders are not immediately available to help.

My staff and I remain dedicated to providing the best possible law enforcement and community policing services to the community we serve. We look forward to serving the community in 2013 and beyond.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Meyer", with a stylized flourish extending from the end.

Justin Meyer  
Chief of Police

**MINOOKA POLICE DEPARTMENT**

**2012 ANNUAL REPORT**

**PREPARED BY:**

**CHIEF JUSTIN MEYER**

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## MISSION STATEMENT

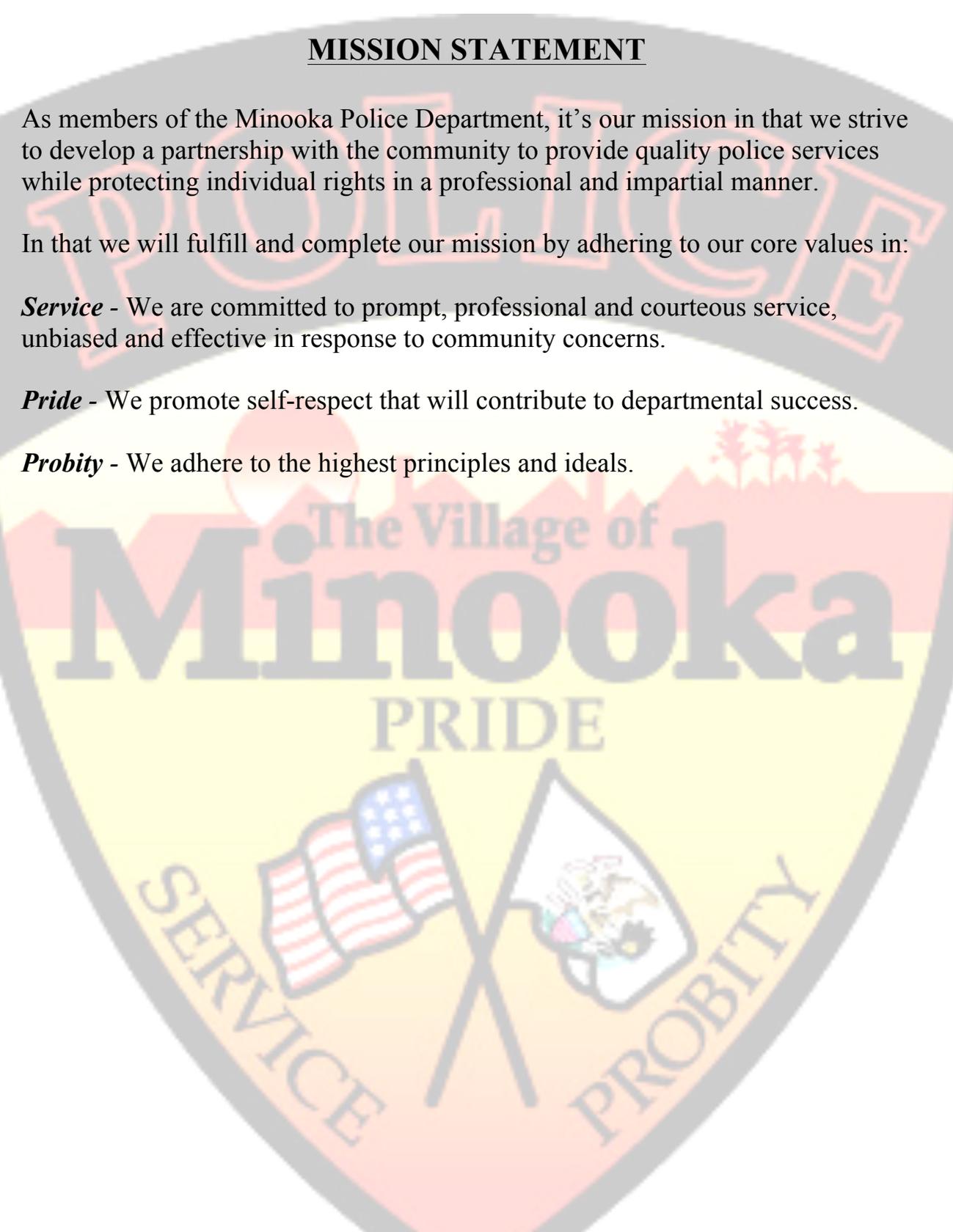
As members of the Minooka Police Department, it's our mission in that we strive to develop a partnership with the community to provide quality police services while protecting individual rights in a professional and impartial manner.

In that we will fulfill and complete our mission by adhering to our core values in:

***Service*** - We are committed to prompt, professional and courteous service, unbiased and effective in response to community concerns.

***Pride*** - We promote self-respect that will contribute to departmental success.

***Probity*** - We adhere to the highest principles and ideals.



The Village of  
**Minooka**

PRIDE

SERVICE

PROBITY

# Organizational Structure and Responsibility

## OFFICE OF THE CHIEF:

The role of the Chief of Police is to provide leadership, direction and vision to the Department in the fulfillment of its overall mission. **Chief Justin Meyer** has been the department's Police Chief since 2010 and oversees the department's annual budget, patrol and administrative divisions.

## PATROL DIVISION:

The largest single component within the Minooka Police Department is the Patrol Division. The Patrol Division is responsible for responding to both emergency and non-emergency calls for service from the public, handling special assignments, and proactively addressing community concerns. Consistent with the Department's mission, Patrol Officers are responsible for protection of life and property, maintaining peace, order and safety for all, conducting preliminary investigations, and enforcing the Illinois Criminal Code, traffic laws and Village Ordinances. The Minooka Police Department encourages Patrol Officers to act proactively as problem solvers rather than take a reactive approach to interaction with the community.

During 2012, Patrol Officers responded to over **27,460** incident/events compared to **25,631** in 2011. Incident/Events are either classified as self-initiated activity or citizen generated incidents. The majority of events created are generated from the officers. The Patrol Division is divided into two-twelve hour shifts, in order to provide continuous 24-hour police service. Each shift is supervised by a Sergeant; **Sergeant Gary Fiedler, Sergeant Sean Beeler, Sergeant Chris Chiaventone** and **Sergeant Matthew Chinski**.

The Department supplements traditional patrol units with Officers trained to perform ancillary functions such as that of an Evidence Technician, Evidence Custodian, Juvenile Officer, Field Training Officer, Training Coordinator, D.A.R.E. Officer, Bicycle Patrol, Breath Analysis, Firearms/Less-Lethal Instructors, Armorers, School Resource Officer, The Village of Minooka Emergency Management Coordinator, Grundy County Honor Guard, Kendall County Special Response Team (KCSRT) and the ILEAS Mobile Field Force Team.

The Minooka Police Department Patrol Division is sporting a new look on one of its new police vehicles. The fresh new design not only keeps up with the department's philosophy of community involvement with the school colors, it now incorporates the Village logo into the design. The current police vehicles will stay with the past design and as the vehicles get replaced they will sport the new design.



## **ADMINISTRATIVE DIVISION:**

### ***Investigations***

At the beginning of 2012, the Investigations Section was comprised of two (2) full-time detectives. However, due to the current manpower constraints it was decided to reduce the Investigations Section to one (1) full-time detective. The Investigations Section is responsible for following up on all case complaints that require extended investigation. The Detective also handles all call-out requests, reviews all police reports to determine their investigative priority and to assign follow-up actions. The Investigations Section works closely with local and state agencies. The Investigations Section is also an active participant in the Will/Grundy and Kendall County Major Crimes Task Force and the investigations of Internet Crimes Against Children (ICAC) task force.

The Investigations Section was assigned to total of 201 cases in 2012 compared to 254 cases in 2011 which is a decrease of 53 cases. These investigations covered a variety of felony and misdemeanor complaints detailed below:

<b>Offense</b>	<b>Quantity</b>	<b>Offense</b>	<b>Quantity</b>
<b>Identity Theft</b>	<b>12</b>	<b>Burg./Trespass to Residence</b>	<b>4</b>
<b>Unlawful Use of Credit Card</b>	<b>12</b>	<b>Burglary</b>	<b>3</b>
<b>Fraud</b>	<b>11</b>	<b>Criminal Sexual Assault</b>	<b>4</b>
<b>Thefts of \$300 Over/Under</b>	<b>49</b>	<b>Child Abuse/Neglect</b>	<b>2</b>
<b>Retail Theft</b>	<b>3</b>	<b>Drug Investigation</b>	<b>9</b>
<b>Criminal Damage to Property</b>	<b>58</b>	<b>Death Investigation</b>	<b>1</b>
<b>Burglary/Trespass to Motor Vehicle</b>	<b>32</b>	<b>Electronic Harassment</b>	<b>1</b>

### ***Records Section***

The Records Section processes and archives all reports of criminal, noncriminal, traffic and parking activity handled by the Police Department. The Records Section also processes expungement orders, FOIA requests and fulfills subpoenas to the courts. During calendar year 2012, over 50,000 documents ranging from parking citations to arrest reports were processed and archived by this section.

Managed by the **Records Manager, Beth Black**, the Records Section also includes **Records Clerks, Ketra Freise and Liz Pifer**.

In addition to their responsibilities, the Records Section provides support to the Village Finance Department in regards to billing and payroll and also oversees the Villages Adjudication Hearings which processes all Village Ordinance violations and Administrative Tows.

## ***Crime Prevention/Community Involvement***

The Crime Prevention/Community Involvement section is coordinated by **Community Policing Director Denis Tatgenhorst**. Even though Denis Tatgenhorst primary responsibility is to remain active in his efforts to disseminate information and education to the public regarding personal safety and the prevention of crime, it is also the responsibility of all sworn and non-sworn members who share this initiative. Some of the programs not listed below that the Minooka Police Department offers, includes but not limited to; Bicycle Rodeo for bicycle safety, Stranger Danger, Robbery Prevention to the local banks, Synthetic Drugs Awareness at the schools and the Ride Along program with the members of the department.

The following is a synopsis of several Crime Prevention and Community Activities during 2012:

**Citizens Police Academy (CPA) - Community Policing Director Denis Tatgenhorst**, who coordinates the Citizen Police Academy, graduated our 5<sup>th</sup> class on June 27<sup>th</sup>, 2012. The purpose of the CPA is to open the lines of communication between the Community and the Police Department. The academy's purpose is not to train an individual to be a "Reserve Police Officer" but it informs citizens of a firsthand look at what rules, regulations and policies the police follow.



Currently, there are **15 CPA** alumni who meet on a monthly basis to discuss training, fundraising events, upcoming events and recruitment.

**Explorer Program - Community Policing Director Denis Tatgenhorst and Officer Andrea White** serve as the Department's advisors for the Explorer Program. Minooka Police Department Explorer Post #447 is an introductory program providing first-hand experience to youth interested in a law enforcement, criminal justice or public service career. The program is open to young men and women from 16 to 21 years of age. Meetings are held twice a month, and include orientation to Ethics in Law Enforcement, evidence collection, crash investigation, traffic stops and other police related operations.

**D.A.R.E. Program - Officer Jason Wagenius** continues to serve as the department's D.A.R.E. officer. The D.A.R.E. program is in its fifth year of existence. In 2012, Officer Wagenius has taught an average of **450** 5<sup>th</sup> grade students at the Minooka Intermediate School. The purpose of the program is to educate children on how to resist peer pressure and live productive drug and violence-free lives. The Minooka Lions Club donated \$2,000.00 to the Minooka D.A.R.E. program which has allowed our program to continue and be successful.

**Will County TRIAD for Seniors Program - During 2012, Community Policing Director Denis Tatgenhorst and Detective Kiedra Meece** continued to serve as the Department's liaison to the TRIAD Program. This ongoing program is intended to facilitate effective lines of communication with senior citizens of the community. Monthly meetings provide interested groups a forum for ongoing dialogue regarding the delivery of law enforcement services, community involvement, victimization, and other pertinent topics. Topics presented during 2012 included: Living Wills/Power of Attorney, Heart Awareness, Scams, Severe Weather

Preparedness, Elder Abuse, Senior Expo, Medicine Disposal, Channahon Library Presentation, Kitchen & Cooking Safety, Common Sense Safety, and Healthy Food Choices during the Holidays.

**Special Olympics** - During 2012, the Minooka Police Department raised **\$17,089.99** for the Illinois Special Olympics, making our total raised since 2008 **\$92,581.87**. Again this year members of the department and explorers took to the roof of the Dunkin Donuts for the annual “**Cop on Top**” event. The department also hosted its annual events “**Cops and Rodders**” car show and “**Trivia Night**”. The purpose of Special Olympics is to raise funds for year-round sports training and competitions in a variety of Olympic-type sports for children and adults with intellectual disabilities by giving them continuing opportunities to develop physical fitness, demonstrate courage, and experience joy.

**National Night Out** - In 2012, we had another successful turnout as in years past. This year we had a DJ, games for the kids, chalk walk, trackless train, movie in the park, and glow stick walk. Food was donated by local vendors. National Night Out is an effective and enjoyable program to promote neighborhood spirit and police community partnerships in our fight for a safer community.

**Police Chaplain Program** - The Minooka Police Department has had the Police Chaplain Program since 2009. **Pastor Carlos Garcia** is a non-denominational pastor who is available to meet the pastoral needs of Police Department personnel, their families and community members in crisis situations such as accidental deaths, suicides and any other spiritual guidance. **Pastor Carlos Garcia** maintains a close relationship with the department’s personnel through regular visits to the Police Department, joins in on morning roll calls and other personal contacts.



## ***Training***

The coordination of training department members is the responsibility of **Sergeant Matthew Chinski**, who was assigned to this position in year 2011. In 2012, Minooka Police Department members received over **800** hours of training. These training hours include in-service and career development programs and management-level courses.

In-service training was provided to all sworn personnel on a variety of diverse topics including annual review and recertification in use of force, oleoresin capsicum (OC) spray, impact weapons and control tactics, legal update-practical case law review, and ethics and cultural awareness. Training regarding use of force policies, defensive tactics, and proficiency testing for impact weapons and OC spray was conducted by certified **Less-Lethal Instructors, Officers Ken Briley, Erik Larson, Matthew Juras and Jason Wagenius**.

## *Internal Affairs*

During 2012, the Chief of Police conducted 4 internal investigations, one more than in the previous year. Two investigations were initiated from external complaints and two were originated internally. Each internal investigation is required by policy to result in a conclusion of fact; i.e., a finding.

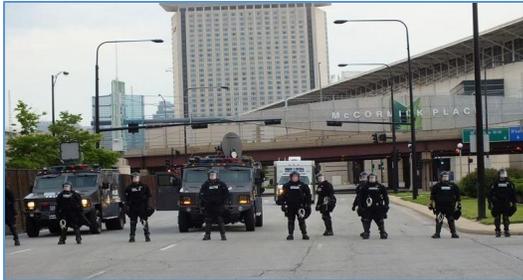
The Minooka Police Department uses the following findings to categorize completed internal investigations:

- **Unfounded** – The investigation indicates that the act or acts alleged did not occur or did not involve Department personnel.
- **Exonerated** – The investigation discloses that the alleged act occurred, but that the act was justified, lawful and/or proper.
- **Not Sustained** – When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the employee.
- **Sustained** – When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.
- **Policy Failure** – The allegation(s) is/are true, however, the employee was acting in a manner consistent with the Police Department's policy.

The 4 investigations conducted in 2012 involved allegations of wrongdoing on the part of 2 Department members. Of the allegations, two cases resulted in a determination of improper conduct. Disciplinary actions were taken in each of the two cases. The remaining cases were classified as Not Sustained or Unfounded, and were ultimately closed.

## 2012 Special Assignments

### **ILEAS Region 3 Mobile Field Force**



The purpose of the Team is to supplement or assist any law enforcement agency in need during a crisis or emergency. The team may also be called upon to respond to a variety of disasters or emergencies, critical incidents, or events.

In 2012, **Officer Matthew Juras**, who is assigned to the ILEAS team, assisted the team as they operated as

a local asset during a labor protest in Elwood and operated seamlessly as a State asset alongside Chicago PD and the Illinois State Police during the NATO Summit in Chicago. Along the way, the Team prepared for a possible deployment to New Jersey for Hurricane Sandy recovery efforts and also coordinated the largest joint Mobile Field Force training exercise in the State's history.



### **Kendall County Special Response Team**

The purpose of the Kendall County Special Response Team (KCSRT) is to support Kendall County Law Enforcement agencies with a tactical response to critical incidents such as;



Armed/Suicidal Subjects, Barricaded Subjects, Hostage Negotiations, Sniper Situations, High-Risk apprehension, High Risk Warrant Service, Dignitary Protection, Search and Rescue, Mobile Field Force Security and Special Assignments. In 2012, KCSRT assisted Kendall County Municipalities on 14 different call-outs.

Currently, **Officer Ken Briley** and **Officer James Sinovich** are assigned to this team. Officer Sinovich was sent by the KCSRT to attend the FBI Basic Sniper

Certification Course in December. Officer Sinovich finished with the classes top shooter award. Officer Sinovich accomplished this in a course with experienced snipers and doing so with minimal gear and equipment in comparison to what other agencies were able to provide their shooters with. Additionally, Officer Sinovich was challenged to shoot the qualification course for the advanced sniper school and again finished with the top score representing the Minooka Police Department and the KCSRT proudly.



## **Will/Grundy and Kendall County Major Crimes Task Force**

The purpose of the Major Crimes Task Force is to promote area-wide public safety and enhance the ability of all law enforcement agencies in Will, Grundy and Kendall Counties to solve major crimes such as homicide or attempted homicide, kidnapping, serial arson, rape or sexual assault, police-involved shooting or deadly force incidents, in-custody death investigations and other exceptionally heinous offenses through resource sharing, partnership building, and joint cooperative consistent training and application of investigative and enforcement methodology.

Currently in 2012, **Detective Kiedra Meece** and **Officer Ryan MacDonald** are assigned to this unit. Both officers are mandated by the Illinois Training and Standards Board to be certified in homicidal incidents.

## **Will County Gang Suppression Unit**

This multi-jurisdictional unit is comprised of police officers from county and local municipalities within Will County. The purpose of the unit is to identify, monitor and apprehend gang members and eliminate their criminal activity, making the streets safe for the citizens of Will County.

Currently, **Officer Andrea White** is assigned to this unit on a part-time basis. This unit has assisted and has provided information for the Minooka Police Department in regards to several of our drug investigations.

## **Grundy County Honor Guard**

The Grundy County Honor Guard is made up of Officers and Deputies from Minooka, Morris and Coal City Police Departments and the Grundy County Sheriff's Office. **Officer Ken Briley**, **Officer James Sinovich** and **Officer Rob Stukel** represent the Minooka Police department.

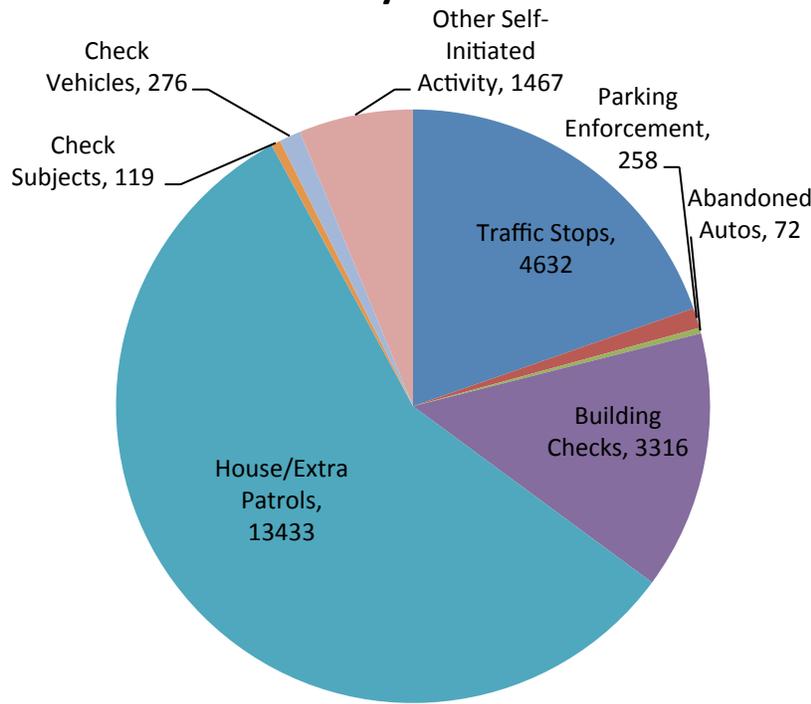
The purpose of the Honor Guard is to represent villages and cities within Grundy County at various special events and funerals. The Honor Guard strives toward perfection in the presentation and display of colors of the State of Illinois and the United States of America. In 2012, the honor guard participated in several events throughout the County such as the Police Memorial held at Summit Park, the 911 Flag Ceremony in Morris and most notably the funeral of Grundy County Sheriff Terry Marketti.



# Incident/Event Summary

Below indicates the number of Self-Initiated Activity and Citizen Generated Incidents that Officers responded to in 2012...

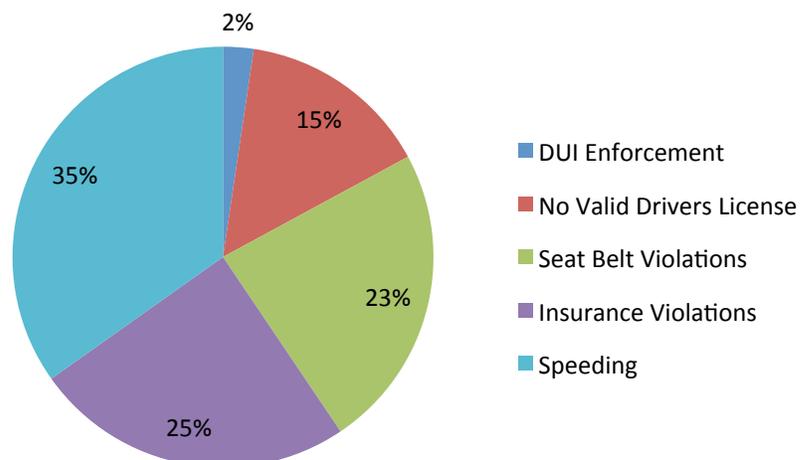
## Self-Initiated Activity



Based on the department objectives in crime prevention and traffic safety, officers initiated **23,573** events. Of the 23,573 events, officers spent, of their unobligated time, twenty-percent (**20%**) towards traffic safety and over seventy-percent (**70%**) towards crime prevention. Some of the strategies for crime prevention includes, but is not limited to, presence in the neighborhoods, checking on houses while members of the community were on vacation, conducting business checks, monitor areas where complaints are received by the community for suspicious activity and/or traffic complaints and checking suspicious subjects and/or vehicles.

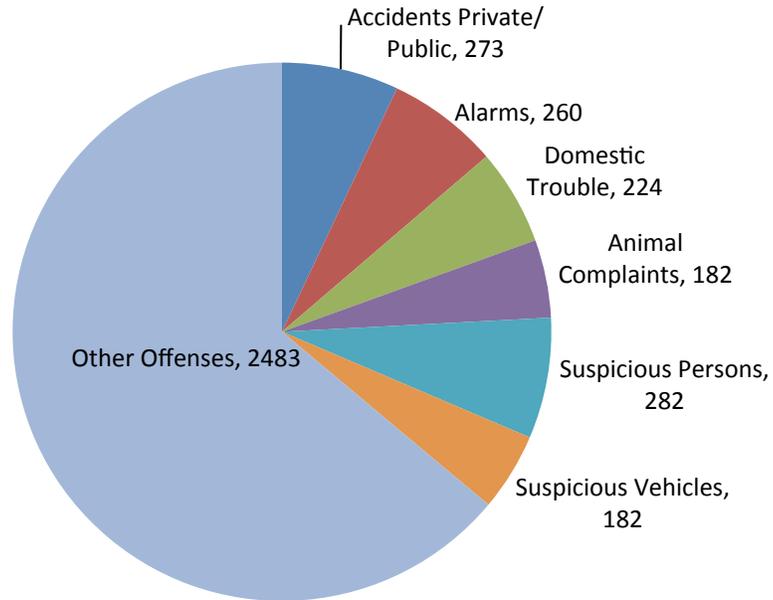
## Traffic Enforcement

Some of the strategies for traffic safety includes, but is not limited to, DUI enforcement, seat/child seat belt violations, insurance violations, no valid driver's license, speeding and stop sign violations in neighborhoods.



## Citizen Generated Incidents

In 2012, **3,886** citizen generated incidents were reported which involved criminal offenses, traffic accidents, alarm activations, disturbances, suspicious person/vehicle, animal complaints and other miscellaneous events.



The Illinois Uniform Crime Reporting (I-UCR) Program requires agencies to report the occurrence of selected offenses with eight Index Crime categories. The following is a list of Index Crime offenses that occurred in 2012 compared to 2011 in the Village of Minooka.

<b>Offense</b>	<b>2011</b>	<b>2012</b>	<b>+/-</b>
<i>Homicide</i>	0	0	-
<i>Robberies</i>	2	0	-2
<i>Burglaries</i>	12	7	-5
<i>Assault/Battery</i>	18	21	+3
<i>Thefts</i>	163	144	-19
<i>Arson</i>	0	0	-
<i>Motor Vehicle Theft</i>	0	0	-

## Department Recognition

To honor department employees who are recognized for achievements and acts that go beyond than which would normally be expected in the course of their duties.

## EMPLOYEE OF THE MONTH

- **January**                      **Officer James Sinovich**
- **February**                    **Officer Brett Herzog**
- **March**                        **Officer James Sinovich**
- **April**                         **Officer Jason Wagenius**
- **June**                         **Officer Matthew Juras**
- **July**                         **Officer Scott Carlson**
- **August**                      **Sergeant Sean Beeler**
- **September**                **Records Manager Beth Black**
- **October**                    **Officer Denise Byrd**
- **November**                **Officer Andrea White**
- **December**                **Officer Rob Stukel**

## OFFICER OF THE YEAR

**Awarded for exceptional achievement in any public endeavor including, but not limited to crime prevention, community involvement, traffic safety and other innovative approaches to public service.**

## OFFICER ANDREA WHITE

