I. CALL TO ORDER / DECLARATION OF QUORUM

II. APPROVAL OF MEETING MINUTES OF May 7, 2018

Citizen Comments

III. ITEMS FOR CONSIDERATION

IV. ITEMS FOR DISCUSSION

(HH1) Police Issues Work Plan Update

(HH2) Police Department Budget and Staffing Review
Staff requests the Human Services Committee receive an oral report from the City Manager and Chief of Police regarding the Evanston Police Department’s (EPD) budget and staffing, and provide direction on next steps on the review process in preparation of the FY2019 Proposed Budget.

(HH3) Review of Police Complaints

(HH4) Arrest Records Inquiries

V. ITEMS FOR COMMUNICATION

(HH5) City of Evanston/ Youth Job Center (YJC) – 2012 to 2018 Building Career Pathways to Sustainable Employment Program Report

VI. EXECUTIVE SESSION

VII. ADJOURNMENT
CALL TO ORDER / DECLARATION OF QUORUM
Ald. Revelle called the meeting to order at 6:06 p.m.

APPROVAL OF MEETING MINUTES OF March 5, 2018
Alderman Rue Simmons moved approval, Alderman Fleming seconded; approved 4-0

Citizen Comments
Carlos Mendez Assistant Principal at Washington School complaint is included in the packet’s review of police review of complaints. He noted the report and what actually occurred have some discrepancies and even though the stop did not occur on school grounds it was in front of a school and his desire is officers are trained to deescalate situations.

Betty Sue Ester noted the Citizen Police Complaint Assessment Committee Status Report was okay. She congratulated the group on their research and efforts. She was disappointed the survey was not completed by more residents.

Madelyn Ducre noted that Twigs and Butler parks still do not have a sign she also spoke on several other issues.

Bed and Breakfast Renewal
Staff recommends approval for the renewal of the Bed and Breakfast License for Stone Porch by the Lake Bed and Breakfast located at 300 Church Street, Evanston, IL 60201.

For Action
Alderman Rue Simmons moved approval, Alderman Fleming seconded, Motion approved 2-2 (Fiske and Fleming)
ITEMS FOR DISCUSSION

**Rodent Control Update**
Health and Human Services Director Evonda Thomas-Smith updated the committee on Rodent Control, General Assistance, and Victim’s Advocacy.

There have been 123 rodent requests so far for 2018. The department continues to provide educational sessions on rodent control to residents and rodent walks. There have been eleven areas of the city that has been identified through 311 calls of areas of focus for the rodent educational walks. The next Rodent Walk is May 11, 2018.

**General Assistance Program Update**

- Evanston residents can now participate in the GED classes offered previously only to General Assistance participants.
- Fifth Third Bank has made it accessible for General Assistance participants to open checking and savings accounts in which they can cash their benefit checks.
- Social Security Benefits has reimbursed the City $8,624.27 for participants approved for SSI benefits while they were on GA thus far for 2018.
- The 50/50 program will be implemented this year; burial benefits will also be available.

Ald. Fleming asked staff to review the criteria for individuals who have been convicted of a Class X or Class 1 felony under the Illinois Controlled Substance Act or the Illinois Cannabis Control Act after August 2, 1996 is ineligible.

**Victims Advocacy Update**
Interviews for a 3rd Human Service Advocate will begin next week and community partners from YWCA and Presence will assist with the interviewing process.

Currently no advocacy staff is designated to be available after hours; the lack of a designee is placing the burden on the chaplains. Qualified Human Services staff will receive additional training to assist with the afterhours calls. The combination of the three advocacy and human services staff would provide the department a total of six staff rotating to assist with afterhours calls.

**Mental Health Board 2019 Funding Priorities**
Staff recommends consideration of the Mental Health Board’s proposed 2019 Funding Priorities. At its April meeting the Mental Health Board (MHB) discussed ways to better align MHB priorities with City Council goals as part of the development of their priorities for 2019. MHB is submitting these funding priorities to the Human Services Committee for review and acceptance.

Karin Rueterz Chair of the Mental Health Board is concerned the mental health board is on the list for the 2019 budget cuts and highlighted the Boards assets.

George Hall supports the Mental Health Board and its mental health agencies.

Vice-Chair Mike Pierce advised any cut to the Mental Health Board funding should be done gradually and the loss of the funding would be a disservice to the community.

**Police Issues Work Plan Update**
Citizen Police Complaint Assessment Committee Status Report
Deputy Chief James Picket reviewed two updates on the work plan
- #4 Crisis Intervention Team Training
Update: 55 officers have attended. Police Units will begin to "code" calls for service using a specific designator so that these incidents can be tracked. 4 officers are slotted to attend training in May, 2 in June.

- #5 Continued Training Offered by Dr. Logan
  Update: Completed 3rd Town Hall meeting on 4/26/2018. Topic was Social Media, Crime Prevention, and Community Policing.

**Review of Police Complaints**
Ald. Fleming suggested only adding background of complainant if necessary in the reports.

**Citizen Police Complaint Assessment Committee Status Report**
The Committee recommends that the Human Services Committee receive the status report.

  Mathew Mitchell Chair of the Citizen Police Complaint Assessment Committee gave a brief history and overview of the committee and its work. A full written list of recommendations from the committee will be presented in October 2018. The committee was broken into 3 working groups: the **Data Group** put together the survey; the **Best Practices Group** researched best practices and the **Process Group** reviewed Evanston EPD current process.

**Arrest Records**
Alderman Fleming requested staff review the City of Evanston’s policy regarding the posting of arrest records to the City’s webpage and the length of time they need to be made available. Held in committee on March 5, 2018

Legal will return at the June meeting with answers to questions poised from the committee.
- How long should arrest records be posted on the website?
- Does the arrest report need to be published or just made available via FOIA?

**ITEMS FOR COMMUNICATION**

**1st quarter 2018 Cannabis Report**
No questions asked about this report

**ADJOURNMENT**
Unanimously approved, meeting adjourned at 7:17p.m.

Respectfully Submitted,

Nicola Whyte
Administrative Lead
<table>
<thead>
<tr>
<th>Topics</th>
<th>Description</th>
<th>Staff Assigned</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Annual Use of Force Training</td>
<td>Use of Force training will now be included in officers’ annual training classes beginning with the 2017 training cycle.</td>
<td>EPD Staff</td>
<td>Completed Taser Upgraded Platform and staff recertification in Taser/Conducted Electric Weapon (CEW) less than lethal training during November 2017.</td>
</tr>
<tr>
<td>2 De-escalation Tactics, Mental Health First Aid Training, Procedural Justice Training</td>
<td>A separate eight hour in-service training on de-escalation tactics (6 hours) and mental health first aid (2 hours) is scheduled for all sworn officers.</td>
<td>EPD Staff</td>
<td>Completed / Spring 2017 In-Service Training</td>
</tr>
<tr>
<td>3 Annual Telecommunicators Training</td>
<td>Public Safety Telecommunicators will participate in an annual Police Department training session focusing on specific issues impacting EPD beginning in Spring, 2017.</td>
<td>EPD Staff</td>
<td>Completed as of April 21, 2017</td>
</tr>
</tbody>
</table>
4  **Crisis Intervention Team Training**

EPD is expected to have 24-36 additional officers being trained through 2018. This 40 hour specialized program provides advanced training to effectively and safely interact with someone in crisis, with emphasis on mental health episodes. This is in addition to EPD establishing One Mind Pledge set for by the IACP within a 12-36 month period. EPD will establish a sustainable partnership with a community mental health organization.

5  **Continued training offered by Dr. Logan**

Two year plan includes additional diversity and inclusion training, restructure and refresh of Field Training Officer program, develop and implement plans to better address mental health issues encountered by officers, and conduct four additional separate Police/Community town halls on specific topics.

6  **Creation of a Corporate Compliance Sergeant**

The Chief of Police will provide an update on implementation of position at the July, 2017 Human Services Committee meeting.

<table>
<thead>
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<th>Status</th>
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</thead>
<tbody>
<tr>
<td>TRANSPARENCY</td>
<td>Dashboard will include monthly statistics on:</td>
<td>Chief Eddington</td>
<td>The Police Dashboard will</td>
</tr>
<tr>
<td></td>
<td>Police Department Statistic Dashboard</td>
<td>Number of Calls for Service</td>
<td>Number of Contact Cards</td>
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<tr>
<td>8</td>
<td>Website for Police Issues</td>
<td>Website: <a href="http://www.cityofevanston.org/policeissues">www.cityofevanston.org/policeissues</a></td>
<td>D/C Barnes, Ms. Richardson, Ms. Hall</td>
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<tr>
<td>9</td>
<td>Problem Solving Team Change</td>
<td>Re-assign one Problem Solving Team (PST) officer (Enjoli Daley, in March) to focus on programs and initiatives that will enhance police/community relations citywide. This will include community education on Police procedure and crime prevention issues.</td>
<td>Chief Eddington</td>
</tr>
<tr>
<td>10</td>
<td>Reformat Presentation of Monthly Crime Statistic Data</td>
<td>To be presented Human Services Committee and community via department website by April 1, 2017.</td>
<td>EPD Records Bureau</td>
</tr>
<tr>
<td></td>
<td><strong>Body Cameras</strong></td>
<td>Commitment to implement body cameras department-wide beginning with pilot program starting July 1, 2017 and full implementation by January 1, 2018. Technology required will be implemented in partnership with Northwestern University Police Department.</td>
<td>DC Parrott</td>
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<tr>
<td><strong>11</strong></td>
<td><strong>Listing of Speaker Comments from February 6 HSC Meeting</strong></td>
<td>Details of speakers and comments transcribed and placed on website by February 17.</td>
<td>Mr. Hernandez</td>
</tr>
<tr>
<td><strong>12</strong></td>
<td><strong>“In the Squad Room” Add Maps</strong></td>
<td>Deployment Maps will be added to “In the Squad Room” by February 10, 2017.</td>
<td>Cmdr. Dugan</td>
</tr>
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</table>

### CITIZEN POLICE COMPLAINTS

<table>
<thead>
<tr>
<th><strong>Topics</strong></th>
<th><strong>Description</strong></th>
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<th><strong>Status</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>14</strong></td>
<td><strong>Development of issues for a proposed “Citizen Complaint Working Group”</strong></td>
<td>Members of the Citizen Police Advisory Committee and Evanston Citizen Police Association will meet prior to March 6 HSC to develop initial framework for working group and report back. Interested residents from February 6 HSC meeting will also be invited to this meeting.</td>
<td>DC Barnes/Ms. Richardson</td>
</tr>
<tr>
<td></td>
<td>Independent Investigator for Human Services Committee</td>
<td>Staff will prepare update report, May 1, 2017</td>
<td>Chief Eddington</td>
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<tr>
<td>15</td>
<td>Video Statements</td>
<td>Allow for use of video statements in addition to written statements as of February 1, 2017.</td>
<td>Cmdr. Wright</td>
</tr>
<tr>
<td>16</td>
<td>Civic Center Office Hours</td>
<td>Establish office hours for the Office of Professional Standards at the Civic Center to receive citizen complaints by appointment.</td>
<td>Cmdr. Wright</td>
</tr>
<tr>
<td>17</td>
<td>Citizen Complaint Data / HSC Executive Session</td>
<td>Reformat citizen complaint data presented at monthly Human Services Committee meeting for easier reading and tracking.</td>
<td>Cmdr. Wright</td>
</tr>
<tr>
<td>18</td>
<td>Citizen Complaints / HSC Executive Session</td>
<td>Schedule monthly Executive Sessions with the Human Services Committee to review specific complaint issues.</td>
<td>Mario Treto/Legal</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Citizen Complaint Data / Web</td>
<td>Reformat citizen complaint data on EPD website for easier review.</td>
<td>EPD Staff</td>
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<tr>
<td>20</td>
<td>Citizen Committees</td>
<td>Police Chief will disband Chief-appointed Evanston Police Advisory Committee. Citizen complaint review responsibilities will be vested in Mayor-appointed Citizen Police Advisory Committee and City Council Human Services Committee. The Police Advisory Board (residents) and Evanston Citizen Police Association (businesses) will continue to meet to provide general feedback and advice to the Chief of Police.</td>
<td>Chief Eddington</td>
</tr>
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</table>

### PROCEDURE CHANGES

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Field Contact Cards</td>
<td>Revised Field Contact Card procedure to continue requesting all existing information on the card, with an added notation “subject declined to ID” for any information declined to be provided.</td>
<td>EPD Staff</td>
<td>Completed: Training Bulletin issued</td>
</tr>
<tr>
<td>Use of Force Policy</td>
<td>Adoption of the National Consensus Policy on Use of Force through incorporation in General Orders. This revised General Order will include Department policies on de-escalation, May 1, 2017.</td>
<td>Cmdr. Dugan</td>
<td>Approved and completed / Pending staff dissemination using Lexipol implementation.</td>
</tr>
<tr>
<td>No.</td>
<td>Task</td>
<td>Description</td>
<td>Responsible Officer</td>
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<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>24</td>
<td><em>Use of Force Committee</em></td>
<td>Creation of Department Use of Force Committee to review all incidents including officers outside the chain of command of officers involved in incident, May 1, 2017.</td>
<td>Cmdr. Dugan</td>
</tr>
<tr>
<td>25</td>
<td><em>Lexipol</em></td>
<td>The Police Department will implement use of Lexipol, September 1, 2017.</td>
<td>D/C Parrott/Cmdr. Dugan</td>
</tr>
<tr>
<td>26</td>
<td><em>Equity and Empowerment Coordinator</em></td>
<td>Inclusion of City Equity and Empowerment Coordinator in weekly review of use of force incidents by City Manager and Corporation Counsel and as an ex-officio member of the Citizen Police Advisory Committee.</td>
<td>Cmdr. Wright</td>
</tr>
<tr>
<td>27</td>
<td><em>Expungement Procedures</em></td>
<td>Law Department will work on procedures and partnerships to assist in expungement of citations as appropriate.</td>
<td>Mr. Farrar</td>
</tr>
</tbody>
</table>
To: Members of the Human Services Committee

From: Wally Bobkiewicz, City Manager

Subject: Police Department Budget and Staffing Review

Date: May 30, 2018

Recommended Action:
Staff requests the Human Services Committee receive an oral report from the City Manager and Chief of Police regarding the Evanston Police Department’s (EPD) budget and staffing, and provide direction on next steps on the review process in preparation of the FY2019 Proposed Budget.

Background:
There are four items that are requested for discussion/direction:

1) Review of a Scope of Work for a proposed management audit ("Scope of Work – Evanston Police Department – Administrative/Community Services Functions Review");
2) Discuss proposed internal review of the Investigative Services Division;
3) Discuss review of EPD’s overtime spending; and
4) Discuss Patrol/Commander/Sergeant assignments within the EPD. Discuss review of a new model of geographic responsibilities dividing the City into three sections.

Attachments:
Scope of Work for Proposed Management Audit
Evanston Police Department Organization Chart
INTRODUCTION

The City of Evanston is a community of 75,000 located just north of Chicago. A Council-Manager form of government has been adopted with the City Manager as the chief administrative officer. A mayor, elected city-wide, and nine alderman elected by Ward, comprise the City Council. Although the City is primarily residential in nature, it does have a number of commercial areas and Northwestern University is located in the eastern quadrant of the City of Evanston.

Evanston is a high-density community with a diverse populace in terms of religious, racial, educational, and economic composition. The City and Evanston Police Department (EPD) are committed to working with the community to problem solve and eliminate barriers for all people regardless of race/ethnicity, sex, physical or mental disability, sexual orientation, gender identity, age, immigrant status, veteran status, language, and/or socio-economic status.

The EPD is made up of 166 sworn members. The department is in the top one percent of police department’s in the country for composing its membership to reflect the demographics of the broader community. Its goal is to provide a balance of traditional and innovative policing methods to reduce urban crime issues while maintaining a high level of customer service and transparency.

The City’s total 2018 Adopted Budget is $335,464,008; with a General Fund budget of $112,411,186. The EPD, which has an operating budget $38,391,099, is funded primarily by the General Fund. The EPD has three collective bargaining units. Sergeants and Patrol Officers are represented by the Fraternal Order of Police (FOP) in separate bargaining units. The American Federation of State, County & Municipal Employees (AFSCME) represents non-sworn members of the EPD.

Prosecutorial Environment
The EPD is in the 2nd District of the Cook County, IL State’s Attorney’s Office. The prosecutorial environment is challenging and demanding due to the volume of crime in the city of Chicago and the limited resources of the State’s Attorney’s Office. Felony cases are held to a high standard of legal review and compliance. The felony review process requires additional measures from municipal police departments in Cook County to investigate and charge defendants.

Crime Environment and Community Expectations
Evanston averages approximately three homicides per year and has had at least one homicide per calendar year in the last 40 years. The nature of most
homicides in Evanston is gang or drug related, which requires additional investigative resources and community outreach.

Evanston’s strength of diversity equates to greater demand for community policing strategies. Police services are managed to meet the unique needs of every neighborhood and population. The EPD is challenged to maximize resources to effectively reduce crime and promote safety across the community.

SCOPE OF SERVICES
The City of Evanston is seeking a review of a variety of administrative and community service functions within the Evanston Police Department. The City is seeking a firm to review the current provision of the following services and offer recommendations on efficiencies in providing these services:

Chief Executive Officer/Commander

The Executive Officer is a Commander that reports to the Chief of Police. The Executive Officer assists and provides administrative support to the Chief of Police in addition to the following duties:

1. **Public Information Officer**: Serve as the EPD’s media liaison, write press releases, host press conference, and is available to the media 24/7/365 days per year.

2. **Social Media Coordinator**: Develop strategies to expand the EPD’s social media presence, engage community stakeholders and elected officials, produce and stream videos, and manage the Department’s social media accounts on a daily basis.

3. **Deployment Process Supervisor**: Manage and facilitate deployment practices, including meetings, reviews, updates and compliance by members.

4. **Department Training (Lexipol) Coordinator**: Review and modify recommended policing policies and procedures from Lexipol; coordinate monthly trainings for members.

5. **Department Public Liaison**: Serve as the Chief of Police’s representative for the Evanston Police and Fire Foundation, community meetings, and assist the Chief of Police with public presentations for elected officials and the public.

6. **Administrative Support**: Oversee Department policies, budgeting, collective bargaining negotiations, website and information dashboard, and duties as assigned by the Chief of Police.

Office of Professional Standards

The Office of Professional Standards (OPS) provides two separate functions: inspections and internal investigations.
The internal investigations component investigates allegations of misconduct made against the Department or its employees by citizens or other employees of the Department/City. This component evaluates the quality of Department operations and ensures that goals are being pursued and control is maintained throughout the Department. Duties include auditing of personnel sick time usage, the Department’s main telephone line, records of various cash funds, and perform other audits and studies as directed by the Chief of Police.

The Office of Professional Standards (OPS) is comprised of one commander and two sergeants. One sergeant is dedicated to training and policy compliance.

**Office of Administration**
The Office of Administration is responsible for the successful administrative and financial operations of a $38 million organization employing 220 employees and providing 24/7/365 days per year service to 75,000 residents. The Office of Administration provides a constant flow and integration of multi-directional information and data to ensure the efficient and effective performance of the EPD. The Office develops and maintains accurate and reliable administrative and financial systems to support the EPD in achieving its operational goals. Duties include budgeting, finance, personnel, payroll, and administrative functions of the EPD.

The Office consists of the Manager of Budget and Finance and the Administrative Coordinator. The Office of Administration is critical to achieve the City Council’s goals for Community and Police relations.

**Manager of Budget and Finance**
The Manager of Budget and Finance’s primary responsibilities include the following:

1. **Accounting**: Review and monitor the Department’s monthly financial activities, compile and verify journal entries, manage vendor contracts, and conduct year-end audit and reconciliation of department accounts.
2. **Budgeting**: Analyze the Department’s current year financial activity to adopted budget, develop budget projections and ensure accuracy of year-end budget for the Department.
3. **Financial Reporting**: Compile regular monthly financial reports, credit card transactions, and expense reports as requested by the Chief of Police.
4. **Payroll**: Manage and ensure payroll processes are up to date and reflect collective bargaining agreements; verify and correct payroll records and benefits as needed.
5. **Support Union Negotiations and Relationships**: Analyze and calculate employee compensation and benefits and evaluate the financial impact of proposals.
**Administrative Coordinator**
The Administrative Coordinator’s primary responsibilities include the following:

1. **Accounts Payable:** Process invoices and payments, manage petty cash accounts, and ensure department credit card transactions are in compliance with the City’s purchasing policies.
2. **Grant Administration:** Identify grant funding opportunities, develop applications, monitor revenues and expenditures associated with awarded grants, and prepare grant reports.
3. **Human Resources:** Manage employee annual review schedule and timetable, process merit increases, coordinate vacation schedules, issue Standard Operating Procedures manual, and OSHA testing and vaccination for the department (i.e. Hepatitis B).
4. **Purchasing:** Process purchase orders, coordinate bids and requests for proposals.
5. **Revenue:** Invoice customers and record payments into the City’s financial system.
6. **Special Projects:** Support the Evanston Police and Fire Foundation, process payouts, coordinate programs including the Police Awards Ceremony, Wellness Program, Fitness Programs, and uniform inspections.
7. Provide administrative resources for staff.
8. Coordinate and manage invoices and payments for special details.
9. Coordinate Omega (On-duty injuries) appointments and reporting requirements on a timely basis, follow-up appointments, and ensure Command staff is aware of any light-duty requirements.

**Community Strategies**
Community Strategies is a component of the Field Operations Division. The Division also includes Patrol Operations and the Traffic Bureau.

Community Strategies is made up the Problem Solving Team and Foot Patrol. Community Strategies is comprised of one commander, one sergeant, and 11 officers. The unit works with community stakeholders and elected officials to find solutions to police matters in the model of community policing. Community Strategies is critical to the Department’s community outreach. Division personnel patrol in vehicles, on bikes, and on foot.

**Crime Analyst and Intelligence Officer**
The Crime Analyst and Intelligence Officer support the Investigative Services Division. The Division includes the Detective Bureau, Juvenile Bureau, and Special Operations Group (SOG). Two separate units make up the SOG, the NET Unit and the TAC Unit. The NET Unit investigates narcotics and sophisticated criminal organizations that operate in the region and develops long-term policing strategies. The TAC Unit’s focus is pattern crimes and gang activity at the street level.
The Crime Analyst and Intelligence Officer are responsible for the Department’s intelligence-led policing strategies. The Crime Analyst is a civilian employee and the Intelligence Officer is sworn. They provide weekly information about crime occurring in Evanston and crime relevant to Evanston in surrounding areas. The Crime Analyst and Intelligence Officer are vital to the Department’s deployment process. The following is a list of duties and responsibilities of the Crime Analyst and Intelligence Officer:

1. Prepare weekly deployment material in the form of intelligence style reports
2. Prepare crime maps with GIS data
3. Present and explain deployment materials at weekly deployment meetings
4. Be trained and proficient in utilizing crime related databases
5. Analyze and provide data and intelligence to assist criminal investigations
6. Collect and share data and intelligence with contacts in the field
7. Create databases specific to Evanston crime and participants
8. Create gang files consistent with Law Enforcement Agencies Data System policy
9. Maintain, update and keep all databases and files current

North Regional Major Crimes Task Force (NORTAF)
NORTAF is comprised of the 12 northeastern suburbs of Cook County. NORTAF includes the following three units:

1. **Major Crimes Task Force:** Major Crimes investigates homicides, kidnappings, mass casualty events and limited types of Officer Involved Deaths. Major Crimes may also assume the role of investigating sexual assault complaints made against on-duty officers. Major Crimes has two separate units, the Investigations Unit and the Forensic Unit.
2. **Major Crash Assistance Team (MCAT):** MCAT investigates and reconstructs major accidents, usually fatalities. MCAT provides highly technical skills needed for crash investigations. Evanston has a total of four officers assigned. One is a sergeant assigned as Task Force Commander and another officer is assigned as Operations Supervisor. Three of the four are Crash Reconstructionists.
3. **Burglary:** Burglary performs surveillance and investigations of suspected burglars believed to be operating in at least three of the NORTAF communities. Evanston assigns two officers and a civilian crime analyst to burglary activations. In addition to the 12 northeast Cook County suburbs, burglary has additional Cook County suburbs and Lake County suburbs.

**Firm is expected to review the following tasks:**

- Personnel capacity to align technology with policing strategies, implement and install in full, provide sufficient training, maintenance and support,
utilize and assess the efficiency of administrative and community service functions

- Use of engagement tools to notify targeted neighborhoods of immediate emergencies and share crime prevention information
- Use of the Computer Aided Dispatch (CAD) system to support data analysis, identifying crime patterns and trends, information sharing, allocating resources and developing deployment strategies
- Workload level of administrative and community services functions using raw data extracted from the CAD system, including considerations of number of responding units needed by call type, location, frequency, public-demand versus officer initiated activities, effect of community policing on discretionary patrol time and the time necessary to conduct proactive police activities, and the actual amount of time necessary to handle police calls and activities from inception to completion
- Deployment strategies to areas with high call volume and complaints to alleviate quality-of-life issues while maintaining public safety
- Administrative and community service functions performed by the EPD that can be performed by alternative means and/or separate city department
- Coordination between the EPD and other city departments and agencies to engage with residents, sustains positive relationships, and connect vulnerable individuals with human and social services
- Procedures to manage, monitor and inspect financial and operational performance
- Optimal staffing model that accounts for the use of technology and data analysis to support policing strategies
- Available staffing levels and compare to supervisory workload based on supervisory duties, administrative duties and call response
Memorandum

To: Members of the Human Services Committee
From: Richard Eddington, Chief of Police
Subject: Human Services Committee Report
Date: 29 May 2018

Attached are the summaries of 4 complaints reviewed since our last meeting. The complaints have been reviewed by the Citizen Police Advisory Committee. Their findings are listed at the conclusion of each report. Additionally, there are 9 positive letters and comments received complimenting the department’s interactions with the community.

DI #18-01
DI #18-03
DI #18-04
DI #18-05

Richard Eddington
Chief of Police
Evanston Police Department
Office of Professional Standards
Departmental Inquiry
March 2018

DI #18-01  Initiated 2/13/18    Completed 3/07/18

Allegation: On February 13 the Complainant, an RN at St. Francis Hospital, phoned the police department’s Field Operations Division to allege that, without regard for a domestic-battery victim’s right to privacy, Accused Officers One and Two interviewed her in a non-private room at the hospital, even after the Complainant twice offered to move the trio to a more private area. The Complainant further alleged that the Accused Officers refused to provide a report number to either her or the victim, failed to provide the “Marsy’s Law” document to the victim, and were extremely rude, unprofessional and dismissive to both her and the victim.

The Incident Report
(Authored by Accused Officer One)

On February 13th, (5:00 p.m.) Accused Officer One was dispatched to take the report of a domestic battery. The victim told him her boyfriend battered her at 4:15 p.m. on that date. Earlier that afternoon, she said, she and her boyfriend got into a verbal argument because he made sexual overtures to a friend with whom they had been drinking at the friend’s home. The boyfriend left and the victim subsequently drove home. As she approached her apartment building, she said, her boyfriend emerged and demanded the key to the car. He pays the rental on it, she said, but it is rented in her name so she refused. He became angered by this and pushed her to the ground, she said. There was a scratch on her left wrist and the back of her ear was bleeding. No one witnessed the encounter. The victim was transported from the police station to St. Francis Hospital, where Accused Officer Two, an Evidence Technician, responded to take photographs of her injuries. During photographing the victim told Accused Officer Two that her boyfriend threw her to the ground and punched and kicked her multiple times. She said she was interested in pursuing charges and was advised of her Marsy rights. At 7:30 p.m. the boyfriend returned to the residence of the friend with whom he and the victim had been drinking. There, during an argument, he struck the resident’s boyfriend in the head with a bottle. Half an hour later the victim’s boyfriend showed up at St. Francis Hospital with multiple stab wounds which he declined to explain. He was placed on hold for detectives due to numerous domestic-battery convictions.

Accused Officers’ Memoranda Re the Incident

Accused Officer One’s memorandum states the victim was intoxicated at the time he took her statement at the police station: Her eyes were watery, her speech slurred. She admitted to drinking just before she was battered. During the interview the victim noticed she was injured more than she had realized and asked for transport to the St. Francis Hospital ER. There an ER nurse directed the officers and victim to triage, where Accused Officer Two joined them to take pictures of the scratch on the victim’s left wrist and the cut behind her right ear. At this juncture the triage nurse intervened to
say more patients were being brought into triage and the photographs would have to be taken elsewhere. He led them to an empty private waiting room at the north end of the ER waiting area.

While Accused Officer Two was taking photographs a nurse (the Complainant) came out of another area and said the officers and victim should go to a private room. The officers informed her they had been directed to the area in which she found them and relocation was unnecessary as they had finished their task. The Complainant stayed in the private waiting room for the remainder of the Accused Officers’ time there. She asked for their names and badge numbers as they exited. The officers complied. The encounter was captured on Bodycam.

Accused Officer Two’s memorandum states that, as an Evidence Technician, she was dispatched on February 13 (6:00 p.m.) to the triage room at St. Francis Hospital to take photographs of injuries sustained by a domestic-battery victim. However, the triage nurse instructed her to photograph the victim elsewhere as he had to attend to other patients. Accordingly, said Accused Officer Two, she and the victim walked to an unoccupied area where, with the victim’s verbal consent, the Accused Officer took photos of injuries to her right ear and left wrist. At this point the Complainant approached and stated the officer and victim needed to move to a private room. Accused Officer Two replied there was no need for a move as her evidence-gathering was completed. The Complainant became upset and asked for the officer’s name and badge number. Both were provided. The officer said her body-worn camera was not activated, as she was processing for evidence.

Findings/Recommendation, Patrol Sergeant

Assigned to review this incident the Patrol Sergeant directed Accused Officers One and Two to submit individual memoranda outlining the incident. Both complied. The Sergeant also reviewed footage from the body cameras worn by the officers. He found that hospital staff directed the officers and victim to a secondary waiting room that was not occupied and was somewhat private. Conversation between the officers and the victim neither violated HIPA nor was inappropriate. The photographs taken were of visible body areas, i.e., they were not of a nature that would require a private room. The victim by no means was hysterical, as claimed by the Complainant. She was intoxicated, however, a bit confused, and inclined to ask repetitive questions. The Complainant twice asked the officers to relocate to a different room. Both times they informed her they were preparing to leave. At no time was either officer unprofessional or rude. Accused Officer One did initially fail to provide the victim with the required “Marsy’s Law” information sheet, but he completed it and gave it to her later that same evening.
Based upon the foregoing the Sergeant advised his immediate supervisor, an Acting Commander, that no further action should be taken because the complaint is without merit, i.e., the evidence does not support the Complainant’s allegations. The Sergeant therefore recommended (3/3) to his immediate supervisor, an Acting Commander, that the matter be closed with a disposition of unfounded. Concurring, the Acting Commander forwarded the findings and recommended disposition to the Acting Chief of Police, who likewise concurred (3/5). The Chief of Police approved a disposition of unfounded on 3/7.

Disposition: Unfounded

CPAC Disposition: 5 Unfounded 1 Not Sustained
Evanston Police Department
Office of Professional Standards
Departmental Inquiry
April 2018

DI #18-03 Initiated 1/22/18 Completed 4/21/18

Allegation: On January 23 the Complainant alleged via a departmental employee complaint form e-mailed to the Office of the Chief of Police that on January 22 Accused Officers One and Two (both TAC detectives) exercised excessive force by stopping him at gunpoint as he was walking in the 800 block of Chicago Avenue after leaving the Evanston library located a block away. The Complainant alleges the officers told him he was suspected of having a stolen gun, threw him to the ground and handcuffed him unduly tightly.

If the allegations prove true, the Accused Officers will have violated departmental rule 44.

The Precipitating Incident

On January 22 (4:42 p.m.) an employee at a local thrift shop reported to police that a male subject came into the shop, approached her, lifted his shirt to display a dark revolver in his waistband and commanded, “Give me all your money.” The employee removed $213 from the register and gave it to the offender, who then fled southbound, walking on the west sidewalk of Chicago Avenue. Subsequently the employee described the offender as a clean-cut, well-dressed and well-spoken male black, 50-60 yoa, thin build, approximately 5’8”, salt and pepper beard, short black hair with a receding hairline, wearing blue jeans, and a blue and orange flannel shirt.

Note: The Complainant is a male black, 60 yoa, approximately 6’01”, thin build, salt and pepper beard, receding hairline. At the time he encountered the Accused Officers he was wearing blue jeans, a blue T-shirt and several jackets.

Actions Taken, OPS Sergeant

The OPS Sergeant reviewed the Accused Officers’ body worn camera (BWC) footage, as well as the BWC footage from the camera of the TAC Sergeant, who responded to the encounter between the Accused Officers (his subordinates) and the Complainant. The detectives’ footage shows they drove past the Complainant before pulling over and exiting their vehicle with service weapons in hand. They ordered him to raise his hands above his head. Rather than raising his hands in the air the Complainant rested them on his stomach, just below his chest. Once the detectives were in close proximity to the Complainant they holstered their weapons and attempted to pat him down for weapons. He protested and moved around, causing them to decide to handcuff him. The Complainant continued to move about and the detectives struggled in their attempt to handcuff him. When, finally, they succeeded the Complainant yelled that the cuffs were too tight. That is the juncture at which the TAC Sergeant arrived. He
immediately asked the agitated Complainant if anyone had explained why he was being detained and assured him, "Just give us a minute to find out what's going on and we will release you." The Complainant demanded to be released immediately. The TAC Sergeant directed Accused Detective One to un-cuff the Complainant. While she was complying, the Complainant of his own volition dropped to his knees. Once the cuffs were removed the Complainant stood and pointed at the detectives, saying, "I'm suing your asses." He asked for the detectives' and sergeant's names and badge numbers, which they provided.

The TAC Sergeant continued his attempt to explain the situation, to which the Complainant responded by repeatedly stating, "I don't want to hear it." The Sergeant apologized for any misunderstanding.

Ultimately the Complainant asked the TAC Sergeant to walk to the library with him to speak with the librarian. The Sergeant complied. Arrived at their destination, but not yet inside, the Complainant said his shoulder was hurting because he fell off a bike, and again complained of sore wrists due to the handcuffs' being too tight. The Sergeant offered to summon an ambulance, but the Complainant declined. The Sergeant then asked for permission to have an evidence technician (ET) take photos of the Complainant's wrists, but again the Complainant declined. (Later, however, he called for an ET to take photos of his wrists and knees. Those photos are in the file.) Inside the library, the librarian confirmed the Complainant had been there 20 minutes earlier.

On January 25 the Complainant and his son came to OPS to view the BWC footage. Post-viewing the Complainant said he would decide later whether or not to follow up with a tape-recorded statement of his complaint. On that same day (1/25) the Complainant obtained a BWC video-release form, which he never returned. Since January the OPS Sergeant has made multiple attempts to contact the Complainant, but without success.

Note: There are some inconsistencies in the Complainant's written complaint narrative, e.g., initially he says he was immediately handcuffed and then, in the very next paragraph, he states he was told he would be handcuffed if he did not cooperate, he then was searched, and then handcuffed. The Complainant also wrote that he "fell to [his] knees in pain" (BWC footage corroborates the self-induced falling), yet later in the narrative wrote that he was thrown to the ground.

**Findings/Recommendation, NET Commander**

In his review of the OPS investigation the NET Commander noted that the Accused Detectives were responding to a radio report of an armed (firearm) robbery in the 900 block of Chicago Avenue when, in the 800 block of Chicago Avenue, they came upon the Complainant, who matched the description of the offender. It is not unreasonable, therefore, that they pointed their duty handguns at the Complainant, perceived to be an
offender armed with a firearm. The Commander also noted that both detectives holstered their weapons as soon as they felt it was safe to do so, i.e., they did not display their weapons unnecessarily. The Commander further noted that the BWC footage clearly shows the Complainant was not thrown to the ground by anyone, but instead fell on his own.

Based upon the foregoing the Commander found no credible evidence to support the Complainant’s allegations. He therefore recommended (4/18) to his immediate supervisor, the Deputy Chief of Investigations, that no further action be taken and that the matter be closed with a disposition of exonerated. The Deputy Chief concurred (4/20) and recommended a disposition of exonerated to the Chief of Police, who approved that disposition (4/21).

Disposition: Exonerated

CPAC Disposition: 5 Exonerated 1 Unfounded
Allegation: On February 12 the department’s Office of Professional Standards (OPS) received a Complaint Register form wherein the Complainant stated she and her son were ill-treated by the Accused Officer during a February 2d basketball game at ETHS. Specifically, the Complainant alleged the Accused Officer yelled at her and her son and used words like “boy” to describe her son.

If the allegations are found to be true, the Accused Officer will have violated departmental rules 2 and 18.

The Reported Incident

An ETHS Junior Dean noticed that four students on detention/probation—one of whom is the Complainant’s son—were in attendance at the February 2d game. He escorted them out of the gym and explained that they are not allowed to attend games while on social probation. The Complainant’s son responded with profanity and insults, informing the Dean that he is on the youth’s “list.” Initially the Dean allowed the students to wait inside a rear entrance for their rides home. However, due to the Complainant’s son’s ongoing verbal assaults and disrespect toward him, the Dean directed him to leave the building. The youth did not immediately comply, and even after he did comply he soon returned in company with his mother, who berated the Dean for being too hard on her son and who used “obscene and irreverent” language to address the Accused Officer. In response the officer twice told mother and son to leave the building. Following the second directive the youth yelled at the Accused Officer, “You’re gonna hit me, hit me,” at which point the officer advised him he was trespassing and told him, “Get out of here, boy, leave.” The Complainant took exception to her son being addressed as “boy.” She approached the Accused Officer and exclaimed, “He’s not a boy.” She then departed the building, saying as she left, “Fuck you, you Uncle Tom motherfucker,” to which the Accused Officer replied, “This is why [your son] has such disrespect for authority.”

Note: At the time of this incident officers were not yet outfitted with body-worn cameras. ETHS video footage did not capture the verbal exchanges when the Complainant visited the school with her son.

Actions Taken, OPS Sergeant

On February 22 the CPS Sergeant phoned the Complainant. Her first remark was, “I’m fed up with the Dean. He’s been picking on [my son] since freshman year.” She said the school informed neither her nor her son of the detention/probation. Had she known
of it, she added, she would not have allowed the youth to attend the game. The Complainant further stated the Dean wouldn’t allow her son to get his things prior to leaving school. With regard specifically to the Accused Officer, the Complainant stated he yelled, “You ain’t gonna check me” at her, told her son to “get out of here, boy,” and, finally, she thinks she heard him say, “Now I know where he gets it from.”

Findings/Recommendation, Sergeant, Juvenile Bureau

Assigned to review the complaint the Sergeant directed the Accused Officer to submit a memorandum delineating the incident. The officer complied (3/28), stating that while providing security at an ETHS basketball game on February 2d he observed a Junior Dean escorting the Complainant’s son and three other male students to a rear entrance while informing them they were ineligible to attend the game because they were on social probation. The Dean advised the youths that they could await rides home inside the building, at the rear entrance. However, while he waited the Complainant’s son was verbally disrespectful and insulting toward the Dean. As a result the Dean informed the youth he would have to leave. At this point, stated the Accused Officer, he intervened, directing the Complainant’s son to leave or be arrested for criminally trespassing. The youth grudgingly complied, but shortly thereafter returned with his mother (the Complainant), who immediately began employing obscene language to berate both the Dean and the Accused Officer. The officer explained to the Complainant that, having been directed by a school authority (the Dean) to leave the premises, her son’s return made him vulnerable to being charged with criminal trespass. At this, mother and son began to leave. However, the youth stopped, looked at the Accused Officer, and yelled, “You’re gonna hit me, hit me.” The Accused Officer replied, “Get out of here, boy; leave,” whereupon his mother approached the officer aggressively and yelled, “He’s not a boy.” The officer repeated his directive and they complied, amid the Complainant’s shouting, “Fuck you, you Uncle Tom motherfucker,” to which the officer retorted, “This is why [your son] has such disrespect for authority.”

In his memorandum the Accused Officer explicitly denied raising his voice, using offensive language, in any way violating the rights of the Complainant or her son, and/or behaving unethically toward them.

The Sergeant reviewed ETHS surveillance video of the incident (no audio). It shows the Accused Officer twice approach a group of four male teenagers, one of them the Complainant’s son. On his second approach the officer places one of his hands on the Complainant’s son’s chest and points toward the door. The youth leaves. The Accused Officer then has what appears to be a congenial conversation with the remaining three teens. Several minutes later the Complainant and her son enter the building. Gesticulating with her hands, the Complainant engages in animated conversation with the Dean and the Accused Officer. The latter points to the door. The Complainant and her son move in its direction while continuing the verbal disturbance. They exit.
The Sergeant found that the essential facts are not in dispute. Only the Accused Officer’s conduct is in dispute. In that regard, the Sergeant found the officer’s conduct to have been appropriate, given that the Complainant and her son initiated the disturbance, peace was restored without an arrest, and no independent evidence exists to show the Accused Officer’s voice-level, choice of words, etc., rose to the level of a rule violation.

Based upon the foregoing, the Sergeant advised his immediate supervisor, the Deputy Chief of Investigations, he found the complaint to be frivolous. The Sergeant recommended (4/3) that no further action be taken and that the matter be closed with a disposition of **unfounded**. The Deputy Chief concurred and recommended (4/4) a disposition of **unfounded** to the Chief of Police, who approved (4/4) that disposition.

**Disposition: Unfounded**

**CPAC Disposition: 5 unfounded 1 Not Sustained**
Allegation: On February 19 the department’s Office of Professional Standards (OPS) received an unsigned four-page complaint that the Complainant hand-delivered to the station on February 15, the day on which—for the second time in two days, alleges the Complainant—the Accused Officer effected an ambiguous traffic stop against him. During both stops the officer claimed to smell an odor of cannabis emanating from the Complainant’s vehicle. The Complainant believes the Accused Officer is harassing him.

If the allegations prove true, the officer will have violated departmental rules 2, 6, and 20.

Actions Taken, OPS Commander

The Commander phoned (2/19) the Complainant to discuss his complaint. During their phone conversation the Complainant stated that at approximately 1:45 AM on February 15 the Accused Officer pulled his marked squad alongside the Complainant’s parked vehicle and advised him he was parked in violation of the afterhours parking restrictions. The Complainant asked if he should move the vehicle and the officer confirmed that he should. The officer then stated that the Complainant’s vehicle smelled of “weed.” The Complainant denied smoking cannabis and expressed surprise at the officer’s allegation since his windows were rolled up. The officer responded by directing him to get out of the car. The Complainant asked why. Instead of answering the officer again directed him to get out of the car. The officer made no move to search him, his passenger, or his car, so the Complainant asked whether he was free to leave. The officer didn’t answer. The Complainant asked why, if he was being detained, the officer wasn’t searching him or the car. Again the officer didn’t respond. The Complainant says he was confused and frustrated by what was happening so he walked into the nearby Burger King on Clark Street. The officer entered Burger King and directed the Complainant to return to his vehicle and lock its doors. The Complainant exited the restaurant to comply and saw that his passenger was walking away. After he locked his vehicle’s doors, said the Complainant, he asked the officer what was going on. The officer didn’t respond to that query, but said the Complainant was free to go, could leave the vehicle parked where it was, and would not be cited.

During the phone conversation detailed above the Complainant told the Commander that the Accused Officer also stopped him on February 14, allegedly for failing to use his turn signal while exiting a gas station. The Complainant stated he in fact did use his turn signal, but he thought the officer might not have seen it due to the position at which he was parked across the street. During that stop, said the Complainant, he was removed from his vehicle and searched by the Accused Officer, who told him he could smell the odor of cannabis emanating from his vehicle.
The Incident, as Detailed in the Police Report
(authored by the Accused Officer)

In his report (#18-001301) the Accused Officer stated he observed the Complainant park on Clark Street, directly in front of a "no parking" sign. He pulled alongside the Complainant's vehicle and told him to move his vehicle. At that time, stated the officer, he detected a strong odor of burnt cannabis and questioned the Complainant about it, whereupon the Complainant began yelling profanities and exited his vehicle. The officer said he also exited his vehicle, in an effort to resolve the situation, but the Complainant became increasingly verbally aggressive and accused him of harassment. The Complainant then walked away—as did the passenger in the Complainant's vehicle, thereby leaving it unattended, with engine running. The Accused Officer followed the Complainant (into Burger King) and asked him to secure his vehicle. The Complainant complied and asked if he was free to leave. The officer replied affirmatively, but told him he needed to move his car.

Findings and Recommendation, Patrol Sergeant

Assigned to review the OPS investigation, the Patrol Sergeant reviewed the handwritten complaint filed by the Complainant, the police report, the Accused Officer's BWC video, and the surveillance video from Burger King. The Accused Officer's BWC video (approximately 4 minutes in length) shows that he was already out of his vehicle and engaged in conversation with the Complainant at the time he activated the camera. The Complainant's vehicle is parked in one of two metered parking spots on Clark Street, between Orrington and the entrance to the Burger King parking lot. Visibly upset, the Complainant asks the Accused Officer what he is doing. The officer doesn't respond. The Complainant then walks away, into Burger King. Moments later his passenger exits the vehicle. The Accused Officer then enters Burger King and advises the Complainant to come and lock his car. The Complainant complies, then advises the Accused Officer that he feels he is being harassed. The Complainant states that he wants to be left alone, asks what the officer wants him to do, and further asks if he can move his car into the lot. The officer says he can leave it where it is, that he's not going to issue a ticket.

The Burger King camera footage captured approximately seven minutes of contact between the Complainant and the Accused Officer, as compared with the four minutes of coverage on the officer's body camera. The Burger King footage shows the Complainant's vehicle parked in the first metered parking spot west of Orrington on Clark. While seated in his patrol vehicle the Accused Officer has approximately one minute of contact with the Complainant. Both then simultaneously exit their vehicles, and engage for approximately two minutes before the Accused Officer activates his body camera.
The Sergeant noted that, as the OPS investigation revealed, there was no parking violation, as overnight parking is enforced between 3:00 and 6:00 AM and it was after hours for metered parking. The Sergeant further noted that, if the Accused Officer in fact asked the Complainant to exit his vehicle for the purpose of a cannabis investigation, he erred by failing to conduct such an investigation. Finally, although the Accused Officer allegedly initiated contact for a parking violation, the officer allowed the Complainant to stay parked and did not cite him.

The Sergeant directed the Accused Officer to submit a memorandum detailing the incident. The officer complied, indicating that on February 15 he was on mobile patrol in a marked vehicle when he observed an occupied Honda parked directly in front of a “no parking sign” on Clark, at Burger King. The Accused Officer pulled alongside the passenger side of the vehicle to speak with the occupants. The passenger rolled down his window. Immediately, stated the officer, he smelled a strong odor of burnt cannabis. At this point, said the officer, he recognized the driver (the Complainant) from previous contacts. The officer advised the Complainant he was illegally parked and asked about the odor of cannabis. In response, stated the Accused Officer, the Complainant began yelling profanity, accused the officer of harassing him, and exited his vehicle. The Accused Officer also exited his vehicle, while activating his BWC. The officer attempted to resolve the situation, he said, but the Complainant became increasingly verbally aggressive, repeating multiple times that he would be filing a complaint with OPS. Meanwhile the male passenger yelled at the Complainant, telling him to calm down. At this the Complainant told the passenger to walk home. The passenger exited the vehicle and proceeded westbound on Clark. The Complainant then entered Burger King, abandoning his vehicle with its engine running. The officer said he followed the Complainant into the restaurant and asked him to secure his vehicle. The Complainant complied. No enforcement action was taken.

The Sergeant noted that, while he believes the stop began as a parking violation, it changed to a seizure or detention as soon as the Accused Officer ordered the Complainant to exit his vehicle. Clearly the Complainant felt he wasn’t free to leave. The Sergeant also noted that, a few seconds after the Accused Officer turned on the audio from his BWC, the Complainant can be heard saying to his passenger, “I can’t leave. He's talking to me. How can I leave, bro?” Later in that conversation the Complainant says to his passenger, “I have to talk to him. He keeps talking to me.”

The Sergeant found the stop to have been unlawful in that (1) there was no actual parking violation and (2), after allegedly smelling cannabis, the Accused Officer failed to follow up by performing a search of the Complainant’s person and vehicle. In short, the officer exercised poor judgment by not disengaging—a theme of unlawful detention for which he has been disciplined more than once during the past year.

Based upon the foregoing the Sergeant recommended (4/07) to his immediate supervisor, a Patrol Commander, that the Accused Officer receive a one-day
suspension with options for the rule violations concerning the incident and that he receive a shift-level reprimand for not activating his BWC as required. The Commander concurred (4/13), and so recommended to his immediate supervisor, the Deputy Chief of Field Operations. Similarly concurring, the Deputy Chief recommended (4/16) to the Chief of Police that the Accused Officer receive a one-day suspension with options for the rule violations and a shift level reprimand for not activating his BWC as required. The Chief of Police approved (4/15) that disposition.

Disposition: Sustained (One-day suspension with options for rule violations
A shift level reprimand for not activating BWC as required)

CPAC Disposition: 6 Sustained
Human Service Committee  
June 04, 2018  

PENDING COMPLAINT REGISTERS  
(EFFECTIVE 05-29-2018)  

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PENDING DEPARTMENTAL INQUIRIES  
(EFFECTIVE 05-29-2018)  

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### COMPLETED COMPLAINT REGISTERS
(EFFECTIVE May 29, 2018)

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### COMPLETED DEPARTMENTAL INQUIRIES
(EFFECTIVE 05-29-2018)

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#### June 04, 2018

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<tr>
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<td>Complainant withdrew complaint</td>
</tr>
<tr>
<td>Not Sustained</td>
<td>Insufficient evidence to prove or disprove the allegations</td>
</tr>
<tr>
<td>Exonerated</td>
<td>Incident occurred, but was lawful or proper</td>
</tr>
<tr>
<td>Policy Failure</td>
<td>Allegation true, but the officer acted in conformance with policy resulting in harm to the complainant</td>
</tr>
<tr>
<td>Not City Related</td>
<td>Outside the jurisdiction of the City</td>
</tr>
<tr>
<td>Sustained</td>
<td>Allegations supported by sufficient evidence to justify a reasonable conclusion of guilt</td>
</tr>
<tr>
<td>SOL (Unresolved)</td>
<td>The complainant failed to cooperate further</td>
</tr>
</tbody>
</table>
LETTERS

&

INFORMATION
Officer Adam Howard and OGA Facilitators,
Thank you, thank you, thank you! The patience, effort, leadership and vision you have devoted to our young men is truly remarkable. Thank you from the bottom of my heart for creating such an epic program for our city. There were so many moments that I had chills during the breakfast due to the incredible speeches, acknowledgments, and when the young men were awarded. We need more people like you for our boys and today was the day to recognize that our city is one awesome place.

Thank you,
Haven Middle School

Any communication sent or received by District 65 is a public record and may be subject to inspection or copying under the Illinois Freedom of Information Act.
Thank you so much for making the YEA! Festival an amazing event this year!

We appreciate all your guidance and support through this process in our inaugural year of Hope Washinuski, new YEA! Board President, shepherding the new leadership through the festival planning and partnering with Bon Events to oversee production.

We had an extraordinary day at Raymond Park with happy families, a diverse Evanston community, over 100 booth participants and lots of art, fun and whimsy for all!

We thank all of you for your support, and our Officers in the park- Officer Vasquez, Officer Sculli and especially Officers Spells and Rowell day-of who were wonderful to work with.

We did our best to make sure at the end of the day all the trash receptacles were closed, the landscaping was clear of debris, the traffic barriers were back in the park and the toilets loading out today.

We've had rave reviews thus far, and the officers at the event reported that we had no neighbor complaints and only two missing children who were quickly reunited with their parents without incident.

We welcome your feedback- good or bad- and hope this was a positive experience for your various departments.

Thank you again,

The YEA! Festival Team

--

Sgt. Tracy Williams
Traffic Management Bureau
Evanston Police Department
847-866-5079

Sergeant Tracy Williams
Officer Daniel Keeler
Officer Martin Neal
Officer Jeremy Nieman
Officer Stanley Samson
Officer Marvin Thomas
Officer Michael Triche
Officer Mark VaDermeir
Towing Coordinator Reinaldo Rebollar
May 16, 2018

Chief Richard Eddington
Evanston Police Department
1454 Elmwood Avenue
Evanston, IL 60201

Dear Chief Eddington:

Please extend my personal thanks to Officer Anthony Sosa and Rony for their participation at our Open House May 6th.

As always, we had a large turnout. Officer Sosa’s demonstration with his dog was among the most popular attractions. I hope that they will be able to join us again next year.

The Police Open House is an important and popular community event. I appreciate your support in this annual endeavor.

Sincerely,

Kyle Murphy

Kyle Murphy
Chief of Police
COMPLIMENTARY EMAIL OR COMMUNICATION FOR A MEMBER(S)

DATE OF COMPLIMENT: 5/18/18

CALLER: [Redacted] - Hilda's Place

ADDRESS/ EMAIL: [Redacted]

COMPLIMENTING PRAISEWORTHY WORK BY: Officers Called

REFERENCE: A drop-in client of ours, [Redacted], called police on herself yesterday while at Hilda's Place. Officers did an EXCELLENT job working with her and allowing and assisting me to de-escalate the situation. They were patient, calm, and kind while [Redacted] was anything but. We were able to get her to leave on her own. Great work! Great cop(s)! Thanks

SUBMITTED BY: [Redacted]

CC: Shift File _____
    Administration Personnel File _____
    Officer/ Staff Member _____
    HR Personnel File _____
Dear Ms. Smith,

Thank you for sending not one but three officers this morning! It was wonderful to have them with us for the blessing ceremony.

As always, the EPD came through for us. And as always we are most appreciative of your time and attention in helping St. James minister to her parishioners. Please extend our gratitude to the Chief.

Best,

Sent from my iPhone
On behalf of the FBI, I want to thank you for your thoughtful expression of sympathy on the passing of Special Agent Melissa S. Morrow, who died as a direct result of her work at the Pentagon after 9/11.

Those who knew Special Agent Morrow knew she was a fighter – she was a fighter as an Agent, and she was a fighter throughout her illness. She fought for justice and to protect the citizens we serve. Special Agent Morrow gave her all at a time when the American people needed her most and asked for nothing in return.

Please know that your kind words of support are truly comforting and appreciated during this difficult time and will be shared with Special Agent Morrow’s family.

Sincerely yours,

Christopher A. Wray
Director
Your thoughtfulness
will be warmly remembered.

From your friends at
The Mother who are
profoundly grateful
for all you've done
for us and do for
the whole community.
Google Groups

Police Employee Commendation Form [#70]

City of Evanston <no-reply@wufoo.com>
Posted in group: Police

May 5, 2018 9:35 AM

Date of contact with employee: * Friday, May 4, 2018
Approximate time of contact with employee: * 3:00:00 PM
Employee name if known: Amin Virani
Employee assignment if known: Evidence Technician
Check All That Apply *
• Other
If other, please specify Ride Along

What would you like to commend about the employee’s performance? *

I’d like to give high marks to Officer Virani for his professionalism and a great Ride Along experience. He was patient and very knowledgeable; he didn’t rush through the ride along; and I learned a great deal from him as we drove around Evanston. I was able to experience a variety of situations and he did a terrific job of explaining each interaction and the hows, why, and different aspects of each stop. I thought all of his interactions with me, other officers, victims, city residents were exemplary—he was courteous, friendly, and exhibited a high-level of professionalism throughout. Also, I’d like to say thank you to the department in general for the opportunity to do the ride along and for offering the Citizens Police Academy.

Your Name

Your Address

Your Email Address

Your Phone Number
Dear Chief
Eddington
Fellow Officers,

Thanks for protecting our great city of Evanston.
Have a great appreciation Day!
Memorandum

To: Honorable Mayor and Members of the Human Services Committee

From: Mario Treto, Jr., Assistant City Attorney

Subject: Arrest Records Inquiries Dated May 7, 2018

Date: June 4, 2018

Issues

During the May 7, 2018 Human Services Committee meeting, several questions were posed regarding the publication of arrest records. This memorandum serves to provide guidance regarding the following:

(1) Is the City of Evanston required to publish/post arrest records on-line? If so, what is the minimum mandatory amount of time that the City must provide arrest records on-line?

(2) Is the City of Evanston required to make arrest records available upon request?

(3) What details need to be released by the City of Evanston with regards to arrest records, such as name, home address, and arrest location?

(4) The City currently has arrest records available on-line for thirty (30) days; where did this thirty (30) day policy originate?

(5) Are there any statutory requirements that regulate administrative adjudication arrest records?

Analysis

(1) Is the City of Evanston required to publish/post arrest records on-line? If so, what is the minimum mandatory amount of time that the City must provide arrest records on-line?

There is no statutory requirement that arrest records be posted on-line; therefore, there is no minimum amount of time that the City must provide arrest records on-line.

(2) Is the City of Evanston required to make arrest records available upon request?

Pursuant to the Illinois Local Records Act, the City of Evanston must make arrest records and reports available to news media for inspection and copying within seventy-
two (72) hours after an arrest. 50 ILCS 205/3b(b). Further, the Illinois Freedom of Information Act (FOIA) requires disclosure of chronologically maintained arrest reports and that arrest records be furnished as soon as possible, but no later than seventy-two (72) hours after the arrest. 5 ILCS 140/2.15.

(3) What details need to be released by the City of Evanston with regards to arrest records, such as name, home address, and arrest location?

Both the Illinois Local Records Act and the Illinois Freedom of Information Act require that the following information be provided upon request:

a. Information that identifies the individual, including the name, age, address, and photograph, when and if available;
b. Information detailing any charges relating to the arrest;
c. The time and location of the arrest;
d. The name of the investigating or arresting law enforcement agency;
e. If the individual is incarcerated, the amount of any bail or bond; and
f. If the individual is incarcerated, the time and date that the individual was received, discharged, or transferred from the arresting agency's custody.

50 ILCS 205/3b(a); 5 ILCS 140/2.15.

(4) The City had arrest records available on-line for thirty (30) days; where did this thirty (30) day policy originate?

The thirty (30) day policy was implemented by City staff in an effort to promote transparency and provide data to our residents to keep them informed.

(5) Are there any statutory requirements that regulate administrative adjudication arrest records?

Administrative adjudication is a quasi-criminal process that does not apply to arrested individuals; therefore, there are no arrest record-specific statues that apply to administrative adjudication.
Memorandum

To: Members of the Human Services Committee

From: Lawrence C. Hemingway, Parks, Recreation and Community Services Director
Karen Hawk, Community Services Assistant Director
Kevin L. Brown, Community Services Manager

Subject: City of Evanston/Youth Job Center (YJC) – 2012 to 2018 Building Career Pathways to Sustainable Employment Program Report

Date: June 4, 2018

Purpose:
To present 2012 to 2018 findings for the City of Evanston/Youth Job Center of Evanston Building Career Pathways to Sustainable Employment Pilot Program

Livability Benefits:
Economy & Jobs: Support Quality Jobs and Shared Prosperity: Expand job opportunities; Develop workforce.

Summary:
In 2012, the City contracted with the YJC to implement the pilot year of the Building Career Pathways to Sustainable Employment Program. The YJC was selected as a partner, because it is a successful employment/training agency within the City that focuses upon job-readiness and job-placement for at-risk youth and young adults. Its mission is to ensure “success for young people in the workplace and in life”. The YJC has a proven track record of excellence placing more than 1,700 young people each year in various positions and training programs. It has developed many long-term relationships with employers who are committed to hiring individuals after successful on-the-job training and credential attainment.

Continued utilization of the YJC avoids the duplication of services and provides the best method for implementing the Youth and Young Adult Division’s Workforce Training and Employment Programs. The YJC has partnered with the city for many years in providing employment services to Youth and Young Adults in the community and received CDBG funding for such initiatives in 2017.
Our “Building Career Pathways to Sustainable Employment Program” has been developed and modeled after successful national best practices. One such model was highlighted in the Joyce Foundation’s July 2010 “Shifting Gears: State Innovation to Advance Workers and the Economy in the Midwest” report. That report defined career pathways as – “a series of connected education and training programs and support services that enable individuals to get jobs in specific industries, and to advance over time to successfully complete higher levels of education and work in that industry.”

These programs include “embedded” or “stackable” credentials connected to each step in the pathway. These credentials, such as occupational certificates, have value to employers by themselves, and also build toward longer technical diplomas and degrees.

A more recent documentation and validation of this Workforce Training and Employment approach can be found in the March 2016 MDRC (formerly known as Manpower Research Demonstration Corporation) Issue Brief (www.mdrc.org). In the brief, researchers note that “career pathways approaches are efforts to build more coherent and easily navigable systems providing skills training, credentials, supports, and employment.” The brief concludes that work-based learning is an effective method for teaching skills that are valued in the labor market and a powerful incentive to keep individuals engaged and gain access to industry and careers. For the disengaged, on-the-job training experiences can be part of an incentive structure that encourages them to strive, persist, and succeed.

The results of the initial pilot program have been impressive and are better than other national models using these workforce development strategies. From October 2012 to May 2018, there have been 120 participants. Eighty-seven percent of participants completed Job Readiness Training. Eighty-three percent of the participants were placed in on-the-job training and/or direct hire placements. Sixty percent were placed in long-term employment – these percentages are markedly above the national averages for programs of this nature. Fifty-seven of the 120 participants or 47% completed certification programs.


Credentialed Pending/Attained included: National Retail Federation (NRF), Customer Service, PERC card, OSHA 10-hour card, Direct Support Professional (DSP), Food Service Sanitation, Emergency Medical Technician (EMT), Oakton Community College Certifications (Auto/Culinary), ServSafe, Illinois Food Handler’s Card, Basset Certification, and Recyclery Certifications.
Participants in the program complete pre-meeting assessments and orientation with division staff. Once completed, YJC and City staff develop individualized participant caseloads. Participants are required to meet the minimum criterion that has been established for the pathway they have chosen (i.e. skills assessment, availability, high school diploma, etc.), as if they were directly applying to the positions.

All participants receive supportive services, career counseling, job readiness training, program stipends, educational support, child care, and transportation assistance, if necessary. They are eligible for 200+ hours of paid training for entry level positions leading to educational/work trade certifications.

Listed below is a summary of the scope of work to be performed by YJC:

- Assume all costs for all training, materials, etc., including any additional supplemental support needed to ensure an individual’s success such as transportation vouchers.
- Pay job readiness stipends and subsidized wages earned during training internship.
- Provide counseling and coaching, supportive follow-up services to individuals. YJC will also provide regularly scheduled updates to Youth and Young Adult Division staff on the progress of individuals enrolled in the program.

Youth and Young Adult Division staff recruits young adults in the community and identifies Evanston residents that would benefit from this program. Also, other city departments, co-workers in the Recreation Division and partner agencies in the city such as the Moran Center and Evanston School District 202 provide referrals to the division.

Youth and Young Adult Program staff and YJC Job Counselors follow the progress of individuals enrolled in the program and their placement in employment over a 24 month period. Research shows that follow up services are critical to the success of disengaged and disconnected “Opportunity Youth”. The successful partnership with YJC provides the educational and workforce related resources that are not always available to the City of Evanston.

Attachments:
2018 Program Report (10/2012 to 5/2018)

The results since the program’s inception in October 2012 are impressive: Of the 120 participants recruited, 99 participants were placed in subsidized work experiences and/or direct-hire placements, with 72 ultimately placed in long-term employment. Of the participants, 57 completed certification programs. Participants in our current cohort are nearing completion of internships and are already receiving offers of permanent placement from their employers. At the conclusion of their internship, participants not placed will continue to receive job placement and support services from YJC staff. The City of Evanston staff invested approximately $3,000/per participant to fund the program and received regular updates from YJC staff throughout program delivery.

**Work Readiness Training (WRT)**

- **Total:** 120 participants in the City of Evanston Program since October 2012
- **Work Readiness Training Completion:** 104 City of Evanston participants completed WRT (87%)
- **Work Readiness Training Non-Completion:** 8 City of Evanston participants did not complete WRT
- **Work Readiness Training Didn’t Enroll:** 8 City of Evanston Interns were fast-tracked because they were work ready

**Participant Placement**

- **Total Interns:** 120 participated in the COE Program
- **Funding:** Approximately $3,000/per participant from the COE
- **Internship Industries:** Retail, Healthcare, Social Services, Food Service, Security, Education, Public Administration, Sports/Recreation, Construction, Administrative/Clerical, Automotive Repair & Maintenance, and Culinary/Food Prep
- **Internship Worksites:** Evanston School District 65, Manor Care Health Services, TJ Maxx, Douglas Center, City of Evanston Public Works, Fleetwood-Jourdain Community Center, Robert Crown Community Center, Allied Barton Security Services, NorthShore Solar, LLC, St. Francis, McGaw YMCA, Auto Barn, Duxler Auto, Curt’s Café, Edzo’s Burgers, Midas, The Recyclery Collective and Collective Resources

**Program Overview**

- **Credentials Attained** (and pending): National Retail Federation (NRF) Customer Service, PERC card, OSHA 10-hour card, Direct Support Professional (DSP), Food Service Sanitation, and Emergency Medical Technician (EMT), Oakton Community College Certifications (Auto/Culinary) ServSafe, Illinois Food Handler’s Card, IL Driver’s License, Basset Certification, CPR, First Aide and Recyclery Certifications
YJC’s Career Pathways program continues to support young adults in moving towards stabilization, a path to a living-wage career and the ability to take pride in their contribution to society. The partnership between the City of Evanston (COE) and the Youth Job Center (YJC) offers a comprehensive program for under- and unemployed at-risk youth in Evanston. YJC and COE work together on recruitment after which YJC staff provide training, personalized advising, skills specific training and/or referrals to jobs based upon the needs, goals and current situation of each participant. The following components are available to these participants:

- **Training**
  - Work Readiness Training
  - Industry Specific Job Skill Trainings

- **Employment referrals & placements**
  - Internships
  - Direct Hires

- **Ongoing employment support**
  - Personalized advising
  - Transportation assistance
  - Professional Clothing/Work clothes
  - Referrals to supportive services, including housing, childcare, other

- **Education**
  - Certifications
  - Other, e.g. GED, short-term programs, etc.

<table>
<thead>
<tr>
<th>Participant’s Barriers to Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Skill Deficiency</td>
</tr>
<tr>
<td>Criminal Background</td>
</tr>
<tr>
<td>Disability/Special...</td>
</tr>
<tr>
<td>High school dropout</td>
</tr>
<tr>
<td>Insecure Housing</td>
</tr>
<tr>
<td>Low Income</td>
</tr>
<tr>
<td>Pregnant</td>
</tr>
<tr>
<td>Single Parent</td>
</tr>
<tr>
<td>Ward of the State</td>
</tr>
</tbody>
</table>

- 7%
- 39%
- 7%
- 16%
- 16%
- 90%
- 2%
- 44%
- 3%

**COE interns are high-risk youth, often with multiple barriers.** This graph represents a historic estimate of participants in this program.

**Costs**

The City of Evanston invests approximately $3,000/per participant to fund the program which covers elements of the following:

- Stipends for Work-Readiness Training
- Stipends during Career Pathways training programs – YJC’s Auto Maintenance and Repair, Culinary, Retail and more
- Subsidized Internships – paying full or partial costs for participants to be hired by employer partners and develop the skills on the job while learning them in the training programs ($2,000 per participant)
- Costs for non-YJC Career Pathways programs - Certified Nurses Aide (CNA), Security, IT, Food handling
- Transportation
- Emergency Supportive Services
- YJC staffing
- Other
Career Pathways Improvement Strategies

YJC is focused on developing the paths that most effectively and efficiently support these young adults onto a path to economic success. In pursuing that focus, YJC recognizes the importance of delivering our best work, while partnering with other agencies to provide a community web of support for our participants.

In recent years, YJC has tested and developed specific Career Pathways programs. The agency continues to explore the development of new industry-specific trainings with a cohort model but has found there are many already existing in our communities that provide high-quality programming and exceptional expertise. YJC’s staff have found that Career Pathways provide an exceptional opportunity to the young adults who are ready to benefit from the experience. Two modifications that have been made in recent years are:

- YJC focuses on a few Career Pathways and leverages the expertise of others.
  - YJC’s Auto Maintenance and Repair program fills a unique niche and attracts strong candidates. The instructor has consistently delivered high-quality programming in partnership with ETHS, resulting in strong participation and completion for participants. The cohort model is particularly strong and results in building community as well as skills, and staff have observed increased collaboration amongst participants.
  - YJC has developed a Customer Service/Retail Career Pathway in partnership with a few strong employer partners, including Gap stores and Starbucks. These customer service competencies are the foundational skills for most jobs, and those that employers consistently state are critical for their success.
  - YJC leverages the high-quality Career Pathways programs that already exist in our communities, providing the connectivity outside of those external training programs, including supportive services, continued personalized advising, and supplemental training and support to best position the participant for success. Examples include Manufacturing training with JARC and Symbol, Healthcare in partnership with CVS Caremark, IT with National Able as well as others.
  - Program participants can also choose an individualized career track for other fields of interest that might include childcare, transportation/logistics, manufacturing, carpentry and the building trades. YJC leverages its employer and community partnerships to serve each individual participant in the career path matching their assessed skills and interests.

- YJC positions young people to be successful at their individual point on the continuum
  - Some young adults are poised to be successful in a training program with strict requirements for attendance and work participation. However, others may not be ready and will require an opportunity to work and build success on the job before stepping onto a clearer path to a career.
  - YJC Staff experience the greatest success when a participant has both a true interest in the work and is in a stable enough place to benefit from a program and this can vary greatly by participant. One young person who is homeless may make it to work every day, while another in the same situation cannot. Our Career Advisors recognize that each person’s unique situation and motivation will require customization for when they are placed in specific programs.

YJC’s WRT builds the foundational skills required to be successful on the job, in the training programs and in the community. YJC’s Career Advisors, trainers and volunteers represent strong role models and powerful examples of the various paths we can pursue. Personalized Career Advising provides customized support for each participant in everything from critical thinking to self-efficacy to personal responsibility to effective decision-making processes.
YJC continues to improve programs in the following ways:

1) Improved intake process to better understand what each youth needs at this moment in time
2) Better assessment tools to invest in youth success
3) Increased understanding of trauma-informed care
4) Deeper employer relations to better understand employer needs while helping them develop best practices in hiring, orientation and increasing retention of staff
5) Improved monitoring and evaluation of YJC programs

**Employer Quotes:**

<table>
<thead>
<tr>
<th>Our Employer Partners continue to share how YJC participants provide invaluable services</th>
</tr>
</thead>
<tbody>
<tr>
<td>“They are good workers, very cooperative and willing to assist in whatever way possible, great attitude.”</td>
</tr>
<tr>
<td>“Dependable, always on time to work and ready to work.”</td>
</tr>
<tr>
<td>“I’m very pleased with his work ethic, his willingness to help everybody, and his initiative to get the job completed.”</td>
</tr>
</tbody>
</table>
Conclusion:
There are currently approximately 5.5 million Opportunity Youth nationally, defined as 16-24-year-olds not connected to work or school, with an estimated 90,000 in the greater Chicagoland area. The fluid borders and shifting demographics between Chicago and Evanston result in challenges as we work to address the needs of young adults who become disconnected from work and school.

It is estimated that each Opportunity Youth costs taxpayers $13,890 annually. Taking into account lost earnings, lower economic growth and lower tax revenues, this number balloons to $37,000 per youth per year, according to a 2012 report by economists from Columbia University and the City University of New York. As these young adults also experience a reduction in opportunity during their early adulthood, the full cost is likely a far greater number than that single annual amount. With even a conservative estimate for the 120 young adults served through this program, with a minimum of 72 placed in long-term employment, the savings likely reaches upwards of more than a $1M.

What if we don’t help these young people find jobs?
Research conducted by Chicago’s Urban Labs found that connecting youth to summer jobs resulted in a correlating 43 percent reduction in violence. Further research must be done to determine the ultimate results in seeing a reduction in violence, incarceration and lost lives. As one young woman stated, “My friend would be alive today if he had had a job.”

YJC’s two-pronged approach:
YJC staff are working to address this issue in Evanston:

- YJC is committed to working with young adults to build skills experience success on the job, connect to ongoing growth opportunities, whether in work or education and ultimately step onto a path with opportunities for advancement and continued growth. Depending on the young person’s experiences and barriers faced, this can range from direct placement in Career Pathways programs to multiple steps towards stabilization, such as securing stable housing, before starting the process of future planning.
- Prevention: In YJC’s in-school youth programs, we are focusing on postsecondary planning for options other than college, including paths to careers in manufacturing, healthcare, IT and Retail. Students embark on these paths through apprenticeships, on-the-job training or short-term training programs leading to certification. Providing young people with options BEFORE they become disconnected has the potential to result in significant social and economic benefits for our community.

The Cost of Opportunity Youth
- Estimated Cost to taxpayers:
  - $13,890 annually per youth per year
- Estimated Cost including lost earnings, economic growth and taxes: $37,000 per youth per year
- Increased Violence

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Appendix YJC Programs

**Youth Job Center**

GETTING a JOB. LAUNCHING a FUTURE.

**Youth Job Center** provides support to **Out of School Youth (OSY)** up to age 25. We help them build skills, make connections, and experience success in the workplace to build toward a living-wage career that meets their individual needs and interests.

**Programs Include:**

- **Core Training** – Work-readiness Training and personalized one-on-one support from a YJC Career Advisor.
- **Job Placement and Retention Support** – YJC has relationships with employers in multiple sectors. We are developing a pilot program for intensive retention support to ensure that young people identify barriers on the job and experience continued success.
- **Career Pathways** – YJC hosts skills specific training programs (Auto Maintenance and Retail) and works with other agencies to refer to programs in IT, Healthcare, Manufacturing and more.
- **WIOA** – for youth facing significant barriers, YJC’s support through this federal program provides supportive services and funding for education and training programs.

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**Youth Job Center**

GETTING a JOB. LAUNCHING a FUTURE.

Youth Job Center provides support to **In School Youth (ISY)** focusing in two priority areas: postsecondary planning to ensure a successful transition at graduation and connections to seasonal and summer jobs.

**Support Includes:**

- **Postsecondary planning** – focusing on jobs, apprenticeships and short-term training programs, YJC provides information and connection to career options outside of the college path. Staff participate in each schools’ postsecondary leadership team (PLT) to identify students and provide customized support.
- **Seminar class training** – In partnership with Umoja, YJC provides work-readiness trainings in the classroom. These include professionalism skills, resume development, mock interviewing, workplace expectations, conflict resolution and more.
- **Personalized advising** – YJC has a staff person in the school four days each week providing additional support to students on an one.
- **Hiring Events** – YJC brings employers onsite to interview students, coordinating customized trainings in advance.
- **Other** – Each school is unique and YJC works with the school teams to coordinate efforts and focus on each students’ needs.
Youth Job Center provides support as students \textit{transition} into their adult lives.

Support includes:

- \textit{Outreach to students prior to graduation}. After students are identified as being at risk of not transitioning successfully at graduation, YJC OSY staff reach out to students through their ISY contacts. We provide \textit{ongoing support} as students graduating, helping connect them to programs and jobs.

This is a growing area of work for YJC, particularly in becoming an expert in the options available, the requirements of each and how much support each young person needs for success.