HUMAN SERVICES COMMITTEE
Monday June 3, 2019
7:30 p.m.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston IL, Council Chambers

AGENDA

I. CALL TO ORDER / DECLARATION OF QUORUM

II. APPROVAL OF MEETING MINUTES OF May 6, 2019

Citizen Comments

III. ITEMS FOR CONSIDERATION

(HH1) Resolution 46-R-19, Designating the Portion of Lake Street between Florence Avenue and Dewey Avenue with the Honorary Street Name Sign, “Ernest W. Jackson Way”

The Parks, Recreation and Community Services Board recommend adoption of Resolution 46-R-19, naming the portion of Lake Street between Florence Avenue and Dewey Avenue with the Honorary Street Name Sign, “Ernest W. Jackson Way”.

IV. ITEMS FOR DISCUSSION

(HH2) Review of Police Complaint

V. ITEMS FOR COMMUNICATION

(HH3) General Assistance Update

(HH4) Rodent Control Update

(HH5) Limited English Language Access Policy Update

(HH6) Hiring Process/ Training of Administrative Hearing Officers

VI. EXECUTIVE SESSION

VII. ADJOURNMENT
CALL TO ORDER / DECLARATION OF QUORUM
Ald. Rue Simmons called the meeting to order at 6:07 p.m.

APPROVAL OF MEETING MINUTES OF March 4, 2019
The meeting minutes were moved by Alderman Fiske; Alderman Braithwaite seconded; approved 5-0

Citizens Comments
Barbara Janes spoke in favor of making Lincoln Street a dog beach not a human beach. It is her believe that the dog beach brings a sizeable profit to the City.

Corrin Clarkson says the Wilmette and Winnetka dog beach is costly; she is in favor of the Lincoln Street beach being a dog beach.

Karen Courtright - In the most recent issue of the newsletter In the Squad Room, there was a link to the Illinois Association Chiefs of Police “Shared Principals.” Chief Cook called attention to the principles at the weekly deployment meeting. I appreciate the Chief’s commitment to these principles and his expectation that his police force will know and follow them.

Our current Citizen Police Advisory Committee could make an important step to be in compliance with one of the Shared Principles which states: “5. We endorse the four pillars of procedural justice, which are fairness, voice (i.e., an opportunity for citizens and police to believe they are heard), transparency [emphasis by the author], and impartiality.” Currently, the meetings of CPAC are noticed according only to the minimum requirement of positing the notice on the day of the meeting in the building.
where the meeting is to occur, which does not seem to adhere to the concept of transparency as practiced for other City committee meetings.

Other than CPAC, all other city committee meetings, to the best of my knowledge, adhere to their posted schedule and can be alerted so that citizens may receive an email a few days prior to the meeting. Here is what the web page for CPAC says: [The committee meets Monthly on the 2nd Wednesday or on a timeline determined by the committee. This appears to violate the Illinois Open Meetings Act which states that the City must notice 48 hours in advance when a meeting is called (or cancelled) that is other than the published meeting scheduled.

I am asking the Chief and the HSC to advise Staff to make it possible to be alerted by email (or text) of upcoming CPAC meetings and to post the minutes of their meetings.

PRESENTATIONS
Evanston Animal Shelter Associations showed a video of their successes throughout the years.
Ald. Fiske and Ald. Braithwaite thanked the members for their hard work

_Toby Sacks member of the Arts Council_-updated the committee on the Arts Council. There was a retreat held in April that was fruitful in developing three goals going forward, Advocacy, Granting and Advising
Advocacy creates connection with arts and business community and council; Granting raising the profile of opportunities so that all feel welcome to apply and feel comfortable with the process and finding alternative funding source; Advising effective advisors to council.
He thanked Kimberly Richardson and Paulina Martinez on their excellent assistance.
They would like to reinstate the Arts Lunches in the Fall, currently reviewing 20 grants proposals. They plan on attending all wards meeting and to attend as much cultural arts programs as possible.

Social Services
Kimberly Richardson Deputy City Manager updated the committee on her review of the current social services currently provided by the City of Evanston.
There is twelve staff from Parks and Recreation, Health and Human Services, Community Development, Library and the City Manager’s Office that makes up the Social Services Core Committee.
The committee has guiding principles to guide them through the seven step process.
The committee thanked her for the work on this project.

ITEMS FOR CONSIDERATION
Evanston Animal Shelter Association Contract Renewal
Renewal of the contract between the City of Evanston and the Evanston Animal Shelter Association (EASA)

For Action
Ald. Fiske moved approval Ald. Braithwaite seconded; approved 5-0

Evanston Animal Shelter Association Contract Renewal
Renewal of the contract between the City of Evanston and the Volunteer Animal Organization (VAO)

For Action
Ald. Braithwaite moved approval Ald. Fiske seconded; approved 5-0

159-O-18 AN ORDINANCE Amending Portions of the City Code Incorporating Restorative Justice Practices for Minors
Ordinance 159-O-18, Amending Portions of the City Code Incorporating Restorative Justice Practices for Minors

For Action
Ald. Fisk moved approval, Ald. Braithwaite seconded; approved 5-0

Alderman Braithwaite thanked his peers, staff and community members who worked to bring this ordinance forward. Patrick Keenan-Devlin Executive Director of the Moran Center for Youth Advocacy thanked his staff Asa Gezelius has been leading the City of Evanston Diversion Program for both cannabis and curfew and she has help many young people over the years.

The ordinance gives adults the option of community service; it provides confidentiality to juveniles with records housed at the City of Evanston; creates a private and confidential hearing for juveniles.

Youth hearings are not currently video recorded but voice recorded for transcription purposes. Juvenile records are not FOIA; the proceeding is protected by the Juvenile Act.

68-R-18 A RESOLUTION In Support of Employing Administrative Adjudication as an Alternative to the Criminal Justice System for Juveniles

The Alternatives to Arrest Committee recommends City Council adoption of Resolution 68-R-18, In Support of Employing Administrative Adjudication as an Alternative to the Criminal Justice System for Juveniles

For Action
Ald. Braithwaite moved approval, Ald. Fisk seconded; approved 5-0

ITEMS FOR DISCUSSION

Review of Police Complaints
Three complaints were reviewed

Alderman Rue-Simmons requested making available the video for DI 18-12 for executive session viewing at a later date.
ITEMS FOR COMMUNICATION

We’re Out Walking (WOW) Program Kickoff Celebration
12th Annual WOW Program Opening Celebration is on June 15th at ETHS from 10 a.m. to 1 p.m.

ADJOURNMENT
Unanimously approved, meeting adjourned at 7:12 p.m.

Respectfully Submitted,

Nicola Whyte
Administrative Lead
Memorandum

To: Members of the Human Services Committee

From: Parks, Recreation and Community Services Board
Lawrence C. Hemingway, Parks, Recreation and Community Services Director

Subject: Resolution 46-R-19, Designating the Portion of Lake Street between Florence Avenue and Dewey Avenue with the Honorary Street Name Sign, “Ernest W. Jackson Way”

Date: June 3, 2019

Recommended Action:
The Parks, Recreation and Community Services Board recommend adoption of Resolution 46-R-19, naming the portion of Lake Street between Florence Avenue and Dewey Avenue with the Honorary Street Name Sign, “Ernest W. Jackson Way”.

Funding Source:
Three street signs are made for the honoree. One sign is installed at each end of the designated one block area and the third sign is given to the honoree. The approximate total cost to create all three signs is $200. Funds for the honorary street name sign program is budgeted in the Public Works Agency, Public Service Bureau - Traffic Operations’ materials fund (Account 100.40.4520.65115) which has a fiscal year 2019 budget of $58,000 and a year to date balance of $40,000.

Livability Benefits:
Education, Arts & Community: Promote a cohesive and connected community

Summary:
The Honorary Street Name Sign program was established in 1996 to allow citizens the opportunity to honor individuals or groups that have contributed greatly to the City of Evanston through cultural, historic, or humanitarian acts. The program is administered by the Parks, Recreation and Community Services Board through the Parks, Recreation and Community Services Department. The request for an honorary designation has to originate with an Alderman and each Alderman may have one honorary designation approved each year. Honorary street name signs are displayed for a period of ten-years and the portion of a street so designated is one block long.
Legislative History:
On May 16, the Parks, Recreation and Community Services Board unanimously approved the Honorary Street Name Sign application submitted by Alderman Peter Braithwaite and Kathie Bradley in honor of Ernest W. Jackson.

Attachments:
Resolution 46-R-19
Honorary Street Name Sign Application
A RESOLUTION

Designating that Portion of Lake Street Between Florence Avenue and Dewey Avenue with the Honorary Street Name Sign, “Ernest W. Jackson Way”

WHEREAS, Ernest W. Jackson is a vital member of Evanston’s community, arriving in Evanston in 1958 from Elkmont, Alabama, and still resides at 1604 Lake Street; and

WHEREAS, In 1964, Mr. Jackson purchased his current home at 1604 Lake Street and an adjoining property at 1428 Florence Avenue; and

WHEREAS, In 1991 he was a vital contributor in the effort to establish a community park facility known as “Penny Park.” For 28 years, Penny Park has served as a beloved space for families to enjoy and community fellowship. Mr. Jackson has maintained a strong interest in his community, and he is a frequent attendee of neighborhood meetings and events at Penny Park; and

WHEREAS, Mr. Jackson affectionately called the “Mayor of Lake and Florence,” is known for giving his neighbors friendly waves, encouragement, wisdom, and sage advice - from lawn care to financial literacy. When the weather is nice he can be seen walking through the neighborhood or finding a comfortable seat in his yard with a view; and

WHEREAS, Mr. Jackson turned 96 in March 2019 and continues to be a vibrant member of the Second Baptist Church and the greater Evanston Community.
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: The foregoing recitals are hereby found as fact and
incorporated herein by reference.

SECTION 2: On behalf of the entire citizenry of the City of Evanston, the
City Council hereby expresses appreciation for Ernest W. Jackson by designating that
portion of Lake Street between Florence Avenue and Dewey Avenue “Ernest W.
Jackson Way.”

SECTION 3: This Resolution 46-R-19 will be in full force and effect from
and after the date of its passage and approval in the manner provided by law.

_______________________________
Stephen H. Hagerty, Mayor

Attest: Devon Reid, City Clerk

Approved as to form: Michelle L. Masoncup, Corporation Counsel

Adopted: _____________________, 2019
City of Evanston
Honorary Street Name Sign Application Form

PURPOSE OF PROGRAM: The Honorary Street Name Sign program was established to allow citizens the opportunity to honor people who have contributed greatly to the City of Evanston through cultural, historic, or humanitarian acts. Request for an honorary designation has to originate with an Alderman and each Alderman may have one honorary designation approved each year. Honorary street name signs are displayed for a period of ten-years and the portion of a street so designated is one block long. The program is administered by the Parks, Recreation and Community Services Board through the Parks, Recreation and Community Services Department. Final approval is granted by the Evanston City Council.

PLEASE FILL OUT THE APPLICATION BELOW:

NAME OF HONOREE:        Ernest W. Jackson Way
(as it would appear on the street sign)

PROPER STREET NAME:     Lake Street

INTERSECTING STREETS AT EACH END OF THE ONE BLOCK AREA:

Lake Street between Florence Ave and Dewey Ave

PLEASE CHECK ALL THAT APPLY, AND GIVE A BRIEF EXPLANATION FOR EACH OF THE APPLICABLE CRITERIA. A STREET CAN BE NAMED FOR AN INDIVIDUAL, OR GROUP/DESIGNATION.

___CULTURAL IMPACT TO CITY: ____________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

___X_ HISTORICAL IMPACT TO CITY: Ernest Jackson has been a resident of Evanston, Illinois for 60 years. Mr. Jackson migrated to Illinois from Elkmont, Alabama in 1958. He originally landed in Winnetka, but found the best opportunities for fair housing, schools, and advancements for African Americans in Evanston. Formerly residing at 1616 Lake Street, he initially surveyed the block several times looking for the house with what he thought would be a carriage home. He was pleased to learn that is was not the case. Ernest purchased his home that he currently still resides in from the Keefer’s, 1604 Lake Street and the rear conjoined ________
property at 1428 Florence Ave in 1964. Mr. Jackson and his family established roots in Evanston during an era when homeownership among African Americans was difficult. He had a goal to own real estate, but also provide homes for other good families. His property at 1428 Florence was designated an Evanston Historical Landmark in 1989, due to in part its unique sloped shingle roof. Mr. Jackson has taken pride in maintaining his properties, as well as the fine detail to his lawn. Mr. Jackson is proud of his diverse neighborhood in part due to its “high walk score” and the energy of both young and established families. Mr. Jackson was blessed to turn an active 96 last month. He attends the historic Second Baptist Church weekly and still exercises at the Levy Center. He has seen the neighborhood change from single family home, 2 flats, to complete renovation, as well as tear down and rebuilds. He has lived with the integration of Evanston schools as well as the unique diversity of the well sought after Dewey School conference area.

**X HUMANITARIAN EFFORTS:** Mr. Jackson affectionately called the “Mayor of Lake and Florence” has been a constant good neighbor, by his presence in the neighborhood. He assisted with the assembly of Penny Park when it was originally built in 1991. Penny Park has served families for 28 years as a space for enjoyment and community fellowship. He is a constant fixture outside weather permitting, as he has loved the outdoors since his days as a farmer. He known to his neighbors for giving his friendly waves while sitting on watch outside adjacent to Penny Park. He is also known for giving his neighbors encouragement, wisdom, and sage advice - from lawn care to financial literacy. When the weather is nice he can be seen walking through the neighborhood or finding a comfortable seat in his yard with a view. Always concerned about the community, he has attended neighborhood meetings and events at Penny Park. He has stayed in his home long after retirement due to his commitment and love of his home and neighbors.

**X CLOSE ASSOCIATION WITH EVANSTON:** Very Proud Evanston Property owner for 55 years.

**DISTINGUISHED CAREER BROUGHT TO THE CITY:**

**X GEOGRAPHICAL RELATIONSHIP OF STREET TO FOCUS OF INTEREST**

Ernest Jackson has owned and resided in the adjacent properties – 1604 Lake Street and 1428 Florence for 55 years.
___X_ A LIVING INDIVIDUAL (EXCLUSIVE OF CITY OF EVANSTON STAFF)

Signature of Applicant: Peter Braithwaite                  Date: 4-19-19
(Alderperson)

Applicant’s Address:                                          Phone
Email:  pbraithwaite@cityofevanston.org

Signature of Applicant:                                      Date: 4/8/2019
Applicant’s Address:  8927 Lincolnwood Drive Evanston, IL 60203
Phone    847-334-4153
Email:  Kathie.Bradley@yahoo.com

Submit completed form to:
City of Evanston
Parks, Recreation and Community Services Department
2100 Ridge Ave., Evanston, IL 60201
Fax: 847-448-8051
pbelcher@cityofevanston.org
Memorandum

To:       Members of the Human Services Committee
From:     Demitrous Cook, Chief of Police
Subject:  Human Services Committee Report
Date:     May 24, 2019

Attached are the summaries of 2 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 5 positive letters and comments received complimenting the department's interactions with the community.

CR # 18-03
CR # 19-01

Demitrous Cook
Chief of Police
Human Service Committee  
June 3, 2019

PENDING COMPLAINT REGISTERS  
(EFFECTIVE 05-26-2019)

<table>
<thead>
<tr>
<th>CASE NUMBER</th>
<th>DATE INITIATED</th>
<th>CHARGE</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>CR 18-02</td>
<td>11/05/18</td>
<td>Excessive Force</td>
<td>Pending</td>
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<tr>
<td>CR 19-02</td>
<td>05/15/19</td>
<td>Excessive Force</td>
<td>Pending</td>
</tr>
<tr>
<td>CR 19-03</td>
<td>05/14/19</td>
<td>Disrespectful behavior</td>
<td>Pending</td>
</tr>
<tr>
<td>CR 19-04</td>
<td>05/21/19</td>
<td>Disrespectful behavior</td>
<td>Pending</td>
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PENDING DEPARTMENTAL INQUIRIES  
(EFFECTIVE 05-26-2019)

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<tbody>
<tr>
<td>DI 19-01</td>
<td>02/15/19</td>
<td>Failure to perform a Duty</td>
<td>Pending</td>
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Human Service Committee  
June 3, 2019

**COMPLETED COMPLAINT REGISTERS**  
**(EFFECTIVE 05-26-2019)**

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<thead>
<tr>
<th>Case Number</th>
<th>Charge</th>
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<th>Disposition</th>
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<tr>
<td>CR 18-01</td>
<td>Unnecessary Force</td>
<td>9/17/18</td>
<td>9/28/18</td>
<td>Withdrawn</td>
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<tr>
<td>CR 18-03</td>
<td>Racial Profiling</td>
<td>12/24/18</td>
<td>03/28/19</td>
<td>Unfounded</td>
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<tr>
<td>CR 19-01</td>
<td>Incompetence or Inefficiency</td>
<td>01/29/19</td>
<td>03/28/19</td>
<td>Sustained</td>
</tr>
</tbody>
</table>

**COMPLETED DEPARTMENTAL INQUIRIES**  
**(EFFECTIVE 05-26-2019)**

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<tr>
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<th>Charge</th>
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<th>Date Completed</th>
<th>Disposition</th>
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<td>DI 18-09</td>
<td>Failure to perform a Duty</td>
<td>08/29/2018</td>
<td>10/24/2018</td>
<td>Not Sustained</td>
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<td>DI 18-10</td>
<td>Impeding the Department Goals or Mission.</td>
<td>09/07/2018</td>
<td>11/13/2018</td>
<td>SOL</td>
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<td>DI 18-11</td>
<td>Impeding the Department goals or Mission.</td>
<td>09/14/2018</td>
<td>11/12/2018</td>
<td>Unfounded</td>
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<td>DI 18-12</td>
<td>Failure to perform a duty</td>
<td>09/23/2018</td>
<td>12/23/2018</td>
<td>Sustained and exonerated</td>
</tr>
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<td>DI 18-13</td>
<td>Incompetence or inefficiency</td>
<td>10/08/2018</td>
<td>12/28/2018</td>
<td>Sustained and exonerated</td>
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<tr>
<td>DI 18-14</td>
<td>Failure to inventory recovered property</td>
<td>12/07/2018</td>
<td>03/18/2019</td>
<td>Sustained</td>
</tr>
</tbody>
</table>
Human Service Committee
June 3, 2019

DISPOSITIONS

Unfounded - Allegations false; no credible evidence to support them
Withdrawn - Complainant withdrew complaint
Not Sustained - Insufficient evidence to prove or disprove the allegations
Exonerated - Incident occurred, but was lawful or proper
Policy Failure - Allegation true, but the officer acted in conformance with policy resulting in harm to the complainant
Not City Related - Outside the jurisdiction of the City
Sustained - Allegations supported by sufficient evidence to justify a reasonable conclusion of guilt
SOL (Unresolved) - The complainant failed to cooperate further
Evanston Police Department
Office of Professional Standards
Complaint Register
April 25, 2019

CR # 18-03
Initiated: December 27, 2018 Completed: March 29, 2019

Allegation

On December 27, 2018, the Office of Professional Standards received a notarized Complaint Register from the Complainant. She explained that on December 23, 2018, the Accused Officers peered into her vehicle as they passed. The Accused Officers then made a U-turn and followed her to where she parked her vehicle on Brown Ave. near Church St. The Accused Officers then began a traffic stop and gave her two citations; one for not having valid registration on her current vehicle and another for not having the rear license plate illuminated. She claimed that the Accused Officers did not have probable cause to stop her and she was being racially profiled. The Complainant also stated that if the Accused Officers did not look inside her vehicle, they would not have seen that she was Black therefore they would not have initiated a traffic stop.

If the allegations are true, Accused Officer One and Accused Officer Two may have violated the following:

Rule 1
Any federal, state, or local law or ordinance, or any rule, regulation, standard operating procedure, policy, directive, training or order of the department, either written or oral. In the event of improper action, breach of discipline, or violation of law, it will be presumed that the employee was familiar with the law, rule, regulations, policy, training or order in question.

Rule 2
Any action or conduct, on or off duty, which impedes the department's efforts to achieve its goals, mission or values, or which degrades or brings disrespect upon any member or the department as a whole; or any action that impedes the operation or efficiency of the department and its members.

Rule 74
Subject any person or group, or allowing any person or group to be subjected, to any form of harassment, discrimination, prejudice or bias based on race, ethnic background or national origin, sex, age, religion or any other personal characteristic, belief, or affiliation.

The Incident, per Incident Report
(Accused Officer One)

On December 23, 2018, The Accused Officers were patrolling the 2200 block of Church St. Accused Officer One was in the passenger seat and Accused Officer Two was driving the marked Evanston Police Department squad car. While traveling westbound, they observed a silver-colored Kia traveling at what appeared to be a high rate of speed going northbound on Pitner Ave. towards Church St. The Kia then turned East on Church St. and Accused Officer Two advised that the Kia had no registration light. She then performed a U-turn near Church St. and McDaniel Ave. to position the squad car behind the Kia. The Kia turned onto the 1700 block of Brown Ave. and pulled to the side of the road. The Accused Officers parked behind the Kia and entered the vehicle's registration information in LEADS/NCIC. It was discovered that the registration attached to the vehicle was registered to a Gold Honda owner, listed with who is...
now known as, the Complainant. After running the vehicle's registration Accused Officer One activated the emergency lights and both Accused Officers conducted the traffic stop. Accused Officer One approached the vehicle introduced himself to the Complainant and explained the reason for the traffic stop. Accused Officer One made the Complainant aware that their interaction was being recorded. The Complainant replied that she was aware that her registration came back to a Gold Honda that she owned. She said that she transferred the plates from the Honda to the Kia when she purchased the car from a Waukegan dealership.

The Complainant informed the Accused Officers that she was friends with the Chief of Police. After receiving proof of identity from the Complainant the Accused Officers returned to the squad car to run her information in Leads and the Secretary of State database. Accused Officer One asked the Complainant if she had any documentation or proof of purchase for the Kia. The Complainant stated she did not have documentation in her possession. Accused Officer One advised that he would be issuing two citations to the Complainant and she should bring all of the necessary paperwork to court with her. The Complainant then asked for the Accused Officer's name and the Officer complied. The Complainant then stated that she will be at the Evanston Police Station Monday morning to get the citations "taken care of". She showed him a photo of her and the Chief of Police and proclaimed she is very good friends with him (Chief of Police). She also claimed that she has known the new Chief of Police, "all my life".

The Complainant stated she was being racially profiled by the Accused Officers. She said that she saw Accused Officer One in the driver seat looking into her Kia as they passed each other. Accused Officer One informed the Complainant that he was in the passenger seat of the squad car. In addition, he also explained to the Complainant that it was dark outside and they were not able to see inside her vehicle. He handed the Complainant two citations to sign, the Complainant complied. The Complainant requested to exit the vehicle to inspect the registration light. At the end of the traffic stop, the Complainant examined the registration light above her license plate. She acknowledged there was no registration light stating, "There's no light there period, it's been rusted out." The traffic stop was concluded and the Accused Officers left the scene.

**Actions Taken, Patrol Sergeant One**

On December 23, 2018, Accused Officer Two advised Patrol Sergeant One of this incident. Patrol Sergeant One instructed the Accused Officers to write an incident report documenting the traffic stop, the Accused Officers complied. Patrol Sergeant One spoke with the Complainant over the phone and she stated she was going to come to the Evanston Police Department on December 24, 2018, to file a complaint. The Complainant alleged she was racially profiled by the Accused Officers. Patrol Sergeant One stated the Complainant admitted to not having an illuminated rear license plate and that her plates had not been transferred over to her new car. Patrol Sergeant One sent an email to advise the OPS Sergeant of this incident.

**Accused Officer One's memorandum (dated 01/29/2019)** is consistent with the Incident Report that he composed dated, December 23, 2018. Accused Officer One made an additional statement that was not in the report. He stated that his body worn camera was muted on two
occasions during the traffic stop. Both times were in the car and there was no interaction with the public.

**Accused Officer Two’s memorandum** (dated 01/29/2019) is consistent with the Incident Report dated, December 23, 2018. Accused Officer Two had no verbal interaction with the Passenger of the vehicle during the traffic stop. Accused Officer Two made an additional statement that was not in the report. She stated that her body worn camera was muted on two occasions during the traffic stop. Both times were in the car and there was no interaction with the public.

**Actions Taken, OPS Sergeant**

On December 24, 2018, the OPS Sergeant received a call from the Complainant about this incident. The Complainant alleged she was racially profiled by the Accused Officers. Her statement to the OPS Sergeant was consistent with the Complaint Register filed.

On December 27, 2018, the Complainant met with OPS Sergeant and the OPS Commander in the Office of Professional Standard Office to discuss this incident. The Complainant reiterated consistent information from her complaint. The Complainant was allowed to view audio/video footage recorded from this incident. The Complainant still alleged she was racially profiled.

On January 23, 2019, the OPS Sergeant spoke over the phone with a witness to this incident. The witness was sitting in the passenger seat of the Complainant’s vehicle at the time of the traffic stop. His statement to the OPS Sergeant was consistent with that of the Complainant’s statement. The witness reported that the Accused Officers did not talk to him during the traffic stop. He stated he felt it was “racial profiling” because the Officers saw two Black people out late at night and stopped them. He did not believe that the reason for the stop was due to traffic infractions.

**Recommendation / Findings, Patrol Sergeant Two**

After reviewing the above mentioned submitted memorandums, body worn camera footage, and supporting documents associated with this incident; her findings are as follows:

Patrol Sergeant Two finds no evidence indicating that either of the Accused Officers used race as a basis for the traffic stop or the issuance of the citations. Accused Officer One clearly articulated the Illinois Vehicle Code violations (Probable Cause) to the Complainant as a reason for the stop/temporary detention. The Accused Officers were professional and did not behave in a manner that was discriminatory or harassing in nature. The stop was completed in a reasonable amount of time and the Accused Officers left the area after concluding the stop.

Considering all the facts, documents and testimony provided in this matter, Patrol Sergeant Two cannot substantiate any violations of rule 1, 2, and 74 (Unfounded)

**Recommendation, Patrol Commander**

The Patrol Commander concur with Patrol Sergeant Two’s disposition of unfounded in regards to this incident. However, he recited Policy 423 (Portable Audio/Video Recorders)
concerning the Accused Officers’ body worn cameras being muted during the traffic stop. The Accused Officers did not have an explanation on the recording. It is noted that at that time of the traffic stop the Accused Officers were not interacting with any citizens. The Accused Officers also buffered, advised, and documented the recordings in the police report. They also referenced having reviewed the recording prior to authoring memorandums.

423.6.4 Mutting of Audio
Officers having short conversations with each other or supervisors that take place away from public contact may mute the audio for the purpose of discussing a tactical consideration or topic that is unrelated to the law enforcement related activity they are currently recording. Officers shall narrate a brief explanation of why they will be muting pre and post muting the recording.

423.13 Supervisory Responsibilities
In general, minor infractions and minor deviations from department policy observed through review of the recordings will not be subject to the disciplinary process and will be treated as a training opportunity.

Given the totality of the circumstances, the failure to narrate the muting of the body-worn camera appears to be a minor deviation from the policy. The Patrol Commander recommends the Accused Officers receive shift level training on the topic.

Upon review of the documentation and videos associated with this incident, the Deputy Chief concurs with the Patrol Commander’s recommendations and approved the dispositions (dated 2/5/19).

Upon review of the documentation and videos associated with this incident, the Chief of Police concurs with the Deputy Chief and Patrol Commander’s recommendations and approved the dispositions (dated 3/29/19).

Disposition:

Accused Officer One, Unfounded (Rule 1, 2, and 74)
Shift Level Reprimand (Policy 423.6.4 - Mutting of Audio)

Accused Officer Two, Unfounded (Rule 1, 2, and 74)
Shift Level Reprimand (Policy 423.6.4 - Mutting of Audio)

CPAC Disposition:

Accused Officer One
Rule1 (5) Unfounded
Rule2 (5) Unfounded
Rule74 (4) Unfounded (1) Not Sustained

Accused Officer Two
Rule1 (5) Unfounded
Rule2 (5) Unfounded
Rule 74 (4) Unfounded (1) Not Sustained

CR # 18-03
ALLEGATION

On January 29, 2019, the Office of Professional Standards received a Complaint Register from the Complainant. The Accused Officer was assigned to follow-up on an assault complaint made by the Complainant against an Alleged Offender. When discussing the case, the Complainant alleged the Accused Officer had an attitude of indifference. The Complainant stated he had to correct the Accused Officer regarding the facts of the case. The Complainant alleged the Accused Officer lied on the incident report and failed to investigate the incident properly. The Complainant also alleged the Accused Officer closed the case without prior notification.

If the allegations are true, the Accused Officer may have violated the following:

- **Rule 2** Any action or conduct, on or off duty, which impedes the department’s efforts to achieve its goals, missions or values, or which degrades or brings disrespect upon any member or the department as a whole; or any action that impedes the operation or efficiency of the department and its members.
- **Rule 3** Failure to exercise the responsibility or authority of the position to which a member is assigned in accordance with job specifications or work rules of that assignment.
- **Rule 6** Incompetency or inefficiency in the performance of a duty or task.
- **Rule 20** Failure to provide prompt, correct, or courteous service.

THE INCIDENT, PER OPS SERGEANT

Assigned to investigate this Complaint Register, the OPS Sergeant reviewed the reports pertaining to the aforementioned case including the original police report (dated 08/16/2018), the Accused Officer’s supplemental report (dated 08/20/2018), and the Detective Sergeant’s Supplemental report (dated 11/02/2018).

On August 11, 2018, the Complainant was inside a restaurant on Dempster St. when he and had a verbal altercation with an Alleged Offender. The Complainant claimed the Alleged Offender threatened to have him killed. The altercation was allegedly heard by three other witnesses. The Alleged Offender then left the scene shortly after the alleged threats.

On August 18, 2018, the Accused Officer was assigned to the Complainant’s assault case. The Complainant stated the Accused Officer called him and claimed to have spoken to the Complainant several times in the past. The Complainant denied that claim and expressed he did not remember speaking to the Accused Officer. The Complainant stated the Accused Officer became offended. The Complainant then explained the events relating to the assault case. The Complainant informed the Accused Officer that the initial police report was inaccurate and advised the correct date of the incident was 08/11/2018, not 08/15/2018, as reported. During their conversation, the Complainant stated the Accused Officer’s “attitude appeared to be that of indifference”. The Accused Officer then asked for the names and phone numbers of the three witnesses that were at the restaurant at the time of the altercation. The Complainant told the
Accused Officer that he would check with the witnesses to see if they wanted to be involved. The Accused Officer stated the Complainant was being difficult and uncooperative. The Accused Officer explained to the Complainant it was possible to move forward with the assault case but without statements from witnesses, it would be difficult to prove. The Complainant stated instead of arguing with the Accused Officer the Complainant got off the phone. Two weeks later the Complainant left a message for the Accused Officer containing contact information for one of the witnesses present during the incident.

On October 12, 2018, the Complainant called to speak to the Accused Officer's supervisor and claimed he did not hear from the Accused Officer for several weeks. The Complainant spoke with the Detective Sergeant and learned the Accused Officer closed the case on 08/23/2018, with a disposition of "Unfounded". The Complainant stated he was not informed by the Accused Officer prior to the case being closed.

The Complainant obtained a copy of the incident reports and alleged the Accused Officer lied on his report. The Complainant said the Accused Officer wrote that there were no witnesses provided by the Complainant and that the Complainant hung up on the Accused Officer during their telephone conversations. The Complainant denied these claims. In addition, the Complainant stated the Accused Officer went to the restaurant and viewed surveillance video for the date recorded on the initial police report (dated 08/15/2018) which was incorrect.

On October 12, 2018, the Detective Sergeant was asked by the Complainant to do a secondary investigation to determine if the initial investigation was handled properly. The Complainant was unhappy with the service provided by the Accused Officer. The Detective Sergeant conducted a complete and thorough investigation. The Detective Sergeant interviewed all known parties involved that were willing to participate. The Detective Sergeant stated there were no witnesses that heard a threat to either one of the parties. Based on his investigation and the facts of this case the Detective Sergeant stated there was no probable cause to make an arrest. The Detective Sergeant requested the case be closed with no further action.

Actions, Detective Sergeant

The Detective Sergeant advised the Accused Officer of the complaint and directed him to submit a memorandum delineating his recollections for this incident. The Accused Officer complied.

Accused Officer's memorandum (dated 03/06/2019) the Accused Officer stated the Complainant was uncooperative, irate, and unreasonable while he tried to gather information about the case. The Accused Officer stated that he viewed surveillance videos from the restaurant (dated 08/15/2018) and did not see the altercation. The Accused Officer stated he also talked to the Alleged Offender who denied assaulting the Complainant. Furthermore, the Accused Officer noted that the exact time and date of the incident could not be established and the Complainant refused to provide contact information for witnesses referenced in the initial report. The Accused Officer requested the case be cleared with a disposition of "Unfounded". The Accused Officer did not call to inform the Complainant that he closed the case because the
Complainant was rude and confrontational towards the Accused Officer in previous phone calls. The Accused Officer did not wish to endure additional verbal abuse by the Complainant.

On August 23, 2018, the Accused Officer received a voicemail from the Complainant who gave information regarding a potential witness to the altercation. The Accused Officer stated that he explored additional efforts to contact the witness but all information received and found was invalid. The Accused Officer did not update or complete an additional supplemental report explaining he was unable to contact the witness. The Accused Officer did mention he added notes in the case file.

Findings / Recommendation, Detective Sergeant

The Detective Sergeant finds the Accused Officer Violated Rule 20 (Failure to provide prompt, correct, or courteous service). The Detective Sergeant stated the Accused Officer should have conducted a more thorough investigation. Once the Accused Officer became aware of the potential witness' name, he should have taken time to speak with the witness and try to retrieve any pertinent information to the investigation. The Accused Officer should have checked the CAD system to review the correct camera footage from the restaurant on the correct date of the incident, as well as view the body camera footage that showed the initial encounter with the Complainant; which was not done. The Detective Sergeant further stated that ultimately the Accused Officer came to the correct conclusion in the investigation but, believed that a more thorough and proper investigation should have taken place.

Considering all the facts, documents and testimony provided in this matter, the Detective Sergeant cannot substantiate any violations of rule 2, 3, and 6. (Unfounded)

Based on the information stated above the Detective Sergeant recommended the Accused Officer receive a Written Reprimand for his actions.

The Detective Sergeant noted this is the Accused Officer's first reprimand for this type of infraction and he has been removed from the Detectives Bureau and placed into the Patrol Division.

Findings / Recommendation, Detective Commander

Assigned to investigate this complaint, the Detective Commander reviewed all documents, reports, and memorandums associated with this investigation. After reviewing said documents the Detective Commander concurs with the Detective Sergeant stating the Accused Officer Violated Rule 20. The Detective Commander also finds the Accused Officer Violated Rule 6.

The Detective Commander explained:

- The Accused Officer should not have closed the case without prior notification to the Complainant.
- The Accused Officer has over 10 years of police experience which includes time in two specialty units. As an investigator, he should be more than capable of handling as he described, "rude and confrontational" individuals.
- The Accused Officer should have notified the Complainant that he received the witness information, documented his actions by completing a supplemental report regardless if the status of the case changed.

Upon review of the Office of Professional Standards' case file of this incident, the Deputy Chief finds the Accused Officer Violated Rules 6, and 20; and recommends Written Reprimand (dated 03/27/2019).

Upon review of the memorandums and reports associated with this incident, the Chief of Police concurred with the Deputy Chief and their recommendation of a Written Reprimand. (dated 03/28/2019)

**Disposition:**

<table>
<thead>
<tr>
<th>Accused Officer</th>
<th>Sustained</th>
<th>Rule 6 &amp; 20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unfounded</td>
<td>Rule 2 &amp; 3</td>
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**CPAC Disposition:**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rule 3 (2) Unfounded (3) Sustained</td>
</tr>
<tr>
<td></td>
<td>Rule 6 (5) Sustained</td>
</tr>
<tr>
<td></td>
<td>Rule 20 (5) Sustained</td>
</tr>
</tbody>
</table>
LETTERS

&

INFORMATION
All my best,

be safe so we can hopefully see you again next year.

Thank you for all you do for our community. Please

We received more than $1,500 for the 4th of July project to help.

Feedback you provided from the end of their rides.

Preserve on the course, let who appreciated the positive.

Again before their health and raising our cups.

Teachers; we greatly appreciated your sharing your safety.

Thank you so much for coming to our recent

Year Gofere, Deanna, Heward, Releen and Easter —
Mr. Pounds,

Laggy & I thank you very much for helping us at the lakefront. The timing of your presence happened at the right moment, otherwise Laggy would have had a painful walk back. Thank you again for your patience, but most importantly for caring & pulling out, whatever it was, from his paw.

Sincerely,

[Name Redacted]
April 23, 2019

Chief Demitrous Cook
Evanston Police Department
1454 Elmwood Avenue
Evanston, IL 60201

Re: Illinois Law Enforcement Alarm System (ILEAS) Callout

Dear Chief Cook:

On Monday, April 22, 2019 at 3:31 PM, our department responded to an accident involving three vehicles, one of which was struck head-on. The two occupants in this vehicle were transported to the hospital with non-life threatening injuries. The driver of the vehicle who caused the crash was also taken to the hospital with minor injuries. He was later arrested for Driving Under the Influence of alcohol and drugs.

Due to the number of vehicles involved and the injuries sustained, our department requested aid using the ILEAS Mutual Aid Car Plan callout. Officer Thomas Dietrich #140 from your department responded to the request and assisted with traffic control.

As a result of the assistance received from ILEAS agencies, investigation of the accident scene and traffic direction was handled in a seamless manner allowing for minimal issues.

ILEAS again establishes itself as an exceptional tool providing additional manpower and vehicles when these types of unfortunate incidents occur.

Please convey our thanks to Officer Dietrich for his assistance and professionalism during a very difficult situation.

Sincerely,

Jason S. Parrott
Chief of Police

Integrity – Duty – Community
Police Chief Cook  
Evanston Police Department  
1454 Elmwood St.  
Evanston, IL 60201  

Thursday, April 18, 2019

Dear Chief Cook,

I wanted to let you know that because of your detective, Sophia Syed, I was able to recall thousands of dollars I had unwittingly sent via a fraudulent bank wire on Thursday afternoon, April 12. Police officers Gustafson and Kane also did their part, taking my report that evening, and immediately alerting Detective Syed.

First thing the next morning, Ms. Syed swung into action, working with the recipient bank’s fraud investigator, a retired F.B. I. agent, has years of experience with fraud. Yesterday, after the wire had been recalled, I called him to thank him for his work on my behalf. Minutes later, he called me back to suggest I contact the Evanston Police Department and let them know that because of her, we were able to stop this fraud. He said Detective Syed was “very good, really knew what she was doing, and very nice to work with”.

What I saw was someone who is calm, smart, efficient and very conscientious. In her dealings with various bank personnel, she was polite, but dove through all their excuses to get what she needed and what she knew they had. In my case, it was a letter of indemnification. didn’t even admit that this letter was the key to recalling my wire – another stall tactic, heaven knows why! Detective Syed not only proved it was necessary, but insisted that the letter be released immediately instead of the 60 days they predicted. Because of her savvy and her commitment to me, her client, the money was returned to yesterday, April 17.

In my personal conversation with her on Friday, April 13, she was kind and encouraging, giving me advice on how to secure myself going forward and remain vigilant “from now until eternity”, as she put it. She gave me her card and welcomed me to contact her with any further questions.

Thank you Detective Syed, and thank you, Chief Cook, for all you do to support your excellent personnel!

Sincerely,
COMPLIMENTARY EMAIL OR COMMUNICATION FOR A MEMBER(S)

DATE OF COMPLIMENT: 4/26/2019
CALLER: Sgt. Mark Dobrowolski
ADDRESS/ EMAIL: Click here to enter text.

COMPLIMENTING PRAISEWORTHY WORK BY: (see name below)

REFERENCE:

The following members of the Police Department attended the Police Appreciation function at the Rice Center 1101 Washington.
Ofc. Serviss
Ofc. Homer
Ofc. Marx
Ofc. Mazur
Ofc. Koste
Det. Jones
Det. Cepiel
Det. Rust
Sgt. Kohl
Sgt. Dobrowolski

This event was presented by the children and staff of the Rice Center and was meant to bring the officers and children together in a casual non-authoritarian type environment. The officers were served refreshments during the event and had the opportunity to interact with the children by playing games, building puzzles, and other activities. I am proud of the above officers for taking time out of their busy work day to attend this event and interact with these children like they were EPD family. These Officers/Detectives are a credit to this department and community.

Sgt. Dobrowolski
Sgt. Kohl

SUBMITTED BY:  Click here to enter text.
CC: Shift File □
     Administration Personnel File  □
     Officer/ Staff Member □
     HR Personnel File □
To: Human Services Committee Chair, Alderman Robin Rue Simmons  
Members of the Human Services Committee

From: Ike Ogbo, Interim Director Health & Human Services  
Indira Perkins, Human Services Manager

Subject: General Assistance Update
Date: June 3, 2019

**Summary:**

Health & Human Services strives to meet community needs that expand beyond traditional services. The Department focuses on prevention as well as remediation of problems, and maintains a commitment to improving the overall quality of life of the community. Achieving this goal involves working within systems that provide access to permanent housing, assistance with government benefits/subsidies, mortgage assistance, mental health assistance, utility and food assistance.

The City of Evanston Health and Human Services Department (HHS) has continued to evaluate the distribution of general assistance benefits. In April of 2019, participants received an additional $50 increase in their personal benefits to assist with employment and job readiness.

HHS also continues to have quarterly meeting with the Illinois Department of Human Services. We last reported issues with SNAP benefits being delayed; however, issuance of food benefits are now being processed in a timely manner. Staff will continue to attend these meetings and stay abreast of updates and or changes from the State Department of Human Services.

The General Assistance program currently has 119 active participants and three pending. In addition to increased financial benefits staff continues to provide assistance in the following areas:

- Oakton Community College continues to provide in-house GED/ABE classes to program participants. These classes are held at the Civic Center as well as Evanston Public Library. GED students recently completed a practice GED test and have shown significant improvements in their test scores.

- HHS partnered with Howard Brown Health and provided an informational workshop on dementia and Alzheimer’s disease. This was at the request of participants as many wanted to learn about the early stages and get assistance with dealing with loved ones who have the disease.

- HHS staff continues to work with participants who have issues with substance abuse. Two participants entered detox with one completing sober living, obtaining...
employment, securing independent housing and will soon transition off of General Assistance.

• HHS staff has assisted in getting participants approved for Social Security benefits. Those approved for Social Security were able to reimburse the General Assistance office with $5,812.91 for this reporting period.

• HHS staff completed a vision board workshop which gave participants an opportunity to identify, discuss and plan their career and personal goals. One participant set a goal of securing employment with the school district and in May of 2019 was hired on full time with District 65. Out of this workshop also came the idea to have future focus groups within GA so that participants could be a support to each other.

• In May of this year, HHS also hosted their first of many lunch with an Alderman Session. Alderman Cicely Fleming had lunch with participants and was able to answer questions and listened to feedback surrounding the program. Participants really enjoyed being able to have their voices heard by an elected official.

**Human Services Specialist Updates:**

The need for housing support continues to be a priority with community members who access services through our department. We are on pace to equal the same number of households served as we did in 2018 (122 persons served). We continue to work in collaboration with service providers to establish wraparound services as needed. However, we struggle to find long term financial support to help our most vulnerable populations when they do not qualify for our mainstay programs.

HHS is currently in collaboration with the Evanston Public Library to put on a mental health fair. Possible topics that are being discussed for the fair will be personal recovery stories; teen suicide prevention (anxiety/depression), substance abuse treatment (e.g., opioid replacement), mental health film screening night, mental health first aid and caregiver stress/support. The mental health fair is scheduled to take place in the fall of 2019.

**Evanston Cradle to Career:**

HHS is continuing to work with service providers to help promote Resilient Evanston to the community. Resilient Evanston is an attempt to explore the concepts of Trauma-informed services with the community. The belief is that with the acceptance and understanding of this practice, it would help to minimize any additional traumatization of our community after a tragic event has occurred. These concepts, when in place, will also create resiliency in a strength-based focus.

**Livability Benefits:**

Economy & Jobs: Developed and enhanced workforce, stabilize housing economy, increase job opportunities.

Equity & Empowerment: Quality Human Service programs and financial literacy.

**Attachments**

FY 2019 Systems Activity Report
## General Assistance

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<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td>Grants (New Clients)</td>
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<td>$10,999.38</td>
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<td>Grants (Previous Clients)</td>
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<td>In-Process</td>
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<tr>
<td>Denials</td>
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<td>Sanctions</td>
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<td>Terminations</td>
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## General Assistance - Medical

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<td>Disbursements</td>
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## General Assistance - Work Program Assignments

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<tr>
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<tr>
<td>Workfare</td>
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<td><strong>Total</strong></td>
<td>17</td>
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## General Assistance - Work Program Expenses

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<tbody>
<tr>
<td>Uniform &amp; Shoes</td>
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<tr>
<td>ABE - L &amp; T</td>
<td>20</td>
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<td><strong>Total</strong></td>
<td>21</td>
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## Emergency Assistance

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<td>Denials</td>
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## Additional Activity

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<tr>
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<tr>
<td>GA inquiry</td>
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<tr>
<td>Intake Appt.</td>
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<td>Other</td>
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<td>Phone Call</td>
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<td>Social Services Referral</td>
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<td><strong>Total</strong></td>
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### Grand Totals:

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<th>Count</th>
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<tbody>
<tr>
<td><strong>General Assistance</strong></td>
<td>609</td>
<td>$323,787.69</td>
</tr>
<tr>
<td><strong>General Assistance - Medical</strong></td>
<td>19</td>
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<tr>
<td><strong>General Assistance - Work Program Assignments</strong></td>
<td>17</td>
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<tr>
<td><strong>General Assistance - Work Program Expenses</strong></td>
<td>21</td>
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<tr>
<td><strong>Emergency Assistance</strong></td>
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<td><strong>Additional Activity</strong></td>
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<tr>
<td><strong>Grand Totals</strong></td>
<td>2,969</td>
<td>$332,036.31</td>
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Memorandum

To: Chair, Alderman Rue Simmons Human Services Committee
Members of the Human Services Committee

From: Ike C. Ogbo, Interim Director, Health and Human Services Department

Subject: Spring Rodent Control Progress Report, 2019

Date: June 3, 2019

Service Requests

Requests for rodent treatment have steadily decreased over the past 4 years. Between 2015 and 2018, there has been over a 50% decrease in the number of requests for rodent treatments. In 2019 the trend shows that efforts and strategies used by staff shows a continued decrease in the number of rodent treatment requests.

The table below shows a decrease in rodent treatment requests from 2015- 2019.

<table>
<thead>
<tr>
<th>Year</th>
<th>Rodent Treatment Requests</th>
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<tbody>
<tr>
<td>2019, as of April 2019</td>
<td>126</td>
</tr>
<tr>
<td>2018</td>
<td>626</td>
</tr>
<tr>
<td>2017</td>
<td>747</td>
</tr>
<tr>
<td>2016</td>
<td>1,108</td>
</tr>
<tr>
<td>2015</td>
<td>1,280</td>
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</table>

Graph below depicts the progress made over the years of rodent control in Evanston
Efforts and Strategies

The Department has continued to employ the same strategies used over the years to reduce the rodent population in Evanston. Education provided through newsletters, social media and the annual City-wide rodent control seminar continue to be hallmarks of the Rodent Control Program.

The City-wide spring rodent walks conducted this year have proven to be effective in identifying areas with the highest rodent activity for treatment and code enforcement. Inspectors continue to use the Maintenance Code (2012) and the City’s local ordinances to address violations observed that pertain to rodents activity. These rodent walks also provide the Inspectors the opportunity to educate residents who are available during these walks about proper rodent control.

Monthly meetings with staff from Rose Pest Solutions have helped tremendously in the success of the program. These monthly meetings are held to update both Health staff and Rose Pest Solutions staff on areas of concerns and feedback received from residents on treatment and services. This is also the time Rose staff relays where any additional support or tools are needed.

New Strategies

RENT Evanston is a Health Department quarterly program established to bring property owners and residents under one roof. Rental, Empowerment, Networking and Training (RENT) trains participants on property upkeep, maintenance, engagement, familiarity with Evanston property maintenance and building codes. Health staff has found using RENT Evanston as an effective way to disseminate information and educate property owners and residents on property related matters including rodent control.

The RENT Evanston program will become a hallmark of the rodent control program for the Department and will be used in years to come.

The Health Department staff also introduced the use of the City’s mass emailing system, GovDelivery to send quarterly newsletters to property owners and residents about relevant property-related topics including rodent control; this will become another mainstay of the rodent control program.

Staff is utilizing dry ice or “rat ice” in a few parts of the City such as Fountain Square to control rats. The Fall of 2018, dry ice was used to a degree of success in controlling rats in the area. Rat ice (carbon dioxide) pellets are placed in the rat burrows and as a result displaces oxygen in the burrows causing death of the rats. Department staff will continue to work with staff of Rose Pest Solutions to use this method where it is deemed necessary.

Livability Benefits:
Health and Safety: Improve Health Outcomes

Attachment
Rodent control newsletter
Garbage control newsletter
WHAT WE’RE SEEING:
In response to complaints regarding garbage and illegal dumping in your neighborhood, the Evanston Health Department is sending newsletters to residents to help educate and to create an awareness of these issues in our neighborhoods and how residents can help the City control the problem.

HOW WE’RE RESPONDING:
The City of Evanston Health Department have Certified Health Inspectors who conduct systematic, nuisance and complaint inspections. If a resident observes overflowing garbage, illegal dumping or trash accumulation, please file a complaint using 311. The phone number is (847) 448-4311. The following information is needed for the complaint:

Your name, phone number, or e-mail and the specific location (address) indicating where the issues were observed.

THE CITY NEEDS YOUR HELP:
Please make sure that garbage is put in a trash bag then placed in a garbage bin. Close the lids after placing the garbage in the bin. Please do not litter or store garbage on the ground.

To discourage illegal dumping, please report this to the Police as soon as you see someone engaging in this activity. This offense is punishable by up to $750 in fines.

For special pick-ups, please call the Public Works agency as soon as possible at 847-448-4311 to make a request. Additionally, consider donating reusable items in good condition such as appliances, furniture, equipment, clothes etc to charitable and secondhand shops.

For recyclable items, please make sure that they are placed in designated recycle bins and not stored on the ground or in other garbage containers. For more information regarding recycling, please visit the City’s website at www.cityofevanston.org/government/departments/public-works or call 311.

For hazardous materials, contact the chemical waste companies near you. The City does not collect hazardous waste materials. Please visit www.cityofevanston.org/government/departments/public-works or call 311 for more information.

Health Impacts of Improper Garbage Management

Improper garbage management and disposal will attract rodents which carry diseases. Boxes, scrap metals, discarded and abandoned furniture/appliances will provide rodents places to hide.

Illegal dumps often present physical hazards such as broken glass and sharp metals from discarded furniture and appliances where children may be trapped. Also, there may be biological hazards such as used medical tools, syringes and equipment. Furthermore, these discarded items may also contain stagnant water that is conducive for breeding mosquitoes which are carrier of diseases.
WHAT WE'RE SEEING:
In response to complaints regarding rats in your neighborhood, the Evanston Health Department is sending newsletters to residents to help educate and to create an awareness of the rat issues in our neighborhoods and how residents can help the City control the problem.

HOW WE'RE RESPONDING:
The City of Evanston Health Department has a contract with a licensed pest control company to provide treatment for rodents in City alleys and the properties of single family homes (Requires Release of Liability). Prior to this agreement, residents were required to hire a company on their own. This program is free but however, it is not available to commercial properties. If a resident observes a rodent or would like to file a complaint, they can call (847) 448-4311. The following information is needed for the complaint:

Your name, phone number, or e-mail and the specific location (address) indicating where the rodent was observed.

THE CITY NEEDS YOUR HELP:
To discourage harborage, please do not allow shrubs or grasses to overgrow. This allows rats the opportunity to hide as they forage for food.

To discourage feeding, please eliminate all sources of food in your yards and in the alley. For garbage cans with holes or in disrepair, keep in mind they provide avenues for food. Please call 311 for replacement cans if your cans are in poor condition.

Please take the time to look around your yard and in the alley and if a rat burrow is observed, please call 311 for rodent inspections/treatments.

Always remember that a licensed professional Pest Control Operator can be part of the solution. Regular treatment of private property is an effective preventive measure.

Please review the list on the other page and inspect your property to identify and eliminate any conditions that may encourage rats on your property.

Feel free to contact the Evanston Health Department if you see rats or have any questions.

Overloaded garbage

Private Property Release of Liability

For any baiting/treatment of a private property, please complete and submit the “Release of Liability” form by visiting our website at http://cityofevanston.org/health/pest-control or call 311. To learn more about the City’s Rodent Control Program and more tips on how to control rodent populations in your area, please visit our website at http://cityofevanston.org/health/pest-control.
Rodent Protection Checklist

Keep all garbage in closed containers.

Replace damaged garbage cans and covers.

Cover all food sources. This includes dog & cat food, birdseed and water, too!

Pick up after your pet.

Remove wood piles, weeds and other piles of debris.

Repair screen & garage doors.

Close any openings to your home or garage.

Report the presence of rats to the Health Department.

Thank you very much for your assistance in keeping Evanston neighborhoods free of rodents.
Memorandum

To: Chair and Members of the Human Services Committee

From: Paulina Martínez, Assistant to the City Manager

C: Patricia Efiom, Chief Equity Officer

Subject: Limited English Language Access Policy Update

Date: May 30, 2019

Summary:
On February 2019, the City Manager’s Office Staff began research on the current language access policy practices at the City of Evanston. Since then, staff has met internally and with outside agencies and organizations to understand their experiences and procedures. Through these meetings, Staff hopes to gain insight and a procedure for the City to provide meaningful language access for Limited English Proficient (LEP) individuals. The collection of data is ongoing.

Background:
The creation of a language access plan for the City of Evanston has been a topic of discussion for the last year and a half. As it is currently mandated, any program and/or entity that benefits from federal funds must provide limited English proficient (LEP) individuals with meaningful access to programs and activities under various statutory and regulatory requirements including but not limited to:

  - https://www.justice.gov/crt/fcs/TitleVI-Overview
- Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency”
  - https://www.govinfo.gov/content/pkg/FR-2000-08-16/pdf/00-20938.pdf

At the Human Services Committee meeting in February, the City Manager’s Office presented an outline of steps to be taken to explore the current conditions and make policy recommendations, as described below:

1. Convene a public-facing staff working group from each department and/or division
2. Perform Four Factor Analysis
   a) Factor 1: Determine the number and proportion of LEP persons served or encountered in the service area.
   b) Factor 2: Determine the frequency with which LEP individuals come into contact with City programs, activities, and services.
   c) Factor 3: Determine the importance to LEP persons of your program activities and services.
   d) Factor 4: Determine the resources available to the recipient and costs.

3. Collect data and continue researching best practices from comparable communities.

4. Seek input from key organizations and community members.

5. Draft plan and quantify monetary value of services and staff manpower to implement.


7. Release recommendations.

Discussion:
In February 2019, a working group of 14 City employees was created. The group has met twice and discussed the current language access practices in their divisions and departments. The group has also started a database of vital documents\(^1\) to determine which language(s) the documents are currently available and to do a further examination of the need for translation.

Additionally, the group created a survey for all City employees to share their experiences and practices about working with LEP individuals. The survey will serve to better assess and quantify the current language access practices city-wide.

Staff has also met with representatives from the Chicago Housing Authority and Asians Americans Advancing Justice to learn more about their work with language access and their process of implementation.

Since the American Community Survey’s margin of error tends to be high, Staff is in ongoing conversations with D65 and D202 to obtain information about their language access policy and demographic data to gain a better understanding of the true language access needs of the community.

Lastly, staff is in the process of researching what other communities in Illinois do to address their language access needs, including but not limited to:

- Written policies and/or plans.
- Informal policies.
- Translation pay.

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\(^1\) Vital documents: documents containing information that individuals need to 1) understand whether one should participate in a governmental program or benefits; 2) complete in order to access such a program or obtain such benefits; or 3) maintain their rights and be healthy and safe.
Memorandum

To: Chair, Alderman Rue Simmons
   Members of the Human Services Committee

From: Kimberly Richardson, Deputy City Manager

Subject: Hiring Process/ Training of Administrative Hearing Officers

Date: June 3, 2019

This communication is a response to Alderman Robin Rue Simmons referral regarding the hiring process and diversity training of the City's Administrative Hearing Officers.

The Division of Administrative Adjudication conducts adjudicatory hearings for all City code violations with the exception of those involving incarceration and moving traffic violations. The Division is under supervision of the City Manager's Office. An administrative hearing officer is an independent contractor's position, paid by the hour. Per City code, an officer must be a licensed attorney of the State of Illinois for not less than three (3) years and has experience in administrative adjudication. Officers must have the ability to conduct fair and impartial adjudicatory hearings.

The current three (3) officers have been contracted with the City for over a decade. If the need did arise for the City to hire an officer, a Request for Proposal (RFP) for professional services process would be implemented and followed through.

Prior to conducting any administrative adjudication hearings, an officer must successfully complete a formal training program approved by the City which includes the following:

- Instruction on ethical considerations and rules of procedure for the administrative proceedings to be concluded.
- Orientation to each subject area of the code under which violations are prosecuted.
- Participation in hypothetical cases, including ruling on evidence and issuing final orders.

The Deputy City Manager who oversees the Division is working to implement additional training for the officers, which will include the City's updated juvenile restorative justice practices, implicit bias, and micro aggression awareness. Training will occur within the next 60 days.