



HUMAN SERVICES COMMITTEE

Monday January 7, 2019

6:00 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 December 3, 2018

Citizen Comments

III. ITEMS FOR CONSIDERATION

(HH1) Mental Health Board allocations for 2019 programs

The Mental Health Board (MHB) and staff recommend approval of the proposed allocation of \$763,373 in 2019 to 19 non-profit agencies to provide needed social services to Evanston residents.

For Action

IV. ITEMS FOR DISCUSSION

(HH2) Interfaith Action of Evanston Update on Homelessness

(HH3) General and Emergence Assistance 2018 Report

(HH4) Review of Police Complaints

Four complaints reviewed by the Citizens Police Advisory Committee

(HH5) Human Resources employee discipline/termination policy

(HH6) Accessible Transportation Options in the City Report

A mix of public and private accessible transportation providers currently serves the City of Evanston (City). Public transportation providers with accessible vehicles and stations in the City include Metra, Pace, and the Chicago Transit Authority (CTA).

(HH7) City Fees and Fines

There are only 27 fines that have a set schedule amount. The fine amount or penalty for most citations is determined at the Adjudication level by a judge. Liquor license fees vary depending on the class type of requestor. The initial fee amount and renewal fees vary for each classification.

(HH8) ADA Update – City Facilities and Parks

Staff recommends that the in-house review of architectural barriers to mobility in City facilities and parks be updated by City staff. This review will take place in 2019, and is proposed to be available in January 2020.

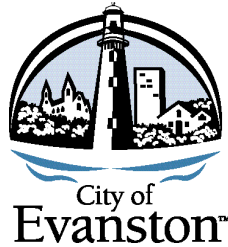
(HH9) **Spanish Language Translation Update**

There is currently a very limited budget for translation and no budget for interpretation services. Current practice is to deal with each request on a case by case basis.

V. ITEMS FOR COMMUNICATION

VI. EXECUTIVE SESSION

VII. ADJOURNMENT



HUMAN SERVICES COMMITTEE

Monday December 3, 2018

7:30 p.m.

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston IL, Council Chambers

Members Present: Alderman Fleming, Alderman Revelle, Alderman Rue-Simmons,
Alderman Fiske Alderman Braithwaite

Members not Present:

Staff Present: Kimberly Richardson, Kumar Jensen, Evonda Thomas-Smith, Nicola Whyte, Victoria Benson

Presiding Member: Alderman Fleming

CALL TO ORDER / DECLARATION OF QUORUM

Ald. Fleming called the meeting to order at 8:47 p.m.

APPROVAL OF MEETING MINUTES OF September 5, 2018

Alderman Fleming moved approval, Alderman Rue Simmons seconded; approved 5-0

Citizen Comments

Andrew Fisher supports Resolution 105-R-18 Climate Action and Resilience Plan

Rachel Rosner supports the Climate Action and Resilience Plan

Sylvia Wooler supports the Climate Action and Resilience Plan

Wendy Pollack, co-chair of the Environmental Board urges the committee to vote yes on the Climate Action and Resilience Plan.

Sarah Vanderwicken supports the report of the Citizen Police Complaint Advisory Committee

Madelyn Ducre spoke on the Board of Ethics; wondered why Mayor Lorraine H. Moron home was not made a landmark; She spoke for the Colored Network for Equality and Fairness (CNEF) and does not feel the committee should approve the Citizens Complaint Advisory Police Report

Betty Sue Ester spoke on behalf of the Citizens Network of Protection that had some concerns in the Citizen Police Complaint Advisory Committee Report.

Resolution 105-R-18 Adoption of the Climate Action and Resilience Plan

Staff recommends approval of Resolution 105-R-18 Adoption of the Climate Action and Resilience Plan and the goals therein and forward to City Council.

For Action

Alderman Revelle moved approval, Ald. Rue Simmons seconded; approved 5-0

Kumar Jensen Sustainable Coordinator highlighted a few points from his presentation

- The Climate Science Special Reported of November 23, 2018 states; 12 years to reduce emission by 45%; Economies in the Midwest and the south will be most severely impacted long term; and we need to be preparing for climate hazards and their impacts now.
- The four climate hazards for Evanston are *Extreme Heat*-increase in extreme hot days over 95 degrees F; *Shorter Winter*- decrease in number of days below freezing; *Storms*-increase in extreme precipitation events; and *Drought*-increase in drought conditions.
- **Major goals** 1) 100% renewable electricity by 2030 2) Carbon neutral by 2050 3) zero waste by 2050
- Evanston has a 24% reduction in greenhouse gas emissions

Resolution 103-R-18, Designating the Portion of Emerson Street between Wesley Avenue and Asbury Avenue with the Honorary Street Name Sign, “Nathan Haliburton, Jr. Way”

The Parks, Recreation and Community Services Board recommend adoption of Resolution 103-R-18, naming the portion of Emerson Street between Wesley Avenue and Asbury Avenue with the Honorary Street Name Sign, “Nathan Haliburton, Jr. Way”

For Action

Alderman Fiske moved approval, Ald. Rue Simmons seconded; approved 5-0

Presence Behavioral Health FY19 Contract Renewal

Staff recommends that City Council authorize the City Manager to renew the Service Provider Agreement between Presence Behavioral Health (Presence Health) and the City of Evanston for the provision of 24-hour Crisis Line Access, Mental Health Crisis Intervention and various community outreach and education services at a cost of \$143,333.00. The Agreement is dated January 1, 2019 to December 31, 2019.

For Action

Alderman Fleming moved approval, Ald. Braithwaite seconded; approved 5-0

2019 Meeting Schedule

Staff recommends approval of the proposed 2019 Human Services Committee Meeting Schedule

For Action

Alderman Fleming moved approval, Ald. Braithwaite seconded; approved 5-0

Ordinance 152-O-18 Amending Title 8, Chapter 6, “Food Service and Retail Food Store Sanitation”

Staff recommends the City Council’s adoption of Ordinance 152-O-18, amending Title 8, Chapter 6 of the Evanston City Code. This action will align the City Code to the State’s amendment to the Illinois Food Service Sanitation Rules and Regulations which mandates the adoption of the 2017 U.S Food and Drug Administration Code, FDA, and all subsequent editions and amendments for all Illinois local health departments. The State’s amendment will be effective January, 2019, requiring Inspectors to conduct FDA based inspections at Evanston’s licensed food establishments.

For Action

Alderman Fleming moved approval, Ald. Rue Simmons seconded; approved 5-0

Citizen Police Complaint Advisory Committee Report

The Committee recommends that the Human Services Committee (HSC) accept the following recommendations and move to City Council for approval.

For Action

Held in Committee

The Citizen Police Complaint Advisory Committee Report made the following recommendation to the Intake Process, Office of Professional Standards to conduct Investigation, hire an independent police auditor, implement and Alternative Dispute Resolution (ADR) system, create a clear charter for the Civilian Review Board to be staffed by the City Manager’s office comprised of 7-9 Evanston residents, Human Services Committee (HSC) to provide final civilian oversight of the complaint process, written and oral reports to HSC.

The detailed list of recommendations is available www.cityofevanston.org/humanservices.

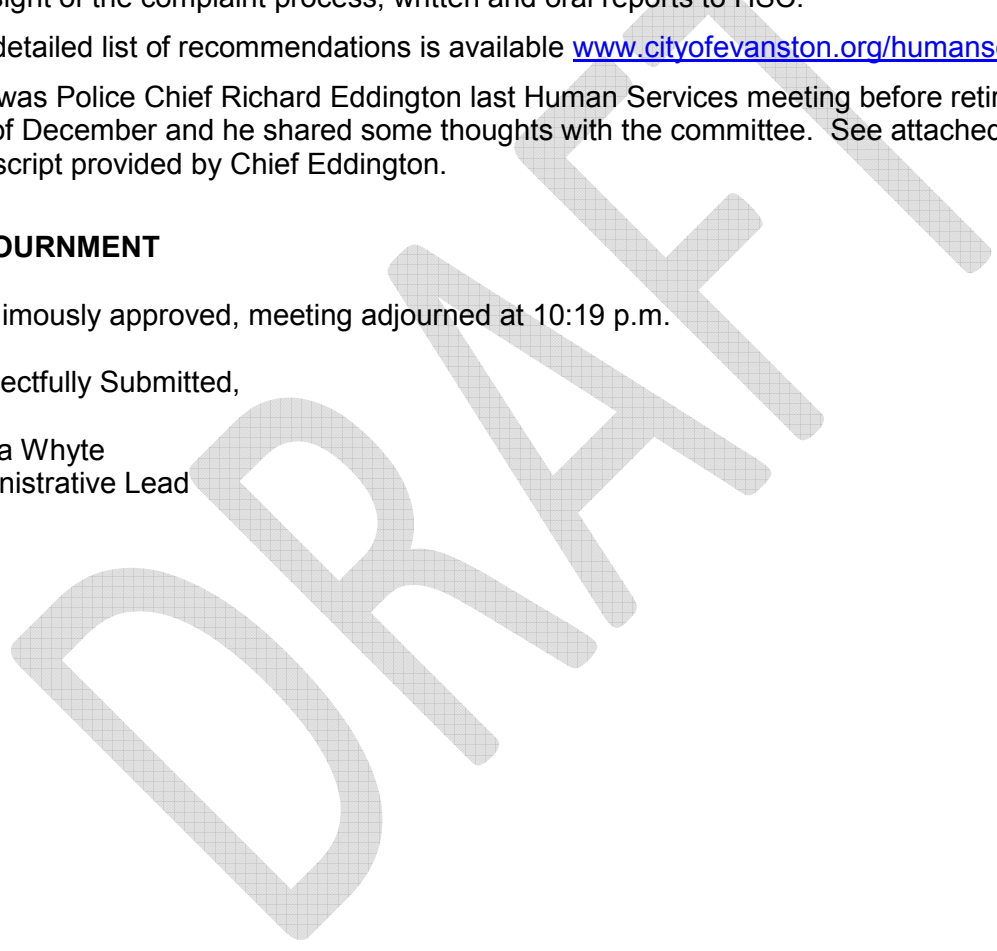
This was Police Chief Richard Eddington last Human Services meeting before retirement at the end of December and he shared some thoughts with the committee. See attached HSC Transcript provided by Chief Eddington.

ADJOURNMENT

Unanimously approved, meeting adjourned at 10:19 p.m.

Respectfully Submitted,

Nicola Whyte
Administrative Lead



HSC TRANSCRIPT

Chairman Fleming: Chief, can I ask you a question?

Chief Eddington: Madam Chairman?

Chairman Fleming: So my question for you goes back to some of what I just mentioned about what else can we do . . .with the OPS reports? I know we can send them back to you if we don't, you know, like what we find.

Chief Eddington: Madam Chairman, I believe that's the first step and, in my tenure here, that has occurred with HSC. There have been concerns that weren't addressed in the reports and/or in the summaries and one or more of the aldermen have directed me to go back and refine a specific part of the investigation. So, you currently have that latitude. I mean, "Chief, this wasn't clear to me. Can you clarify this point in the investigation for me? We don't know how you got there. We don't know what you considered to do this." You have that latitude right now. And, frankly, it's been utilized by prior councils.

Chairman Fleming: But if we don't agree with the findings . . . we don't have the authority to tell you Joe Blow was in violation.

Chief Eddington: No, you do not. But I think there's a more sophisticated way to go about that and ask for further clarification. I you think it's wrong, or you think it's incomplete there's a way to ask questions to force your concerns to be answered. You know, if we start off that we don't agree we're starting at the wrong point. If you say, "Chief, I need clarification on this because this part of the investigation wasn't clear to me. I think if it were clearer it would prove or disprove this concern that I have." And so I think it's a building block process to get to "I don't agree with this decision." And so you have that latitude now.

Chairman Fleming: And then I have another question. In their report they mentioned our intake officers don't have any training for this. Can you clarify that belief? I think in conversation with Officer Leaks he said there was some kind of training.

Chief Eddington: I think that what the committee said was that there was no uniform training. I think this is part and parcel of what first-line supervisors do. And once again I have to comment on the fact that we are in Evanston. We're not strangers. If you've been to the police station more than once you probably know the sergeant that's working the shift. That sergeant is not going to risk a complaint against him or her by blowing you off or being discourteous. They're going to go through the steps that they're mandated to go through if there's a citizen expressing a concern. And, so, sure,

unhappy with. It may be extremely personal, it may be embarrassing, and so the refinement of who gets access to that information is a critical component that I don't think has been addressed completely as of yet.

Policy was mentioned several times, and I think that is significant. The police department avails itself of Lexipol, which is a policy-generating firm that issues state-specific policies that we use. I would ask that you take a look at that and consider it as this goes forward. I also would ask the committee to go back and look at our Lexipol policies because I think they're important.

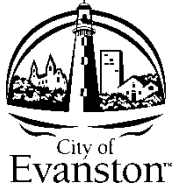
I also want to mention polls in respect of the time that each of these individual members have spent . I would suggest to you and to other members of the City Council to take the time to visit with them as I think that you would receive valuable insight from the time you spend and at this late hour we're not going to get to all of it, but they've invested a lot of time and I think we collectively should respect that investment.

The last thing I want to mention is budget. We've been through a rather bruising budget preparation period. I appreciate that if you're going to want to do something better and different it's going to cost money. I think we can be judicious with the speed at which we go forward because I think you have heard from the police chief candidates you've interviewed that the department's not broken. They're expressing their visions about what comes next, what they can do better. They're not going to have to go back and fix stuff. So I think you have the luxury of time to evaluate this. You have the luxury of time to give to the new chief to allow him to work through this, visit with the committee, and understand the issues that all this touches upon.

And I think that, if I can say something about the mediation just quickly, I think that mediation is a good idea, but I think it's going to take at least as much time as this took. To say you're going to hire somebody in 90 days, there are employees with legitimate concerns about how that goes and I, as police chief, have legitimate concerns . As the chairman expressed, if you expect me to impose progressive discipline, then you've got to have a system that subtracts those events or I'm not going to get to where you want me to go and where the next chief needs to go.

I appreciate the courtesy of commenting and I'm certain the new chief of police will work diligently to bring this matter forward.

Thank you again.



Memorandum

To: Human Services Committee

From: Johanna Leonard, Director of Community Development
Sarah Flax, Housing and Grants Administrator
Jessica Wingader, Social Services - Grants & Compliance Specialist

Subject: 2019 Mental Health Board Funding Allocations

Date: January 7, 2019

Recommended Action:

The Mental Health Board (MHB) and staff recommend approval by the Human Services Committee of the proposed allocation of \$763,373 in 2019 to 19 non-profit agencies to provide needed social services to Evanston residents. Allocations range from \$9,000 to \$70,250 for 23 individual programs; it is also requested that the Human Services Committee recommend approval of the proposed allocations to City Council at its January 14, 2019 meeting.

Funding Source:

\$763,373 from the Human Services Fund has been budgeted in 2019 for allocation by the Mental Health Board from account 176.24.4651.XXXXX. Each agency has a separate account number to identify and disburse funds.

Livability Benefits:

Equity & Empowerment: ensure equitable access to community assets, support quality human service programs, and support poverty prevention and alleviation.

Education, Arts & Community: support social and cultural diversity, promote a cohesive and connected community, provide quality education from cradle to career, and support older adults as they age in the community.

Health & Safety: improve emergency prevention and response, provide for access to fresh, healthful food, prevent and reduce violence

Summary:

The MHB makes recommendations regarding use of City funds for grants to social services agencies for programs and services that address priority needs of Evanston residents, particularly at-risk residents. The MHB used the following criteria to prioritize programs and services for 2019 funding that:

- Respond to mental health and substance abuse needs, including crisis intervention and mental health promotion
- Meet basic needs including access to food, shelter and health care, in order to promote mental health and welfare
- Enhance the mental health, safety, and protection of children, youth and families
- Promote mental health, cultural diversity and social inclusion for all, including refugees and immigrants

For 2019, MHB funding is recommended for 16 agencies and 20 programs that were funded in 2018, and three agencies/programs that have not received MHB funding in recent years:

- Books and Breakfast provides morning tutoring and a nutritious breakfast to students identified by teachers as needing additional support, and by school principals as being income eligible based on criteria used for the federal free and reduced lunch program at Dewey and Kingsley elementary schools. With City funding, the agency plans to expand services to Lincolnwood Elementary School. None of these schools receive federal Title 1 funding to provide for the needs of their low-income students. Books and Breakfast will also receive CDBG funding in 2019.
- The Harbor Emergency Shelter, located in Des Plaines, provides shelter to otherwise homeless girls ages 12-21. Evanston students living in the shelter continue to attend their Evanston school and are transported to and from daily by The Harbor.
- Interfaith Action has received Community Development Block Grant (CDBG) funding in prior years for its cold weather overnight shelter on nights when the temperature is 20 F or below by rotating the shelter among 6 faith-based sites in Evanston. Interfaith Action has also been allocated CDBG funds for 2019.

The City combined MHB and CDBG Public Services funding applications to streamline the process for agencies, particularly those applying for both funding sources for the same program, and to inform both the MHB and Housing and Community Development Act (HCDA) Committee about the total funds requested from the City by external agencies, whether for the same or different programs. The MHB had the 2019 CDBG allocations made by the HCDA Committee on October 9, to consider when making funding recommendations on November 29.

Attachments

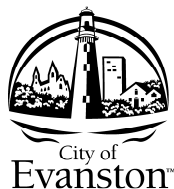
Spreadsheet with 2019 MHB recommended funding allocations to 19 agencies for 23 programs

City of Evanston - 2019 MHB Approved Funding Allocation

2019 Allocation Amount:	\$736,373	Amount Allocated:	\$ 736,373
		Funds Remaining:	\$0

Agency/Program	2018 MHB Request	2018 MHB Award	2019 MHB Request	Approved/ Declined*	Average Cmt. Score	2019 Allocation	% of Request
Books and Breakfast: Books and Breakfast	\$ -	\$ -	\$ 20,000	5 to 2	2.55	\$ 9,996	50%
Center for Independent Futures: Supporting Individuals	\$ 14,320	\$ 10,000	\$ 13,442	8 to 0	2.99	\$ 10,000	74%
CNE: Learning Together	\$ 40,000	\$ 33,600	\$ 40,000	8 to 0	2.99	\$ 33,600	84%
CNE: Early Childhood Education & Family Support	\$ 85,000	\$ 48,063	\$ 50,000	8 to 0	2.81	\$ 43,257	87%
Connections for the Homeless: Outreach & Drop-In	\$ 60,000	\$ 55,000	\$ 70,000	8 to 0	3.09	\$ 56,000	80%
Family Focus: After School Program	\$ 35,000	\$ 33,600	\$ 35,000	8 to 0	3.11	\$ 33,600	96%
Impact Behavioral Health: Clinical Services	\$ 60,000	\$ 57,600	\$ 60,000	6 to 2	2.52	\$ 51,840	86%
Infant Welfare Society: Teen Baby Nursery	\$ 75,000	\$ 62,400	\$ 62,400	7 to 0	3.01	\$ 62,400	100%
Interfaith Action: Emergency Overnight Shelter	\$ -	\$ -	\$ 7,000	8 to 0	3.18	\$ 7,000	100%
James B. Moran Center: Legal & Social Services	\$ 45,000	\$ 39,360	\$ 48,000	8 to 0	3.19	\$ 39,360	82%
Learning Bridge: Infant Toddler Program	\$ 19,600	\$ 18,500	\$ 18,500	5 to 1	2.56	\$ 16,650	90%
Learning Bridge: Scholarship	\$ 12,500	\$ 10,000	\$ 10,000	7 to 1	2.53	\$ 9,000	90%
Meals at Home	\$ 10,000	\$ 10,000	\$ 10,000	7 to 0	2.79	\$ 9,000	90%
Metropolitan Family Services: Family Support & Prevention	\$ 80,000	\$ 67,200	\$ 80,000	8 to 0	3.26	\$ 67,200	84%
North Shore Senior Center: Social Services	\$ 50,000	\$ 28,800	\$ 35,000	7 to 1	2.79	\$ 25,920	74%
North Shore Senior Center: PEARLS CareOptions	\$ 25,000	\$ 10,000	\$ 12,000	8 to 0	2.95	\$ 10,000	83%
Northwest CASA: Sexual Assault Prevention	\$ 18,000	\$ 18,000	\$ 20,000	8 to 0	3.12	\$ 19,000	95%
Open Studio Project: Art & Action	\$ 15,000	\$ -	\$ 10,000	4 to 4	2.14	\$ -	0%
PEER Services	\$ 111,000	\$ 88,200	\$ 92,610	8 to 0	3.23	\$ 88,200	95%
Shore Community Services: Lois Lloyd	\$ 19,000	\$ 17,000	\$ 19,000	7 to 0	2.87	\$ 15,300	81%
Shore Community Services: Residential Services	\$ 21,000	\$ 20,000	\$ 22,000	7 to 0	3.06	\$ 20,000	91%
The Harbor: Safe Harbor Emergency Shelter	\$ -	\$ -	\$ 10,000	7 to 1	2.90	\$ 10,000	100%
Trilogy, Inc.: Evanston Mental health Care Coordinator	\$ 30,000	\$ 28,800	\$ 30,000	8 to 0	3.12	\$ 28,800	96%
Turning Point: Open Access Program	\$ 15,000	\$ 10,000	\$ 10,000	5 to 3	2.43	\$ -	0%
YOU: Youth & Family Services	\$ 100,000	\$ 70,250	\$ 100,000	8 to 0	3.18	\$ 70,250	70%

* For Approved/Declined: undecided and recused not reflected



Memorandum

To: Human Services Committee Chair, Alderman Cicely Fleming
Members of the Human Services Committee

From: Evonda Thomas- Smith, Director Health & Human Services
Indira Perkins, Human Services Manager

Subject: General and Emergency Assistance Update

Date: November 29, 2018

Livability Benefits:

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

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

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, has continued to evaluate the distribution of general assistance benefits. Recent issues within the Illinois Department of Human Services have caused some delays in SNAP benefits being processed. Participants began reporting that they were waiting months to receive medical and food assistance. In order to assist residents, staff advocated for an increase in personal benefits. As of December 1, 2018, personal benefits were increased from \$185 to \$250. This increase will help participants obtain additional items that they may need in order to sustain. The General Assistance program currently has 117 active participants and two 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.

- YWCA continues to offer financial literacy workshops on budgeting and credit report/counseling. This is also now offered to all residents free of charge by registering in the General Assistance office. Upon successful completion, participants are able to open a checking or savings account with Northern Credit Union.
- Staff continues to work with participants who have issues with substance abuse. Four participants have been placed in treatment programs to address these concerns.
- 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 \$12,672.50 for this reporting period.
- A partnership has been established with Total Airport Services to assist participants in obtaining employment. In October, eligible participants conducted on-site interviews at the Civic Center and were offered employment.
- For the fiscal year of 2018 \$20,992.62 has been provided in Emergency Assistance. Out of 28 applications received, 17 of those were approved. Denial reasons include not completing the application process, lack of emergency situation and applicants being eligible for General Assistance which in turn provides continuous support which benefits the applicant more.

Human Services Specialist Updates:

Hoarding- Human Services Specialist (HHS) continues to work in conjunction with property standards and other various departments with the identification of possible situations. With this collaborative method, the HSS has been able to address referrals that typically would evolve into full-blown hoarding cases at a much earlier stage. By recognizing the issue so early, it allowed clients to be connected to the agencies that are skilled in managing this extremely delicate situation. This work is done collaboratively with the support of the following agencies in the area: Council for Jewish Elderly (CJE), Metropolitan Family Services, North Shore Senior Service, Presence Behavioral Health and Evanston's Senior Ombudsman.

Housing(116 cases)- There has been a significant number of referrals to the Human Services Specialist (HSS) ranging from substance abuse issues, mental health concerns, senior services, child services, and acquiring personal benefits in general. However, housing has been by far the most pressing need within this community. The search for low income, below market rate units, continues to get more & scarcer, but the demand continues to grow. HSS continues to build on housing referral sources within the area. HSS continues to refer to Housing Opportunities Development Corporation (HODC), Connections for the Homeless, YWCA, Family Promise, and various senior-housing locations that are both in and out of Evanston borders. Since housing and all aspects (affordable units, financial assistance) of housing remain a priority for our

Evanston residents, we remain committed to jointly working with agencies in the area that provide those services.

Initiatives- The Human Services Specialist (HSS) continues to work with partner agencies to address gaps in communication and also address issues that pertain to processes that were created to provide services to the community members who are in need. HSS continues to attend AHAND meetings (Association of Homeless Advocates in the North/Northwest District) with partnering agencies. Our eventual goal will be to set up a system that would address our client needs holistically and remove any redundancy in services provided.

Attachments

FY 2018 Systems Activity Report

FY 2018 General Fund Expense Ledger Summary

FY2018 Client List by Age

FY2018 Client List by Ward

System Activity Report

[1/1/2018 - 11/30/2018] Report Date: 11/30/2018

General Assistance

Grants (New Clients) :	54	\$20,684.31
Grants (Previous Clients) :	980	\$500,117.48
In-Process :	2	
Denials :	20	
Sanctions :	0	
Terminations :	52	
	<u>1,108</u>	<u>\$520,801.79</u>

General Assistance - Medical

Referrals :	0	
Disbursements :	34	\$107.55
	<u>34</u>	<u>\$107.55</u>

General Assistance - Work Program Assignments

Job Training :	50	
Workfare :	0	
	<u>50</u>	

General Assistance - Work Program Expenses

Transportation :	20	\$645.00
Uniform & Shoes :	1	\$65.00
ABE - L & T :	50	\$1,180.00
	<u>71</u>	<u>\$1,890.00</u>

Emergency Assistance

Grants :	18	\$20,992.60
In-Process :	1	
Denials :	9	
	<u>28</u>	<u>\$20,992.60</u>

Additional Activity

EAS Inquiry :	15	
GA inquiry :	52	
Home Visit :	14	
Intake Appt. :	44	
Medical :	4	
Other :	2,345	
Phone Call :	1,680	
Social Services Referral :	16	
	<u>4,170</u>	

Grand Totals:	5,461	\$543,791.94
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Expense Ledger Summary Listing

From Date: 1/1/2018 - To Date: 11/30/2018

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Budget	Encumbrance	Actual	
G/L Account Number: 175.24.4605.56057 SSI REIMBURSEMENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
				Month Total: January 2018			\$27,500.00	\$0.00	(\$4,655.00)	
				Month Total: March 2018			\$0.00	\$0.00	(\$997.31)	
				Month Total: April 2018			\$0.00	\$0.00	(\$3,969.27)	
				Month Total: May 2018			\$0.00	\$0.00	(\$2,453.92)	
				Month Total: October 2018			\$0.00	\$0.00	(\$597.00)	
				Account Total: SSI REIMBURSEMENT			\$27,500.00	\$0.00	(\$12,672.50)	
G/L Account Number: 175.24.4605.62210 PRINTING							Fiscal YTD:	\$0.00	\$0.00	\$0.00
				Month Total: January 2018			\$0.00	\$78.00	\$0.00	
				Month Total: February 2018			\$0.00	\$0.00	\$78.00	
				Month Total: October 2018			\$0.00	\$0.00	\$78.00	
				Account Total: PRINTING			\$0.00	\$78.00	\$156.00	
G/L Account Number: 175.24.4605.62275 POSTAGE CHARGEBACKS							Fiscal YTD:	\$0.00	\$0.00	\$0.00
				Month Total: January 2018			\$800.00	\$0.00	\$93.24	
				Month Total: February 2018			\$0.00	\$0.00	\$40.89	
				Month Total: March 2018			\$0.00	\$0.00	\$45.33	
				Month Total: May 2018			\$0.00	\$0.00	\$50.30	
				Month Total: August 2018			\$0.00	\$0.00	\$45.54	
				Account Total: POSTAGE CHARGEBACKS			\$800.00	\$0.00	\$275.30	
G/L Account Number: 175.24.4605.62295 TRAINING & TRAVEL							Fiscal YTD:	\$0.00	\$0.00	\$0.00
				Month Total: January 2018			\$2,000.00	\$0.00	\$0.00	
				Month Total: June 2018			\$0.00	\$0.00	\$58.89	
				Month Total: July 2018			\$0.00	\$0.00	\$752.06	
				Month Total: September 2018			\$0.00	\$0.00	\$317.78	
				Month Total: October 2018			\$0.00	\$0.00	\$29.87	
				Account Total: TRAINING & TRAVEL			\$2,000.00	\$0.00	\$1,158.60	
G/L Account Number: 175.24.4605.62360 MEMBERSHIP DUES							Fiscal YTD:	\$0.00	\$0.00	\$0.00
				Month Total: January 2018			\$300.00	\$0.00	\$0.00	
				Account Total: MEMBERSHIP DUES			\$300.00	\$0.00	\$0.00	

Expense Ledger Summary Listing

From Date: 1/1/2018 - To Date: 11/30/2018

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Budget	Encumbrance	Actual	
G/L Account Number: 175.24.4605.62380 COPY MACHINE CHARGES							Fiscal YTD:	\$0.00	\$0.00	\$0.00
Month Total: August 2018								\$0.00	\$0.00	\$2,032.56
Account Total: COPY MACHINE CHARGES								\$0.00	\$0.00	\$2,032.56
G/L Account Number: 175.24.4605.62490 OTHER PROGRAM COSTS							Fiscal YTD:	\$0.00	\$0.00	\$0.00
Month Total: January 2018								\$7,000.00	\$0.00	\$0.00
Month Total: February 2018								\$0.00	\$0.00	(\$10.00)
Month Total: April 2018								\$0.00	\$0.00	\$70.00
Month Total: May 2018								\$0.00	\$0.00	\$60.00
Month Total: July 2018								\$0.00	\$0.00	\$4,000.00
Month Total: September 2018								\$0.00	\$0.00	\$10.00
Month Total: October 2018								\$0.00	\$0.00	(\$20.00)
Account Total: OTHER PROGRAM COSTS								\$7,000.00	\$0.00	\$4,110.00
G/L Account Number: 175.24.4605.64566 RENTAL EXPENSE- GA CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
Month Total: January 2018								\$300,000.00	\$0.00	\$31,347.49
Month Total: February 2018								\$0.00	\$0.00	\$27,091.49
Month Total: March 2018								\$0.00	\$0.00	\$26,647.41
Month Total: April 2018								\$0.00	\$0.00	\$27,094.76
Month Total: May 2018								\$0.00	\$0.00	\$26,024.88
Month Total: June 2018								\$0.00	\$0.00	\$31,241.36
Month Total: July 2018								\$0.00	\$0.00	\$29,677.82
Month Total: August 2018								\$0.00	\$0.00	\$30,192.91
Month Total: September 2018								\$0.00	\$0.00	\$31,253.90
Month Total: October 2018								\$0.00	\$0.00	\$33,163.68
Account Total: RENTAL EXPENSE- GA CLIENT								\$300,000.00	\$0.00	\$293,735.70
G/L Account Number: 175.24.4605.64567 PERSONAL EXPENSE- GA CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
Month Total: January 2018								\$500,000.00	\$0.00	\$13,296.27
Month Total: February 2018								\$0.00	\$0.00	\$12,881.80
Month Total: March 2018								\$0.00	\$0.00	\$11,867.90
Month Total: April 2018								\$0.00	\$0.00	\$12,866.64
Month Total: May 2018								\$0.00	\$0.00	\$12,179.05
Month Total: June 2018								\$0.00	\$0.00	\$13,381.99
Month Total: July 2018								\$0.00	\$0.00	\$12,981.11

Expense Ledger Summary Listing

From Date: 1/1/2018 - To Date: 11/30/2018

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Budget	Encumbrance	Actual	
G/L Account Number: 175.24.4605.64567 PERSONAL EXPENSE- GA CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
				Month Total: August 2018			\$0.00	\$0.00	\$13,019.33	
				Month Total: September 2018			\$0.00	\$0.00	\$14,394.75	
				Month Total: October 2018			\$0.00	\$0.00	\$14,727.47	
				Account Total: PERSONAL EXPENSE- GA CLIENT			\$500,000.00	\$0.00	\$131,596.31	
G/L Account Number: 175.24.4605.64568 TRANSPORTATION EXPENSE- GA CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
				Month Total: January 2018			\$4,000.00	\$0.00	\$0.00	
				Month Total: February 2018			\$0.00	\$0.00	\$120.00	
				Month Total: March 2018			\$0.00	\$0.00	\$164.00	
				Month Total: April 2018			\$0.00	\$0.00	\$120.00	
				Month Total: May 2018			\$0.00	\$0.00	\$176.00	
				Month Total: June 2018			\$0.00	\$0.00	\$120.00	
				Month Total: July 2018			\$0.00	\$0.00	\$84.00	
				Month Total: August 2018			\$0.00	\$0.00	\$165.00	
				Month Total: September 2018			\$0.00	\$0.00	\$142.00	
				Month Total: October 2018			\$0.00	\$0.00	\$295.00	
				Account Total: TRANSPORTATION EXPENSE- GA CLIENT			\$4,000.00	\$0.00	\$1,386.00	
G/L Account Number: 175.24.4605.64569 50/50 WORK PROGRAM- GA CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
				Month Total: January 2018			\$1,500.00	\$0.00	\$0.00	
				Account Total: 50/50 WORK PROGRAM- GA CLIENT			\$1,500.00	\$0.00	\$0.00	
G/L Account Number: 175.24.4605.64570 CLIENT OTHER NEEDS- GA CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
				Month Total: January 2018			\$500.00	\$0.00	\$0.00	
				Account Total: CLIENT OTHER NEEDS- GA CLIENT			\$500.00	\$0.00	\$0.00	
G/L Account Number: 175.24.4605.64573 ALL OTHER PHYSICIANS- GA CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
				Month Total: January 2018			\$500.00	\$0.00	\$0.00	
				Account Total: ALL OTHER PHYSICIANS- GA CLIENT			\$500.00	\$0.00	\$0.00	
G/L Account Number: 175.24.4605.64574 DRUGS- GA CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
				Month Total: January 2018			\$300.00	\$0.00	\$0.00	
				Account Total: DRUGS- GA CLIENT			\$300.00	\$0.00	\$0.00	

Expense Ledger Summary Listing

From Date: 1/1/2018 - To Date: 11/30/2018

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Budget	Encumbrance	Actual	
G/L Account Number: 175.24.4605.64577 EMERGENCY ROOM PHYSICIANS- GA CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
Month Total: January 2018								\$500.00	\$0.00	\$0.00
Account Total: EMERGENCY ROOM PHYSICIANS- GA CLIENT								\$500.00	\$0.00	\$0.00
G/L Account Number: 175.24.4605.64578 PSYCH OUTPATIENT/MENTAL- GA CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
Month Total: January 2018								\$300.00	\$0.00	\$0.00
Account Total: PSYCH OUTPATIENT/MENTAL- GA CLIENT								\$300.00	\$0.00	\$0.00
G/L Account Number: 175.24.4605.64582 MORTGAGE/RENTAL EXPENSE-EAS CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
Month Total: January 2018								\$30,000.00	\$0.00	\$0.00
Month Total: February 2018								\$0.00	\$0.00	\$1,906.00
Month Total: March 2018								\$0.00	\$0.00	\$1,500.00
Month Total: April 2018								\$0.00	\$0.00	\$256.00
Month Total: May 2018								\$0.00	\$0.00	\$3,000.00
Month Total: June 2018								\$0.00	\$0.00	\$2,795.00
Month Total: July 2018								\$0.00	\$0.00	\$2,251.38
Month Total: August 2018								\$0.00	\$0.00	\$2,259.00
Month Total: September 2018								\$0.00	\$0.00	\$1,350.51
Month Total: October 2018								\$0.00	\$0.00	\$2,145.00
Account Total: MORTGAGE/RENTAL EXPENSE-EAS CLIENT								\$30,000.00	\$0.00	\$17,462.89
G/L Account Number: 175.24.4605.64584 FOOD VOUCHERS - EMERGENCY-EAS CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
Month Total: January 2018								\$500.00	\$0.00	\$0.00
Account Total: FOOD VOUCHERS - EMERGENCY-EAS CLIENT								\$500.00	\$0.00	\$0.00
G/L Account Number: 175.24.4605.64585 UTILITIES - COMED-EAS CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
Month Total: January 2018								\$5,000.00	\$0.00	\$1,030.33
Month Total: February 2018								\$0.00	\$0.00	\$1,299.74
Month Total: March 2018								\$0.00	\$0.00	\$1,200.00
Month Total: April 2018								\$0.00	\$0.00	\$1,439.82
Month Total: May 2018								\$0.00	\$0.00	\$1,083.67
Month Total: June 2018								\$0.00	\$0.00	\$1,261.63
Month Total: July 2018								\$0.00	\$0.00	\$1,277.45
Month Total: August 2018								\$0.00	\$0.00	\$1,082.84
Month Total: September 2018								\$0.00	\$0.00	\$1,217.96

Expense Ledger Summary Listing

From Date: 1/1/2018 - To Date: 11/30/2018

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Budget	Encumbrance	Actual	
G/L Account Number: 175.24.4605.64585 UTILITIES - COMED-EAS CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
Month Total: October 2018								\$0.00	\$0.00	\$1,238.29
Account Total: UTILITIES - COMED-EAS CLIENT								\$5,000.00	\$0.00	\$12,131.73
G/L Account Number: 175.24.4605.64586 UTILITIES - NICOR-EAS CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
Month Total: January 2018								\$5,000.00	\$0.00	\$0.00
Account Total: UTILITIES - NICOR-EAS CLIENT								\$5,000.00	\$0.00	\$0.00
G/L Account Number: 175.24.4605.64587 UTILITIES - COE WATER -EAS CLIENT							Fiscal YTD:	\$0.00	\$0.00	\$0.00
Month Total: January 2018								\$5,000.00	\$0.00	\$0.00
Account Total: UTILITIES - COE WATER -EAS CLIENT								\$5,000.00	\$0.00	\$0.00
G/L Account Number: 175.24.4605.65010 BOOKS, PUBLICATIONS, MAPS							Fiscal YTD:	\$0.00	\$0.00	\$0.00
Month Total: January 2018								\$1,000.00	\$0.00	\$0.00
Account Total: BOOKS, PUBLICATIONS, MAPS								\$1,000.00	\$0.00	\$0.00
G/L Account Number: 175.24.4605.65025 FOOD							Fiscal YTD:	\$0.00	\$0.00	\$0.00
Month Total: April 2018								\$0.00	\$0.00	\$0.00
Month Total: June 2018								\$0.00	\$0.00	\$204.25
Month Total: August 2018								\$0.00	\$0.00	\$137.22
Account Total: FOOD								\$0.00	\$0.00	\$341.47
G/L Account Number: 175.24.4605.65095 OFFICE SUPPLIES							Fiscal YTD:	\$0.00	\$0.00	\$0.00
Month Total: January 2018								\$1,000.00	\$500.00	\$0.00
Month Total: February 2018								\$0.00	(\$140.85)	\$140.85
Month Total: March 2018								\$0.00	\$0.00	\$434.41
Month Total: April 2018								\$0.00	(\$194.39)	\$194.39
Month Total: May 2018								\$0.00	(\$143.32)	\$143.32
Month Total: June 2018								\$0.00	(\$2.61)	\$2.61
Month Total: July 2018								\$0.00	\$0.00	\$817.18
Month Total: August 2018								\$0.00	\$0.00	\$443.60
Month Total: September 2018								\$0.00	\$0.00	\$82.33
Month Total: November 2018								\$0.00	\$400.00	\$0.00
Account Total: OFFICE SUPPLIES								\$1,000.00	\$418.83	\$2,258.69

Expense Ledger Summary Listing

From Date: 1/1/2018 - To Date: 11/30/2018

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Budget	Encumbrance	Actual
				Business Unit Total: GENERAL ASSISTANCE ADMIN			\$892,700.00	\$496.83	\$453,972.75
				Department Total: HEALTH			\$892,700.00	\$496.83	\$453,972.75
				Fund Total: GENERAL ASSISTANCE FUND			\$892,700.00	\$496.83	\$453,972.75
				Grand Total:			\$892,700.00	\$496.83	\$453,972.75

Client List by Age

[11/1/2018 - 11/30/2018, GA Only] Report Date: 11/28/2018

Case #	CW	Client	DOB	Age	SSN
> 62					
GA01175	DF	N/A	08/29/1950	68	N/A
GA01355	TT	N/A	03/11/1953	65	N/A
GA01397	TT	N/A	05/23/1954	64	N/A
GA01046	TT	N/A	12/30/1947	70	N/A
GA01235	TT	N/A	10/20/1955	63	N/A
GA01369	TT	N/A	02/04/1955	63	N/A
GA01415	RF	N/A	09/18/1945	73	N/A
GA01375	TT	N/A	05/01/1950	68	N/A
GA01405	TT	N/A	01/30/1947	71	N/A
GA01373	DF	N/A	04/02/1953	65	N/A
GA01394	TT	N/A	04/04/1955	63	N/A
GA01033	RF	N/A	03/11/1955	63	N/A
GA00741	DF	N/A	03/07/1955	63	N/A
					Total: 13
18-25					
GA01392	RF	N/A	11/05/1997	21	N/A
GA01336	TT	N/A	05/23/1994	24	N/A
GA01341	TT	N/A	05/27/1995	23	N/A
					Total: 3
26-40					
GA01315	DF	N/A	08/13/1979	39	N/A
GA01407	RF	N/A	09/29/1979	39	N/A
GA01379	TT	N/A	08/23/1980	38	N/A
GA01241	DF	N/A	03/28/1991	27	N/A
GA01386	DF	N/A	07/03/1992	26	N/A
GA01382	TT	N/A	09/12/1981	37	N/A
GA01387	DF	N/A	12/14/1983	34	N/A
GA01349	TT	N/A	08/11/1983	35	N/A
GA01057	DF	N/A	01/18/1982	36	N/A
GA01238	TT	N/A	03/31/1983	35	N/A
GA01381	DF	N/A	06/15/1982	36	N/A
GA01399	DF	N/A	12/15/1981	36	N/A
GA01390	RF	N/A	08/06/1989	29	N/A
GA01409	TT	N/A	06/07/1987	31	N/A
GA01359	TT	N/A	05/23/1989	29	N/A
GA01414	DF	N/A	04/01/1991	27	N/A
GA01401	TT	N/A	04/27/1980	38	N/A
GA01218	DF	N/A	09/10/1987	31	N/A
GA01258	TT	N/A	09/23/1990	28	N/A
GA00289	DF	N/A	08/28/1983	35	N/A
					Total: 20
41-50					
GA01393	TT	N/A	06/18/1974	44	N/A
GA01274	DF	N/A	05/19/1972	46	N/A
GA01411	DF	N/A	12/24/1967	50	N/A
GA01398	DF	N/A	11/23/1970	48	N/A
GA01304	TT	N/A	11/11/1977	41	N/A

Client List by Age

[11/1/2018 - 11/30/2018, GA Only] Report Date: 11/28/2018

Case #	CW	Client	DOB	Age	SSN
GA01368	DF	N/A	05/16/1977	41	N/A
GA01093	DF	N/A	06/17/1969	49	N/A
GA01311	DF	N/A	02/04/1974	44	N/A
GA01270	TT	N/A	09/01/1969	49	N/A
GA01395	RF	N/A	08/31/1970	48	N/A
GA01400	DF	N/A	05/24/1973	45	N/A
GA01036	TT	N/A	05/03/1969	49	N/A
GA01287	RF	N/A	04/20/1974	44	N/A
GA01289	DF	N/A	07/23/1977	41	N/A
GA01215	DF	N/A	12/20/1975	42	N/A
GA01222	RF	N/A	02/20/1976	42	N/A
GA00027	TT	N/A	01/07/1968	50	N/A
GA01102	DF	N/A	04/18/1970	48	N/A
GA01154	DF	N/A	02/25/1973	45	N/A
GA01159	DF	N/A	11/13/1970	48	N/A
GA01123	DF	N/A	04/18/1975	43	N/A
GA01234	DF	N/A	08/10/1969	49	N/A
GA01351	TT	N/A	06/10/1968	50	N/A

Total: 23

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GA01075	TT	N/A	09/05/1964	54	N/A
GA00031	DF	N/A	02/16/1959	59	N/A
GA00775	TT	N/A	07/11/1967	51	N/A
GA01361	TT	N/A	05/17/1962	56	N/A
GA01261	TT	N/A	05/24/1957	61	N/A
GA01412	TT	N/A	04/17/1963	55	N/A
GA00017	TT	N/A	09/02/1956	62	N/A
GA01372	TT	N/A	10/08/1963	55	N/A
GA01107	RF	N/A	04/15/1960	58	N/A
GA01198	DF	N/A	02/21/1958	60	N/A
GA01389	TT	N/A	08/31/1966	52	N/A
GA01262	DF	N/A	03/16/1960	58	N/A
GA01203	DF	N/A	08/23/1963	55	N/A
GA01109	TT	N/A	01/07/1960	58	N/A
GA01408	TT	N/A	08/15/1958	60	N/A
GA00666	DF	N/A	07/10/1957	61	N/A
GA01344	RF	N/A	04/21/1963	55	N/A
GA00165	TT	N/A	04/07/1956	62	N/A
GA00132	TT	N/A	11/29/1958	59	N/A
GA00860	TT	N/A	02/25/1959	59	N/A
GA01333	DF	N/A	11/04/1956	62	N/A
GA01357	TT	N/A	01/23/1964	54	N/A
GA00914	TT	N/A	04/09/1958	60	N/A
GA01145	RF	N/A	08/11/1966	52	N/A
GA01052	RF	N/A	07/05/1967	51	N/A
GA01331	RF	N/A	08/12/1965	53	N/A
GA01377	DF	N/A	06/02/1962	56	N/A
GA00026	TT	N/A	11/23/1961	57	N/A
GA01105	TT	N/A	12/30/1960	57	N/A

Client List by Age

[11/1/2018 - 11/30/2018, GA Only] Report Date: 11/28/2018

Case #	CW	Client	DOB	Age	SSN
GA00798	TT	N/A	01/03/1985	53	N/A
GA01090	DF	N/A	07/14/1964	54	N/A
GA01212	DF	N/A	12/02/1961	56	N/A
GA01358	DF	N/A	11/14/1961	57	N/A
GA01206	DF	N/A	09/02/1963	55	N/A
GA01348	DF	N/A	09/08/1964	54	N/A
GA00237	DF	N/A	01/06/1967	51	N/A
GA01385	DF	N/A	05/20/1956	62	N/A
GA01305	TT	N/A	09/26/1959	59	N/A
GA01343	TT	N/A	08/30/1961	57	N/A
GA01345	RF	N/A	09/05/1959	59	N/A
GA01048	TT	N/A	07/13/1959	59	N/A
GA01224	RF	N/A	09/16/1964	54	N/A
GA00169	RF	N/A	07/25/1959	59	N/A
GA01295	DF	N/A	07/04/1965	53	N/A
GA00336	TT	N/A	09/26/1958	60	N/A
GA01291	DF	N/A	04/07/1967	51	N/A
GA00090	TT	N/A	08/08/1959	59	N/A
GA01391	DF	N/A	11/30/1957	60	N/A
GA01367	DF	N/A	07/07/1965	53	N/A
GA00863	TT	N/A	09/06/1958	60	N/A
GA01163	DF	N/A	05/23/1964	54	N/A
GA01413	DF	N/A	08/29/1963	55	N/A
GA01272	TT	N/A	10/06/1965	53	N/A
GA01380	TT	N/A	06/20/1964	54	N/A
GA01143	TT	N/A	03/16/1961	57	N/A
GA01363	DF	N/A	09/01/1966	52	N/A
GA01003	DF	N/A	06/21/1963	55	N/A

Total: 57

Total Records: 116

Client List by City Ward

[11/1/2018 - 11/30/2018] Report Date: 11/28/2018

Case #	CW	Client	# FM	City Ward	City
GA01355	TT	N/A	1	1st Ward	Evanston
GA01203	DF	N/A	1	1st Ward	Evanston
GA01238	TT	N/A	1	1st Ward	Evanston
GA01212	DF	N/A	1	1st Ward	Evanston
GA01397	TT	N/A	1	2nd Ward	Evanston
GA00017	TT	N/A	1	2nd Ward	Evanston
GA01304	TT	N/A	1	2nd Ward	Evanston
GA00860	TT	N/A	1	2nd Ward	Evanston
GA01357	TT	N/A	1	2nd Ward	Evanston
GA01349	TT	N/A	1	2nd Ward	Evanston
GA00026	TT	N/A	1	2nd Ward	Evanston
GA01343	TT	N/A	1	2nd Ward	Evanston
GA00027	TT	N/A	1	2nd Ward	Evanston
GA00169	RF	N/A	1	2nd Ward	Evanston
GA01380	TT	N/A	1	2nd Ward	Evanston
GA01143	TT	N/A	1	2nd Ward	Evanston
GA01363	DF	N/A	1	2nd Ward	Evanston
GA00289	DF	N/A	1	2nd Ward	Evanston
GA01392	RF	N/A	1	3rd Ward	Evanston
GA01206	DF	N/A	2	3rd Ward	Evanston
GA01222	RF	N/A	2	3rd Ward	Evanston
EA00666	TT	N/A	1	3rd Ward	Evanston
GA01154	DF	N/A	1	3rd Ward	Evanston
GA01391	DF	N/A	1	3rd Ward	Evanston
GA01123	DF	N/A	1	3rd Ward	Evanston
GA01341	TT	N/A	1	3rd Ward	Evanston
GA01234	DF	N/A	1	3rd Ward	Evanston
GA00031	DF	N/A	1	4th Ward	Evanston
GA01393	TT	N/A	2	4th Ward	Evanston
GA00775	TT	N/A	1	4th Ward	Evanston
GA01361	TT	N/A	1	4th Ward	Evanston
GA01407	RF	N/A	1	4th Ward	Evanston
GA01412	TT	N/A	1	4th Ward	Evanston
GA01411	DF	N/A	1	4th Ward	Evanston
GA01093	DF	N/A	1	4th Ward	Evanston
GA01109	TT	N/A	1	4th Ward	Evanston
GA01241	DF	N/A	1	4th Ward	Evanston
GA01344	RF	N/A	1	4th Ward	Evanston
GA00165	TT	N/A	1	4th Ward	Evanston
GA01333	DF	N/A	1	4th Ward	Evanston
GA01387	DF	N/A	1	4th Ward	Evanston
GA01145	RF	N/A	1	4th Ward	Evanston
GA01400	DF	N/A	2	4th Ward	Evanston
GA01287	RF	N/A	1	4th Ward	Evanston
GA01289	DF	N/A	1	4th Ward	Evanston
GA01399	DF	N/A	1	4th Ward	Evanston
GA01413	DF	N/A	1	4th Ward	Evanston
GA00741	DF	N/A	1	4th Ward	Evanston
GA01351	TT	N/A	1	4th Ward	Evanston

Client List by City Ward

[11/1/2018 - 11/30/2018] Report Date: 11/28/2018

Case #	CW	Client	# FM	City Ward	City
GA01261	TT	N/A	1	5th Ward	Evanston
GA01398	DF	N/A	1	5th Ward	Evanston
GA01198	DF	N/A	1	5th Ward	Evanston
GA01368	DF	N/A	4	5th Ward	Evanston
GA01311	DF	N/A	1	5th Ward	Evanston
GA01379	TT	N/A	4	5th Ward	Evanston
GA00666	DF	N/A	1	5th Ward	Evanston
GA01369	TT	N/A	1	5th Ward	Evanston
GA01382	TT	N/A	5	5th Ward	Evanston
GA01270	TT	N/A	1	5th Ward	Evanston
GA01375	TT	N/A	1	5th Ward	Evanston
GA01377	DF	N/A	1	5th Ward	Evanston
GA01105	TT	N/A	1	5th Ward	Evanston
GA01405	TT	N/A	1	5th Ward	Evanston
GA00798	TT	N/A	5	5th Ward	Evanston
GA01090	DF	N/A	1	5th Ward	Evanston
GA01373	DF	N/A	1	5th Ward	Evanston
GA01348	DF	N/A	1	5th Ward	Evanston
GA00237	DF	N/A	1	5th Ward	Evanston
GA01215	DF	N/A	1	5th Ward	Evanston
GA01048	TT	N/A	1	5th Ward	Evanston
GA01224	RF	N/A	2	5th Ward	Evanston
GA01159	DF	N/A	1	5th Ward	Evanston
GA00336	TT	N/A	1	5th Ward	Evanston
GA00090	TT	N/A	1	5th Ward	Evanston
GA01367	DF	N/A	1	5th Ward	Evanston
GA01409	TT	N/A	4	5th Ward	Evanston
GA01272	TT	N/A	1	5th Ward	Evanston
GA01414	DF	N/A	1	5th Ward	Evanston
GA01003	DF	N/A	2	5th Ward	Evanston
GA01274	DF	N/A	1	7th Ward	Evanston
GA01175	DF	N/A	1	8th Ward	Evanston
GA01315	DF	N/A	1	8th Ward	Evanston
GA01107	RF	N/A	1	8th Ward	Evanston
GA01389	TT	N/A	1	8th Ward	Evanston
GA01262	DF	N/A	1	8th Ward	Evanston
GA01235	TT	N/A	1	8th Ward	Evanston
GA01408	TT	N/A	2	8th Ward	Evanston
GA00132	TT	N/A	1	8th Ward	Evanston
GA01052	RF	N/A	1	8th Ward	Evanston
GA01331	RF	N/A	1	8th Ward	Evanston
GA01358	DF	N/A	1	8th Ward	Evanston
EA00668	IP	N/A	1	8th Ward	Evanston
GA01305	TT	N/A	1	8th Ward	Evanston
GA01394	TT	N/A	1	8th Ward	Evanston
GA01336	TT	N/A	1	8th Ward	Evanston
GA01295	DF	N/A	1	8th Ward	Evanston
GA01291	DF	N/A	1	8th Ward	Evanston
GA01359	TT	N/A	1	8th Ward	Evanston

Client List by City Ward

[11/1/2018 - 11/30/2018] Report Date: 11/28/2018

Case #	CW	Client	# FM	City Ward	City
GA01163	DF	N/A	3	8th Ward	Evanston
GA01401	TT	N/A	2	8th Ward	Evanston
GA01258	TT	N/A	1	8th Ward	Evanston
GA01386	DF	N/A	2	9th Ward	Evanston
GA01381	DF	N/A	3	9th Ward	Evanston
GA01033	RF	N/A	1	9th Ward	Evanston
GA01218	DF	N/A	1	9th Ward	Evanston

Total Records: 105

Total # FM: 135



Memorandum

To: Members of the Human Services Committee

From: Richard Eddington, Chief of Police

Subject: Human Services Committee Report

Date: December 28, 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 35 positive letters and comments received complimenting the department's interactions with the community.

DI # 18-08
DI # 18-09
DI # 18-10
DI # 18-11



Richard Eddington
Chief of Police

EVANSTON POLICE DEPARTMENT
Office of Professional Standards
Departmental Inquiry
September 2018

DI #18-08

Initiated 8/12/18

Completed 9/24/18

Allegation: On August 12 the department's Office of Professional Standards (OPS) received a Complainant Register Form in which the Complainant alleged that on the preceding evening (8/11) Accused Officers One and Two responded unsatisfactorily to her 9-1-1 call regarding a disturbance at her residence, an apartment building in the 1900 block of Ridge Avenue.

If the Complainant's allegation is found to be true, the Accused Officers will have violated departmental rules 2 and 20.

The Incident, per the Complainant

The Complainant stated that on August 11 (11:15 p.m.) she phoned 9-1-1 to report that a group of young people were being disruptive in her apartment building's first-floor common room, an area open at all hours as it is not close to the building's apartments. The Complainant asked the group to relocate, she said, as the common room is for residents' use and only one member of the group claimed to be a resident of the building. The students did not relocate, nor did they comply with the Complainant's request that they provide her their names. Therefore, she said, she phoned 9-1-1 for police assistance in resolving the impasse. Accused Officer One responded initially, followed almost immediately by Accused Officer Two as back-up. Accused Officer One advised the Complainant that the dispute was a civil matter to be taken up with the building's management and provided her with the event number in furtherance of that initiative. He also told her it is not incumbent upon people to provide their names to strangers and/or answer questions posed by them. To resolve the immediate impasse and avoid escalation, Accused Officer One directed the Complainant to leave the common area and return to her apartment. He did not similarly advise the group.

Actions Taken, OPS Sergeant

Following receipt of the Complaint Register the OPS Sergeant on two occasions (8/21 and 8/30) phoned the Complainant, leaving voice mail messages asking that she phone him to discuss her complaint. She did not comply. Meanwhile the Sergeant reviewed video from the officers' body-worn cameras. It showed the Accused Officers making contact with a group of Northwestern University graduate students. The group does not appear to be disorderly in any way, and the officers suggest ways to mediate the situation. As to the Complainant, she is argumentative throughout the incident and

becomes increasingly upset/emotional as the call concludes without any enforcement action being taken against the students.

The Sergeant directed the complaint to Patrol supervision, directing that it investigate the incident and, based upon that investigation, report both findings and recommended disposition of the matter to OPS.

Actions Taken, Patrol Sergeant

Assigned to investigate the incident, the Patrol Sergeant directed Accused Officers One and Two to submit individual memoranda detailing their actions in this incident. Both complied.

Accused Officer One's memorandum states that upon arrival at the apartment building he met with the Complainant. She expressed concern about there being a sizeable group in the common area. Accused Officer One said he respectfully advised that people are allowed to have guests on private property, but also assured her he would address the group—which he thereafter did, finding them to be wearing Northwestern University ID cards and quietly working on what appeared to be school assignments. Accused Officer One explained to the group that disagreement over use of the common room should be brought to the building manager and, he said, suggested it attempt to coexist with the Complainant, offering specific ways to resolve the issue and thereby avoid its escalating into a police matter. Accused Officer One said the group seemed disinterested in speaking with a police officer, asserting merely that the Complainant had been the aggressor.

Accused Officer One said he gave the Complainant an incident card with the event number on it and then explained that no enforcement action could be taken, inasmuch as no crime was being committed. He said he multiple times explained that

- Members of the group did not need to show her their ID.
- The issue—a civil matter—needed to be resolved with building management if building rules were being abused.
- The group had agreed to leave her alone and, aside from that, she had the option of going back to her apartment if she did not want to be near the group.

The Complainant reacted by making statements that had no relevance to the situation, said Accused Officer One. He told her he wouldn't be able to assist her with matters extraneous to the incident at hand and, not wishing to agitate her further, he cleared the scene—while she continued to yell erratic/irrelevant statements after him, from the sidewalk.

The officer concluded his memorandum by stating he was respectful of the Complainant during his entire interaction with her.

Accused Officer Two's memorandum states that on August 11 (11:06 p.m.) he responded to the Complainant's residence to assist Accused Officer One. The Complainant met the officers outside, he said, and escorted them to the common room where approximately 10 people (mostly Asian), were using computers and writing in notebooks. One member of the group advised he lives at the apartment complex and that he and the others are Northwestern University graduate students working on a school project. Members of the group—most of them wearing Northwestern clothing—advised that the Complainant was the aggressor and made multiple racial slurs toward them.

Inasmuch as no crime was being committed, the officers advised the Complainant (and the group) to take their issues to the building manager. The Complainant was displeased that the officers did not make the group leave and/or identify themselves.

Findings/Recommendation, Patrol Sergeant

The Sergeant reviewed the footage from the body cameras worn by the officers, gleaned from it that Accused Officer One responded within two minutes of the Complainant's 9-1-1 call and that Accused Officer Two arrived very shortly thereafter. Accused Officer One listened intently to the Complainant and verbally expressed his thoughts to her as she related the incident, assessing her narrative for violations and possible outcomes. At conclusion he advised her that, on the face of it, the incident appeared to be a civil, not a police, matter. She then led the officers to the group, one member of which identified himself as a resident of the apartment complex. All members of the group had study materials and were wearing student ID/clothing. They clearly were not having a party. Accused Officer One explained to the assembly (Complainant and group) city ordinances relevant to the situation, and announced that there were no apparent violations of those ordinances. He added that, were there any applicable building rules, they should be discussed with the building manager. In sum, the officers were respectful to all while mediating the situation and determining enforcement of city ordinance was not relevant.

Based upon his review of the camera footage and of the individual memoranda submitted individually by the Accused Officers, the Sergeant found the Accused Officers adhered to departmental rules/regulations, policies and procedures in addressing this call for service. He so advised (9/20) his immediate supervisor, a Patrol Commander, and recommended that no further action be taken and that the matter be closed with a disposition of **exonerated**. The Commander concurred (9/20), and so advised the Deputy Chief of Field Operations, who recommended (9/20) a disposition of **exonerated** to the Chief of Police. The Chief of Police approved that disposition (9/24).

Disposition, Accused Officer One: Exonerated
Accused Officer Two: Exonerated

CPAC Disposition, Accused Officer One: Exonerated (6)
Accused Officer Two: Exonerated (6)

kmt

EVANSTON POLICE DEPARTMENT
Office of Professional Standards
Departmental Inquiry
October 2018

DI #18-09

Initiated 8/28/18

Completed 10/24/18

Allegation: On August 28 the Complainant submitted to the department's Office of Professional Standards (OPS) a Complainant Register Form alleging the Accused Officer responded (8/27) unsatisfactorily to her being battered in an apartment in the 2300 block of Noyes Court. Specifically, the Accused Officer failed to arrest her attacker, who was on the premises.

If the allegation is true, the Accused Officer will have violated departmental rules 1, 2, 4 and 20.

The Incident, per the Complainant

The Complainant stated she does not live in the apartment in which the incident occurred, though in August she was staying there at the Alleged Offender's request. On the morning of August 27 the Complainant and the Alleged Offender engaged in an argument that turned physical when, the Complainant alleges, the Alleged Offender slapped the Complainant's face. The Complainant reported the attack to the police and the Accused Officer responded. He interviewed the Complainant, the Alleged Offender, and the latter's husband and her step-daughter [both of whom were in the apartment at the time of the argument.] The Accused Officer then advised the Complainant he would not be making an arrest because (1) she had no visible injury, (2) the Alleged Offender denied slapping the Complainant, and (3) both the husband and the step-daughter denied seeing the alleged battery. The Accused Officer's decision displeased the Complainant, who wished to pursue charges. She therefore phoned 9-1-1 and requested that a supervisor respond to mediate. The supervisor who complied found the Accused Officer's actions and decision to be appropriate.

Actions Taken, OPS Sergeant

The OPS Sergeant spoke (8/29) by phone with the Complainant, who reiterated her allegations and added that the Alleged Offender also injured her step-daughter on the morning of 8/27, hitting her in the head with an ironing board and thereby drawing blood. The step-daughter decided the injury was an accident, however, and does not wish to pursue charges. The Complainant stated she believes the step-daughter witnessed the battery, and that the husband heard it. During their phone conversation the Complainant told the OPS Sergeant that the Accused Officer was "rough" and "took his power too far," treating her unfairly by not arresting the alleged offender and,

instead, threatening to arrest the Complainant if she did not "calm down." .She suggested the officer requires anger-management training.

The OPS Sergeant reviewed Dispatch audio and found that both the Complainant and the Alleged Offender phoned 9-1-1, the latter to request that an unwanted person be removed from her home. As for the Complainant, she phoned twice, first to state she was hit and injured, but did not want an ambulance, and secondly to name the Alleged Offender, whom she wanted arrested. During her second call the Complainant said the Accused Officer had threatened her with arrest, requested that a supervisor respond, and stated she wanted to press charges.

The OPS Sergeant reviewed the body-worn cameras of the Accused Officer, two assist officers, and the responding supervisor, thereby gleaning the following information.

Accused Officer's camera: The Complainant admits to having been drinking and to being upset. The Accused Officer responds that he will lock people up if they upset him. About 10 minutes into the video the step-daughter states her stepmother purposely hit her on the head with an ironing board, then amends her statement, calling it an accident and saying she doesn't want her stepmother arrested. The stepmother interjects a denial, saying she didn't hit her step-daughter. The Complainant objects to the Accused Officer's not arresting the Alleged Offender despite knowing that two people have been hit. The Accused Officer threatens to arrest the Complainant for being disruptive and explains that he will be submitting a report for follow-up. The Complainant requests a supervisor and a supervisor responds. The Accused Officer mutes his camera while waiting for the supervisor and meeting with her.

Assist Officer One's camera: The step-daughter explains that the Alleged Offender is her stepmother and shows the officer the injury to her head. The Alleged Offender denies battering her step-daughter. The Complainant states that the Alleged Offender is violent and complains about there being no arrest. The Accused Officer warns the Complainant that she can be arrested for being disruptive, and suggests she leave. Assist Officer One mutes his body-worn camera while in the presence of the responding supervisor.

Assist Officer Two's camera: The step-daughter steps into the hallway and shows her injury to the Complainant, making mention of pressing charges.

Supervisor's camera: Despite the Complainant's being adamant about an arrest being made, the supervisor decides that, due to conflicting stories and no injury, an arrest will not be made. The incident will be followed up by a domestic violence detective, however. The Complainant indicates she will get an order of protection against the alleged offender.

The OPS Sergeant also reviewed the incident report filed by the Accused Officer and a supplemental report filed by a domestic-violence detective. **The Accused Officer's incident report** states the Complainant was irate, loud, and appeared to be intoxicated, all of which made it difficult to gather pertinent information. She alleged the offender slapped her on the right side of the face, but no injuries were visible. She refused medical attention. The Alleged Offender stated the incident was totally verbal, *i.e.*, she denied striking the Complainant. The Alleged Offender's husband and step-daughter were in the apartment at the time of the quarrel, but denied witnessing it. The Accused Officer advised the Complainant that, due to conflicting stories and no sign of injury, no arrest would be made. The Complainant requested that a supervisor respond, and a supervisor complied. She upheld the Accused Officer's decision not to arrest, but assured the Complainant that a report would be generated and a domestic-violence detective would follow up on it and file a supplemental report.

The supplemental report states that, because the Alleged Offender has medical issues, the detective interviewed her at her residence. He advised her of her Miranda rights. During the ensuing interview (which she refused to allow to be recorded) the Alleged Offender admitted to verbally pressuring the Complainant to bond-out her jailed son, who is the Complainant's boyfriend. However, she denied physically assaulting the Complainant. The Alleged Offender's husband and step-daughter, each of whom was in the apartment at the time of the incident, both confirmed that a verbal argument occurred but denied witnessing a battery. Both expressed a desire not to be contacted further. No arrest was made.

On September 6 the OPS Sergeant phoned the Complainant to update her on the fact that the witnesses advised the domestic-violence detective they did not see anything and preferred not to be involved. The Complainant responded by reiterating her opinion that the Alleged Offender should have been arrested, *i.e.*, the Accused Officer did not do his job, and by reminding the OPS Sergeant that two people were assaulted, though only one (the Complainant) is willing to pursue charges. The OPS Sergeant assured her he would continue the complaint process.

On September 13 the OPS Sergeant individually contacted the Alleged Offender's husband and step-daughter by phone, to ascertain whether either could recall anything more that might aid the investigation. Neither had anything to add, nor did either have a complaint regarding officer conduct. The OPS Sergeant therefore recommended to the Chief of Police that the matter be pursued as a Departmental Inquiry. The Chief of Police approved (9/19) that recommendation and, accordingly, the OPS Sergeant directed (9/19) the Field Operations Division to (1) have the Accused Officer submit a memorandum detailing his involvement in this incident, (2) review the OPS investigation, and (3) provide a recommended disposition.

Findings/Recommendation, Patrol Sergeant

The Patrol Sergeant assigned to review the OPS investigation advised the Accused Officer of the complaint and, in response, the officer authored a memorandum in which he recalled that on August 27 he was dispatched to a domestic disturbance in the 2300 block of Noyes Court. There he was met by the Complainant—irate, loud, and apparently intoxicated—who reported that, following a night of drinking together, she and the Alleged Offender engaged in a verbal dispute during which the offender slapped the Complainant on the right side of the face. Though the Accused Officer observed no sign of injury he offered the Complainant medical attention, which she refused.

The Alleged Offender—also irate, loud and apparently intoxicated—confirmed the verbal dispute but denied striking the Complainant. Two other occupants of the apartment (the Alleged Offender’s husband and her step-daughter) reported they did not witness the alleged battery.

The Accused Officer informed the Complainant that no arrest would be made due to conflicting stories and no sign of injury. She insisted upon signing a complaint and requested a supervisor. The supervisor who responded concurred with the officer’s assessment that there was not sufficient probable cause for arrest, but assured the Complainant that a report would be generated, to be followed up with investigation by a domestic-violence detective. [Note: The detective concurred (9/11) there was not enough evidence to make an arrest. Accordingly the case was “closed” with “no prosecution.”]

Based upon the foregoing the Patrol Sergeant advised his immediate supervisor, a Patrol Commander, that further action was unnecessary. He recommended (10/08) the matter be closed with a disposition of **Not Sustained**.

Concurring that no information or evidence has been presented to indicate the Accused Officer transgressed any departmental rule/policy, the Commander so advised her immediate supervisor, the Deputy Chief of Field Operations, and recommended (10/23) a disposition of **Not Sustained**. Concurring, the Deputy Chief recommended (10/23) a disposition of **Not Sustained** to the Chief of Police, who approved that disposition (10/24).

Disposition, Not Sustained
CPAC Disposition, Not Sustained (6)

kmt

EVANSTON POLICE DEPARTMENT
Office of Professional Standards
Departmental Inquiry
November 2018

DI #18-10

Initiated 9/07/18

Completed 11/13/18

Allegation: On September 13 the department's Office of Professional Standards (OPS) received a Complaint Register Form dated September 7 and submitted by the Complainant to the city's Human Resources Department [which date-stamped it September 10.] The complaint alleged that shortly after Midnight on September 7 the Accused Officer erroneously detained the Complainant in a traffic stop [two stop-sign violations] and erroneously searched his vehicle after asserting that it "smelled of weed." Following the search, said the Complainant, he discovered \$10.00 USC was missing from his vehicle.

If the allegations are true, the Accused Officer will have violated departmental rules 1 and/or 2.

**The Incident, per the Incident Report
(authored by the Accused Officer)**

On September 7 the Accused Officer effected a traffic stop against the Complainant after observing that his vehicle failed to come to a complete stop at Custer and Oakton and then again at Callan and South Boulevard. While speaking with the Complainant the Accused Officer detected an odor of burnt cannabis emanating from the vehicle and observed a small amount of cannabis residue on its center console. Consequently, the Accused Officer directed the Complainant to step out of the vehicle and provide an explanation. Instead of complying, the Complainant requested that a supervisor respond. A Sergeant responded, at which time the Complainant complied with the Accused Officer's directive. Asked if he had any weapons he responded that he had a screwdriver in his pocket. The Accused Officer recovered the screwdriver, but did not recover any cannabis from the Complainant's person or vehicle. The Accused Officer issued a verbal warning. The Complainant told the officer he was going to make a complaint and requested the officer's name and badge number, which were provided.

Actions Taken, OPS Sergeant

On September 13 the OPS Sergeant phoned the Complainant to confirm receipt of his complaint [which the Complainant claimed to have delivered to the police station, not to Human Resources] and to interview him regarding the incident's particulars. During their conversation, the Complainant retracted a portion of his complaint, stating he subsequently found the missing \$10.00 USC in the arm-rest of his vehicle.

DI #18-10
November 2018
page 2

During this **phone interview** the Complainant alleged that the September 7th traffic stop was unjustified and, in fact, was an instance of profiling and harassment. He said he challenged the Accused Officer's assertion that the Complainant's vehicle "smelled like weed" and requested that a supervisor respond to mediate. The responding supervisor affirmed the Accused Officer's assessment. The Complainant was not issued any citations.

The Complainant further stated that, when he came to the police station to complain about the incident, he was upset and somewhat loud. A white male officer with a beard walked up to him, made a sarcastic comment about his being "scary" and told him to quiet down. The Complainant said he responded by offering to "meet with" the officer whenever he was off duty. The Complainant noted that while he was at the station he encountered Witness Officer One, whom he invited to smell the car for weed. The officer complied, stated the Complainant, and affirmed it did not smell of weed.

On the evening of October 9 the OPS Sergeant conducted an **audio-taped interview of Witness Officer One**, who recalled that on September 7 the Complainant engaged him in conversation while the Witness Officer was seated in a marked squad in front of the station, windows down, working on a report of an unrelated incident. The Complainant—sometimes standing near the stairs leading to the lobby of the building and sometimes sitting on his car, parked in front of the station—told the Witness Officer of the traffic stop, said he questioned its validity, stated he doesn't believe there was a smell of weed coming from his car, and noted he wanted to get his screwdriver back from Property. The Complainant invited the Witness Officer to smell his car and see if *he* detected an odor of cannabis. The Witness Officer said he remained seated in his vehicle and declined to smell the Complainant's vehicle and/or offer an opinion.

Throughout September the OPS Sergeant phoned the Complainant multiple times [e.g., 9/14, 9/17 (twice), 9/18, 9/21], leaving a voice message each time, and e-mailed him several times, all without eliciting a response. Consequently the Sergeant never has been able to arrange for the Complainant to notarize the complaint register form he turned in, nor has the OPS Sergeant been able to conduct an audiotape interview of the Complainant.

Given the above situation, on October 25 the OPS Sergeant recommended to the Chief of Police that the complaint be pursued as a Departmental Inquiry rather than a Complaint Register. The Chief of Police approved (10/25) that recommendation and, accordingly, the OPS Sergeant directed (10/26) the Field Operations Division to (1) have the Accused Officer submit a memorandum detailing his involvement in the incident, (2) review the OPS investigation, and (3) provide a recommended disposition.

Findings/Recommendation, Patrol Sergeant

Assigned to review the OPS investigation, the Patrol Sergeant advised the Accused Officer of the complaint and directed him to submit a memorandum delineating his recollection of the incident. The officer complied. **The Accused Officer's memorandum** states that on September 7 he effected the traffic stop [failure to stop at multiple stop signs] of a vehicle driven by the Complainant. During the stop he detected an odor of burnt cannabis coming from the vehicle and observed a small amount of cannabis residue on its center console. Based on this he conducted a probable cause search of both person and vehicle, with negative results. The Accused Officer noted that he had no prior contact with the Complainant and learned of his identity only when the Complainant provided ID during the stop.

The Patrol Sergeant reviewed the in-car camera footage and found that it clearly shows the Complainant failed to come to a complete stop at either stop sign. The Accused Officer gave the Complainant a warning for his traffic violations, although harsher enforcement options were available. Further, noted the Patrol Sergeant, he himself was on-scene during the incident and personally detected an odor of burnt cannabis emanating from the vehicle, as well as observed the presence of cannabis residue inside the vehicle.

"Most importantly," noted the Patrol Sergeant, the Complainant failed to cooperate with the OPS investigation

in a meaningful manner by refusing to respond to numerous attempts to reach him in order to notarize the complaint or conduct an audiotaped interview. I place significant weight upon this fact.

Based upon the foregoing, the Patrol Sergeant found no basis for the Complainant's allegations and no rule violations by the Accused Officer. He therefore recommended (11/07) to his immediate supervisor, a Patrol Commander, that no further action be taken and that the matter be classified "**SOL, due to the Complainant's failure to cooperate further.**" Concurring, the Patrol Commander so advised (11/12) her immediate supervisor, the Deputy Chief of Field Operations, who recommended (11/13) a disposition of **SOL - Complainant failed to cooperate further** to the Chief of Police, who approved that disposition (11/13).

Disposition, SOL - Complainant failed to cooperate further
CPAC Disposition, SOL- Complainant failed to cooperate further (4)
Not Sustained (1)
Exonerated (1)

kmt

EVANSTON POLICE DEPARTMENT
Office of Professional Standards
Departmental Inquiry
November 2018

DI #18-11

Initiated 9/14/18

Completed 11/12/18

Allegation: On September 14 the Complainant submitted a Complaint Register Form to the department's Office of Professional Standards (OPS) alleging that on that date Accused Officers One and Two bothered him for no reason, laughing and giggling as they "stalked" and followed him in the Dempster/Dodge area.

If the allegations are true, the Accused Officers will have violated departmental rules 1 and/or 2.

The Incident, per the Complainant

The Complainant stated he was in the drive-through lane at the Dempster/Dodge McDonald's when Accused Officers One and Two pulled up beside him in car #43, rolled down the window, looked all around his vehicle, laughing and giggling, then pulled away and parked in the nearby Starbucks lot, waiting for him to exit, the Complainant surmised. Instead of leaving the Complainant walked toward the squad, saying, "Y'all stalking me" as he walked and using his cell phone to record the encounter. The officers pulled out of the lot and drove north on Dodge before turning left onto Greenwood. The Complainant said he then drove to the police station and spoke with a sergeant on duty at the sergeants' desk off the lobby. The sergeant recorded their conversation, said he would speak with the officers, and had the Complainant fill out a Complaint Register Form, which the Sergeant then forwarded to OPS, neither witnessed nor notarized.

Actions Taken, OPS Sergeant

The OPS Sergeant reviewed Accused Officer One's body-worn camera video, which captured the event in question. Accused Officer One, seated in the passenger seat, can be heard to say, "I just turned on." The Complainant can be heard faintly in the background. Laughing is heard within the police car. Accused Officer One states, "Hold it; I'm still on." Then the device mutes. The Sergeant also reviewed the body-worn camera video that was recorded at the sergeant's desk off the lobby.

On October 1 the OPS Sergeant ascertained from Starbucks management that it had no relevant exterior video surveillance. On October 3, he recovered from the Dempster/Dodge McDonald's, a thumb drive of September 14th surveillance that captured both the Complainant's vehicle and police squad #43 in the McDonald's lot. The footage shows the Complainant's vehicle driving north from the lot at 00:55:52, past Starbucks, and then turning east (00:56:08). On October 4, the OPS Sergeant recovered a disc of surveillance video from a city camera at Dodge/Dempster. It shows an Evanston squad car driving south on Dodge on September 14 (00:53:24), stopping at Dempster, then turning west. A couple minutes later (00:55:37) the same vehicle drives east on Dempster, then continues north on Dodge and drives into the Starbucks

lot with its lights turned off. A minute after that (00:56:25) the Complainant's vehicle parks in the lot north of Starbucks. A person (possibly the Complainant) exits and walks south. Meanwhile the police vehicle exits (00:57:03) Starbucks, travels east on Dempster, then turning north at Dodge. The presumed Complainant stands on the NW corner of Dodge/Dempster while the police vehicle drives north on Dodge before turning west on Greenwood. No camera footage shows the officers interacting with the Complainant.

On Friday, September 14, the OPS Sergeant phoned the Complainant to confirm receipt of his complaint form and to request a copy of his alleged cell-phone video. The OPS Sergeant asked that the Complainant come to the police station for an interview, the Complainant agreed, and the Sergeant said he would phone again on Monday (9/17) to firm up an appointment.

Subsequently the OPS Sergeant phoned the Complainant twice on 9/17, once on 9/18, once on 9/21 and once on 10/24, leaving a voice message each time. Additionally, he sent an e-mail on 9/17. The Complainant responded to none of these communications. Consequently the Sergeant never has been able to arrange for the Complainant to notarize the complaint register form he turned in, nor has the OPS Sergeant been able to conduct an audiotape interview of the Complainant.

Given the above situation, the OPS Sergeant recommended (10/25) to the Chief of Police that the complaint be pursued as a Departmental Inquiry rather than as a Complaint Register. The Chief of Police approved (10/25) that recommendation and, accordingly, the OPS Sergeant directed (10/26) the Field Operations Division to (1) have each of the Accused Officers submit a memorandum detailing his involvement in the incident and indicating whether or not he was aware of the Complainant's identity at the time of the encounter, (2) review the OPS investigation, and (3) provide a recommended disposition.

Findings/Recommendation, Patrol Sergeant

Assigned to review the OPS investigation, the Patrol Sergeant advised the Accused Officers of the complaint and directed them to submit individual memoranda delineating their recollections of the incident. The officers complied. **Accused Officer One's memorandum** (dated 11/06) states that on September 14 his partner, Accused Officer Two, drove their marked squad onto Dempster Street from the Starbucks parking lot (1901 Dempster) and traveled eastbound toward Dodge, where the vehicle was detained by a red light. As the officers waited for the light to change a man walked toward their squad from the Starbucks parking lot. He did not appear to be flagging them down, nor did he seem to be in need of police assistance. Instead, he appeared to be videotaping the officers with his cell phone. In response, stated Accused Officer One, he activated his body-worn camera. Simultaneously the traffic light turned green and the officers proceeded through the intersection without conversing with the

DI #18-11
November 2018
page 3

Complainant, of whom Accused Officer One noted, ""Prior to this incident, we did not have any other encounters with [the Complainant] or knowledge that he was in the area."

Accused Officer Two's memorandum parallels that of his partner. It states that Accused Officer Two drove the marked squad from the Starbucks lot, where it had been parked. Turning eastbound onto Dempster, he said, he drove to Dodge, where he was detained by a red light. At that point a man (later identified as the Complainant) walked up to the northwest sidewalk of the intersection and from that vantage point began videotaping the officers. Since he was not flagging them down or in need of their assistance, the Accused Officers did not have any conversation or direct contact with him, said Accused Officer Two, noting that he turned left without incident and drove north on Dodge. He further noted that prior to this incident he and his partner had no other encounters with the Complainant, nor did they have knowledge the Complainant was in the area.

Based upon the materials provided by the OPS Sergeant and the officers' memoranda detailing their recollections of the incident, the Patrol Sergeant found no basis for the Complainant's allegations, *i.e.*, he found no violation of rule 1 or rule 2 by either Accused Officer One or Accused Officer Two. The Patrol Sergeant therefore recommended (11/07) to his immediate supervisor, a Patrol Commander, that no further action be taken and that the matter be closed with a disposition of **unfounded**. Concurring, the Patrol Commander so advised (11/11) her immediate supervisor, the Deputy Chief of Field Operations, who recommended (11/12) a disposition of **unfounded** to the Chief of Police, who approved that disposition (11/12).

Disposition: Accused Officer One, Unfounded
Accused Officer Two, Unfounded
CPAC Disposition: Accused Officer One, Unfounded (6)
Accused Officer Two, Unfounded (6)

kmt

Human Service Committee
January 7, 2019

PENDING COMPLAINT REGISTERS

(EFFECTIVE 12-28-2018)

CASE NUMBER	DATE INITIATED	CHARGE	STATUS
CR 18-02	11/05/18	Excessive Force	Pending

PENDING DEPARTMENTAL INQUIRIES

(EFFECTIVE 12-28-2018)

CASE NUMBER	DATE INITIATED	CHARGE	STATUS
DI 18-12	09/23/18	Failure to Provide a Duty	Pending
DI 18-13	10/08/18	Incompetence or Inefficiency	Pending

Human Service Committee
 January 7, 2019

**COMPLETED COMPLAINT REGISTERS
 (EFFECTIVE 12-28-2018)**

Case Number	Charge	Date Initiated	Date Completed	Disposition
CR 18-01	Unnecessary Force	9/17/18	9/28/18	Withdrawn

**COMPLETED DEPARTMENTAL INQUIRIES
 (EFFECTIVE 12-28-2018)**

Case Number	Charge	Date Initiated	Date Completed	Disposition
DI 18-01	Failure to perform Duty	02/13/2018	03/07/2018	Unfounded
DI 18-02	Harassment	02/16/2018	03/29/2018	Exonerated
DI 18-03	Excessive Force	01/23/2018	04/21/2018	Exonerated
DI 18-04	Disrespectful Behavior	02/02/2018	04/04/2018	Unfounded
DI 18-05	Incompetency Inefficiency	02/15/2018	04/16/2018	Sustained
DI 18-06	Disrespectful Behavior	03/19/2018	04/03/2018	Exonerated
DI 18-07	Disrespectful Behavior	05/04/2018	06/28/2018	Not Sustained
DI 18-08	Failure to provide Prompt, correct or Courteous service.	08/12/2018	09/26/2018	Exonerated
DI 18-09	Failure to perform a Duty	08/29/2018	10/24/2018	Not Sustained
DI 18-10	Impeding the Department Goals or Mission.	09/07/2018	11/13/2018	SOL
DI 18-11	Impeding the Department goals or Mission.	09/14/2018	11/12/2018	Unfounded

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

Human Service Committee
January 7, 2019

LETTERS

&

INFORMATION

Christmas SHINES ITS miracle IN OUR hearts.

Psalm 91 PRAYER OF PROTECTION FOR EVANSTON POLICE DEPARTMENT

The whole Evanston Police Department, staff, families and friends, shall remain stable and fixed under the shadow of the Almighty, whose power no foe can withstand!

All of you, shall remain stable and fixed emotionally, mentally, intellectually, physically, relationally + spiritually in work, family, friends + all other environments, whether on land, roads, in the air, in a boat.

No bullet, knife, torpedo has your names on it.

No bomb, storm, tornado has your names on it.

No lie can deceive you.

No criminal can harm you, your family, friends + pets.

No winds of adversity has your names on it.

A thousand may fall at your side + ten thousand at your right hand, but, it (gunfire, chemical warfare, bomb, tornado, flood, enemy attack...etc) shall not come near any of you, your family, + friends + pets. (Psalm 91)

No weapon formed against you will prosper. (Isaiah 54:17)

This has been my prayer since 9/21/17 + continuing. -for this great city!

Happy, safe + peaceful holiday celebrations to you all!

Yours truly -

December 12, 2018

When they saw him,
they worshipped him.

MATTHEW 28:17



12/15/18

To the
terrific
Euauston
Police Dept.

From our
family
to you all

Thank you
for a job
well done!



MIDTOWN
ATHLETIC CLUB

Swim Coach

midtown.com

[REDACTED]
[REDACTED]
Evanston, Illinois 60201

December 7, 2018

Mrs. Richard Eddington, Chief
Evanston Police Dept.
1454 Elmwood
Evanston, IL 60201

Subject: Sergeant Chelsea Brown #4

Dear Chief Eddington:

I am writing today to commend
Sergeant Chelsea Brown. On October 31,
2018, my 85-year old fiancée, Guergen
Roennan suddenly stopped breathing
in my condo at the above address.

My immediate reaction was to call
911. The paramedics arrived very
quickly and administered CPR for
30 minutes - sadly, to no avail.
One of the paramedics explained
that the police had to be called and
that they would stay with me until
the police arrived.

②
Once several of them arrived at my
condo, most of my interaction was
with Sergeant Chelsea Brown. I
regret that in my state of mind,
I did not get the name of her
partners. I want to express my
gratitude to Sergeant Brown during
this most traumatic event for me
on October 31. She was very professional,
considerate, thoughtful, patient and
sensitive to my situation. She took
the time to explain every step required
to facilitate the pick up of my fiancée's
body to a funeral home on Central St,
so that his son, who lives in Texas
could authorize it.

I firmly believe Sgt. Brown is
ideally suited for her position with
the Evanston Police Dept. Please
recognize her for her efforts. I
will always be grateful for her
kindness at such a difficult
time for me. Sincerely,

[REDACTED]
Sergeant Chelsea Brown, Officer Brian Rowell, Officer Michael Scheck

Officer Alexander,

December 2018

I just wanted to take this time to thank you for all that you did for me when I was in the Evanston city jail on the weekend of November 24th. I have never been in a situation like that in my life and I accept responsibility for my actions. You may not even know it, but you helped me get through that difficult time just by talking to me and informing me about what was going to happen to the best of your knowledge. In a way, you were my guardian angel because I do not know how I would have made it through the weekend without having someone to talk to. I cannot thank you enough and I wish you all the best in the future.

Sincerely





12/15/18

To the
terrific
Evanston
Police Dept.

From our
family
to you all.

Thank you
for a job
well done!

[Redacted signature area]

MIDTOWN
ATHLETIC CLUB

[Redacted address area]



LINCOLNWOOD POLICE DEPARTMENT

6900 N. Lincoln Avenue, Lincolnwood, IL 60712

(847) 673-2167

Jason S. Parrott
Chief of Police

November 29, 2018

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

Dear Chief Eddington:

I would like to express my appreciation for the assistance provided by Sergeant Scott Sophier and Officers Mark VanDermeir, Dan Keeler and Rich Tyson of your department. On Tuesday, November 20, 2018, Lincolnwood Police Officers were dispatched to the scene of an auto accident at Lincoln and Arthur Avenues.

Upon arrival, officers located a vehicle which was struck by another vehicle traveling at a high rate of speed. The damage to the vehicle was substantial and the driver sustained serious injuries along with having to be extricated from the vehicle. It was unclear whether the driver would survive based on the magnitude of the scene. The decision was then made to request a callout for the Major Crash Assistance Team (MCAT).

The professionalism, investigative assistance and dedication of the personnel who responded to assist with this incident was exemplary. Please express my appreciation to your personnel for the assistance provided to members of our Department during this major accident.

Sincerely,

Jason S. Parrott
Chief of Police

DEAR CHIEF EDDINGTON
AND ALL THE EPD,

IN CELEBRATION OF THE HOLIDAY OF CHANUKAH, THE FESTIVAL OF LIGHTS, WE ARE PLEASED TO SHARE SOUFGANIOT (JELLY DONUTS) WITH YOU. THE HISTORY IS IN THE SECOND CENTURY B.C.E., THE HOLY LAND WAS RULED BY THE SELEUCIDS (SYRIAN GREEKS), WHO TRIED TO FORCE THE PEOPLE OF ISRAEL TO ACCEPT GREEK CULTURE & BELIEFS INSTEAD OF TRADITIONAL MITZVAH (GOOD DEEDS) OBSERVANCE AND BELIEF IN G-D. AGAINST ALL ODDS, A SMALL BAND OF FAITHFUL JEWS LED BY JUDAH THE MACCABEE (& HIS FATHER MATATHIAS & BROTHERS), DEFEATED THE ARMY, DROVE THE GREEKS FROM THE LAND, RECLAIMED THE HOLY TEMPLE IN JERUSALEM, & REDEDICATED IT TO THE SERVICE OF G-D.

WHEN THEY SOUGHT TO LIGHT THE TEMPLE'S MENORAH (7 BRANCHED CANDELABRUM), THEY FOUND ONLY A SINGLE CRUSE OF OLIVE OIL THAT HAD ESCAPED CONTAMINATION BY THE GREEKS. THEY LIT THE MENORAH & THE 1 DAY SUPPLY OF OIL MIRACULOUSLY LASTED FOR 8 DAYS, UNTIL NEW OIL COULD BE PREPARED WITH RITUAL PURITY.

IN COMMEMORATION, THE SAGES INSTITUTED THE FESTIVAL OF CHANUKAH, WHICH HAS BEEN OBSERVED EVER SINCE, AS INSCRIBED IN THE BOOK OF MACCABEES.

MOST IMPORTANT IS THE NIGHTLY MENORAH LIGHTING. THE SHAMASH (ATTENDANT) IS USED TO KINDLE THE OTHER SLIGHTS, AN ADDITIONAL LIGHT ON EACH OF THE 8 NIGHTS.

SINCE THE CHANUKAH MIRACLE INVOLVED OIL, IT IS CUSTOMARY TO EAT FOODS FRIED IN OIL, EITHER THE CLASSIC POTATO LATKES (PANCAKES) OF JELLY FILLED SUFGANIOT (DOUGHNUTS).

May this season
of light fill your
heart and home
with happiness.

WE HOPE YOU ENJOY THE
RASPBERRY JELLY, CUSTARD,
CARMEL, OR CHOCOLATE
SOUFGANIOT.

THANKS FOR ALL YOUR SERVICE.

BEST REGARDS,

EVENING SUNDAY DEC 2 -
EVENING MONDAY DEC 10.

Police Employee Commendation Form [#76]

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

Nov 26, 2018 10:26 PM

Date of contact with employee: * Friday, November 23, 2018

Approximate time of contact with employee: * 6:30:00 PM

Employee name if known: **Officer Drengenberg**

Badge or employee number if known: 1540

Check All That Apply *

- Made a report at police station

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

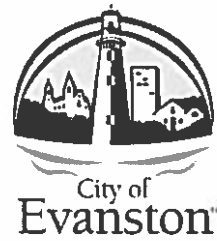
I came to report the theft of my briefcase by a Lyft driver. Officer Drengenberg was patient, professional, and took my report seriously. He attempted to reach the driver with a number I provided in my presence, but was unsuccessful. He explained how the matter would be handled from there and how long I should expect it to take. However, within minutes of my leaving the station, he called to tell me that he had reached the driver by phone and that the driver had agreed to drop off the briefcase later that evening. I picked up the briefcase the next morning but didn't have the opportunity to thank Officer Drengenberg personally. I have had many other positive experiences with the EPD, such as when a homeless person was sleeping in the lobby of my former condo building. The police responded quickly and were very respectful toward the homeless woman rather than becoming aggressive or shaming. I have also had very positive experiences with the Problem Solving Team. I simply wanted to express my appreciation for the excellent work you do. In these troubled times, I am even more appreciative of your service to the Evanston community. Thank you and happy holidays!!

Your Name [REDACTED]

Your Address [REDACTED]
Evanston, IL [REDACTED]
United States

Your Email Address [REDACTED]

Your Phone Number [REDACTED]



COMPLIMENTARY EMAIL OR COMMUNICATION FOR A MEMBER(S)

DATE OF COMPLIMENT: 11/21/2018

CALLER: [Click here to enter text.](#)

ADDRESS/ EMAIL: [Click here to enter text.](#)

COMPLIMENTING PRAISEWORTHY WORK BY: **Officer Jeffrey Appelt and Officer Cesar Galindo**

REFERENCE: EPD received a Tweet stating, "Just had a very positive experience with two of your officers. They helped with a sensitive subject and were professional and compassionate. I did not get their names but wanted to say thanks."

SUBMITTED BY: Michelle Smith

CC: Shift File
Administration Personnel File
Officer/ Staff Member
HR Personnel File



COMPLIMENTARY EMAIL OR COMMUNICATION FOR A MEMBER(S)

DATE OF COMPLIMENT: 11/15/2018

CALLER: [REDACTED]

ADDRESS/ EMAIL: [Click here to enter text.](#)

COMPLIMENTING PRAISEWORTHY WORK BY: Officer Amin Virani

REFERENCE: I would like in this letter to offer gratitude to the Evanston police who demonstrated the utmost in professional conduct. They were punctual, thorough, concerned, and stately in every way. They demonstrated professional conduct far and above my expectations and they deserve many thanks.

Evanston is an upstanding community and the officer acted in accordance with this.

Thank you for your time,

SUBMITTED BY: Michelle Smith

CC: Shift File


Administration Personnel File

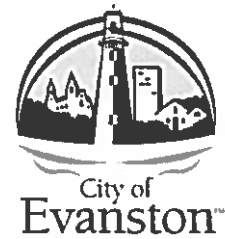
Officer/ Staff Member

HR Personnel File

Thank you sincerely for sharing our sorrow.
Your kindness is deeply appreciated
and will always be remembered.

The Family of


*Thank you for the beautiful
peace lily plant that was
sent to us in remembrance
of our dad. He was very proud
of the 35 years he spent as an
Evanston police officer.*




COMPLIMENTARY EMAIL OR COMMUNICATION FOR A MEMBER(S)

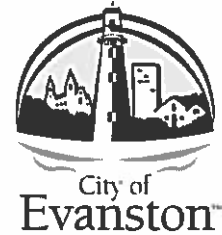
DATE OF COMPLIMENT: 11/14/2018

CALLER: [REDACTED]

ADDRESS/ EMAIL: [Click here to enter text.](#)

COMPLIMENTING PRAISEWORTHY WORK BY: Officers Daniel Keeler, Ervin DeLeon, Nathaniel Basner, and Sergeant Larry Miller

REFERENCE: Please convey my sincere thanks to Officers Keeler, DeLeon and Basner, and I thank you for serving as our color guard for JourneyCare's Veterans Day programs at Three Crowns, The Mather and Westminster Place over Veterans Day weekend. Your dignified presence conveys great respect for the senior veteran residents in these residences, and it's a wonderful way for the Evanston PD to exhibit yet another way in which you are serving your community. The residents most definitely were impressed to have you there. I'm very grateful to have the support and partnership of the Evanston Police Department in this worthy endeavor. I wish you and your department a most joyous Thanksgiving. You are one of the many blessings for which I'll be giving thanks!



COMPLIMENTARY EMAIL OR COMMUNICATION FOR A MEMBER(S)

DATE OF COMPLIMENT: 11/5/2018

CALLER: [REDACTED]

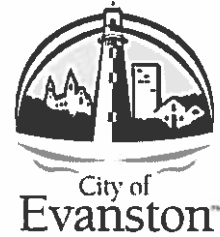
ADDRESS/ EMAIL: [Click here to enter text.](#)

COMPLIMENTING PRAISEWORTHY WORK BY: Officer Jeffrey Appelt and Officer Nicholas Curran

REFERENCE: Caller left a message stating she had an incident regarding her son who did not come home from school. She was panicking and called the police for assistance. She says, "Thank God, we found him." She said that she wants to express her appreciation for the very hard work and dedication of the officers. They were able to calm her down. She said, "Thank you and have a blessed day".

SUBMITTED BY: Michelle Smith

CC: Shift File
Administration Personnel File
Officer/ Staff Member
HR Personnel File



COMPLIMENTARY EMAIL OR COMMUNICATION FOR A MEMBER(S)

DATE OF COMPLIMENT: 11/1/2018

CALLER: [REDACTED]

ADDRESS/ EMAIL: [Click here to enter text.](#)

COMPLIMENTING PRAISEWORTHY WORK BY: EPD

REFERENCE: Caller says, "Thank you!" She appreciates the EPD Officers driving along the street with their squad car lights on while kids were out last night trick-or-treating; some of the kids even went to the police cars and talked with the officers. She said this is a good way for the kids to interact with the police and her whole neighborhood is talking about how great it was. She hopes EPD continues to do this.

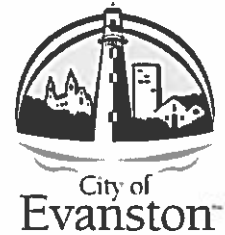
SUBMITTED BY: Michelle Smith

CC: Shift File

Administration Personnel File

Officer/ Staff Member

HR Personnel File



COMPLIMENTARY EMAIL OR COMMUNICATION FOR A MEMBER(S)

DATE OF COMPLIMENT: 10/29/2018

CALLER: Rabbi [REDACTED]

ADDRESS/ EMAIL: [Click here to enter text.](#)

COMPLIMENTING PRAISEWORTHY WORK BY: EPD

REFERENCE: Rabbi [REDACTED], of the Beth Emet synagogue left a voice message thanking Evanston Police Department for sending a patrol car to park in their lot this past weekend, in the wake of a synagogue shooting in Pittsburg.

SUBMITTED BY: Michelle Smith

CC: Shift File
Administration Personnel File
Officer/ Staff Member
HR Personnel File

Dear EVANSTON

Police Officers,
MURPHY

Thank you for
helping our town!

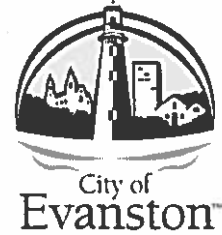
LEVIE FISH
LOLAI

SON
KIMBERLY

LOVE

The School for Little
Children Blue Room





COMPLIMENTARY EMAIL OR COMMUNICATION FOR A MEMBER(S)

DATE OF COMPLIMENT: 10/29/2018

CALLER: Rabbi [REDACTED]

ADDRESS/ EMAIL: [Click here to enter text.](#)

COMPLIMENTING PRAISEWORTHY WORK BY: EPD

REFERENCE: Rabbi [REDACTED] of the Jewish Reconstructionist Congregation left a voice message thanking Evanston Police Department for all the work EPD does in keeping our community safe, and especially in the wake of the synagogue shooting in Pittsburg. She added, having a patrol car stationed outside of their Evanston synagogue made the members feel secure during a vulnerable time.

SUBMITTED BY: Michelle Smith

CC: Shift File
Administration Personnel File
Officer/ Staff Member
HR Personnel File



I cannot express how grateful the Boone County Sheriff's Office is for your recent expression of condolence regarding the death of Deputy Jacob Pickett.



Jacob M. Pickett
End of Watch: March 2, 2018
K-9 Brik
Retired with family

Our agency suffered a great loss when Deputy Pickett was killed in the line-of-duty on March 2, 2018. He was with us for three years and was a vital part of our K-9 division and will be forever missed.

Please know that your kind words and support bring comfort to our agency and his family and friends as we try to heal and fill the void his passing has brought to all of us.

Sincerely,

A handwritten signature in black ink that reads "SHERIFF M T Nielsen". The signature is written in a cursive style.

Sheriff Michael T. Nielsen

10-15-18

Dear Sgt. Garner:

I have a few questions to ask, before I send cards to the 2 officers, who came by, with you, on Oct 9, 2018, Tuesday. Will definitely send them cards, though!

The 2 officers, who came out - were they the same ones, who went to the 1416-1418 Brummel St address, on Sunday 10-7-18? I have temporarily mislaid the names you gave me, on

October 8th! But, my memory tells me, that these 2 officers of 10-9-18, were not the same ones of 10-7-18!

Please confirm or not, + repeat the info on the names of the officers who went to the Brummel address on 10-7-18. Regardless of my feelings about things, I would like to follow up, with those officers, too, with cards - please call or text me (no email) as T, W + F, my bro, [redacted], assists me with grocery shopping, laundry etc. + I'm in + out of the apt. Thanks so much! and

also thanks for your well-wishes with this virus I have! still a bit raspy in the throat! but, I am coming along + will be better soon!

yours truly,

[redacted signature]

Tender Thoughts

[redacted address]



10/22/18

Dear Chief Eddington:

Just a tiny note to wish you, your Police Dept, family + friends + our great City - a safe, soothing + relaxing Halloween!

I've been praying for our City + your Police Dept for over a year, by way of Psalm 91. I truly believe, whether in the face of crisis or calm, my God will protect This City, and The Police Dept from

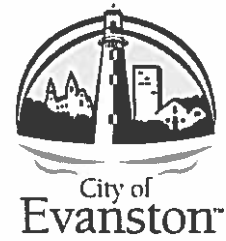
terrible harm! Please be aware of this marvelous unseen gift, that only God's angels can provide!

Due to stressors, not under my control, this card will be my only Winter holiday card to you, Chief Eddington + others, as I have to catch up for lost time.

Have a wonderful Thanksgiving + Christmas, New Year's Celebration!

Please continue your fine work with the "firecracker element"! Thank you, Chief Eddington!
Sincerely yours,

[Redacted signature]



COMPLIMENTARY EMAIL OR COMMUNICATION FOR A MEMBER(S)

DATE OF COMPLIMENT: 10/23/2018

CALLER: [REDACTED]

ADDRESS/ EMAIL: [Click here to enter text.](#)

COMPLIMENTING PRAISEWORTHY WORK BY: Officer Griffith and Officer Bonislawski

REFERENCE: Chicago resident states she's giving feedback on two officers who helped her, stating, "You guys are wonderful!" She said she's in her 70's, has cancer, and often takes the Metra to Evanston because it's a fun place. Recently, after a movie, she called an Uber to take her back to the Metra station and was told it would be a two minute wait. She waited for ninety minutes and got cold, felt sick, and began crying. She said an officer stopped to help her and summoned another officer. They folded her walker and drove her to the Metra station and made sure she would be ok before they left. She says they were heroes – because it's hard to get a cab sometimes.

SUBMITTED BY: Michelle Smith

CC: Shift File
Administration Personnel File
Officer/ Staff Member
HR Personnel File

October 17, 2018

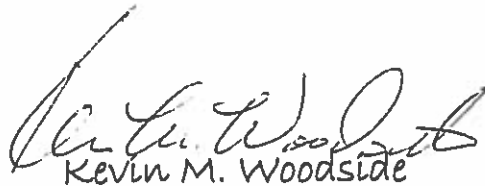
Dear Chief Eddington -

The Gurnee Police Department would like to thank you for taking the time to recognize the efforts and performance of Officer Tom Woodruff for his assistance with the recent NIPAS call-out.

It is gratifying to receive such positive feedback from another Department.

Your comments will be shared with the entire Leadership Team, read by his supervisor at a shift meeting and placed in his personnel file as a permanent record.

We stand ready to be of service to you again in the future.



Kevin M. Woodside

Chief of Police

October 12, 2018

Mayor Stephen H. Hagerty
City Of Evanston
2100 Ridge Ave. #2500
Evanston, IL 60201

Re: Responders to 811 Emerson Emergency Tuesday October 9th, 2018

Dear Mayor Hagerty:

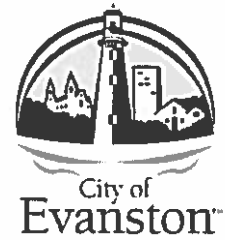
On the morning of Tuesday October 9, 2018, there was an incident at our 811 Emerson construction site, which required an emergency response from the City of Evanston Police Department, Fire Department including Captains of the FPD, Paramedics and City Inspectors. Our team contacted the 911 Emergency Center and within minutes of the call, emergency units were dispatched to our construction location. With this letter, I would like to acknowledge the appreciation we have for their immediate assistance from each department as they worked diligently on their respective duties.

I would personally like to thank each and every person who came out that day to not only lend a helping hand but showed immense urgency and concern for all workers affected that day.

Yours truly,


CFO

✓ Cc: City Manager Wally Bobkiewicz



COMPLIMENTARY EMAIL OR COMMUNICATION FOR A MEMBER(S)

DATE OF COMPLIMENT: 10/15/2018

CALLER: [REDACTED]

ADDRESS/ EMAIL: [Click here to enter text.](#)

COMPLIMENTING PRAISEWORTHY WORK BY: **Officer Alicja Golec, Officer Sean Serviss**

REFERENCE: Caller says his elderly father passed away recently and he is calling to give a compliment to the officers who came to the home. Caller states the officers were extremely professional. They were nice and caring. Caller says his sister called him after she discovered their father deceased and didn't know what to do. Caller told her to call the police/911, because he lives a short distance away in Chicago. Caller appreciates that the officers were at the home even before he arrived, and says they were very respectful, even though his sister was frantic. He thanks the officers.

SUBMITTED BY: Michelle Smith

CC: Shift File
Administration Personnel File
Officer/ Staff Member
HR Personnel File

Dear Chief Eddington,
We are so thankful to you and your officers for all
your help to plan and execute logistics for our
mother and grandmother's memorial service.
Please accept this as a small token of our deepest
appreciation.

Sincerely,

[REDACTED]

10-9-18

Dear Sgt. Garner :

So appreciate seeing
you, today + meeting
you + the 2 officers!

Talking with all 3
of you nice people,
for me + my brother,
Jim, was a rare treat!

I appreciate knowing
that your Police officers
do like to meet the

people, they strive to
serve + protect!

Please give me a buzz,
+ get me the names of
the 2 officers that came
out with you, to meet
me + be supportive, today
I want to send both
of them a card, also!!

Thanks again, all your
assistance + hard work, on
my behalf - it is appreciated!
Please stay in touch, in
regards to stuff that is
assumed by the Police desk,
with their callers! Thank you!



COMPLIMENTARY EMAIL OR COMMUNICATION FOR A MEMBER(S)

DATE OF COMPLIMENT: 10/5/2018

CALLER: [REDACTED]

ADDRESS/ EMAIL: [Click here to enter text.](#)

COMPLIMENTING PRAISEWORTHY WORK BY: Officer Tanya Noble, Detective Michael Cameron and Detective Loyce Spells

REFERENCE:

Today I witnessed your officers and fire department personnel subdue a young mentally handicapped girl who is going through some sort of manic episode..... The way they try to appease her (the girl) by talking to her, and talking to the mother Of possible ways to resolve the situation. The officers exhibited a professional and calm demeanor they talked to the fire personnel and it appears they went over how they were going to handle the situation it looks like they went over a game plan to make sure nobody got hurt and most importantly that the patient didn't get hurt and I witnessed them being gentle with a girl but in control and I think your guys did really good, unfortunately with the mentally ill in America a lot of people have been getting hurt and killed but today Should be used as a lesson for other departments to follow. Great job guys!

SUBMITTED BY: [Click here to enter text.](#)

CC: Shift File

Administration Personnel File

Officer/ Staff Member

HR Personnel File

Real M.M.E.N. Award Recognizes Unsung Heroes



Representatives of the Officer and Gentlemen Academy and John Frazier (posthumous) accept Real M.M.E.N. Awards on Sept. 8 in the Terrace at ETHS. Pictured, left to right, are Joe Martin III, Officer Ervin de Leon, Karli Butler, Nicole Pelayo, Michael Burrell, Jr., Jackie Frazier, Officer Adam Howard, Denise Martin, and Thella Wright.

Photo by
Krissie Harris

STORY BY HEIDI RANDHAVA

Each September, the Joe "Butch" Martin Fund presents Real M.M.E.N. (Men Meeting Evanston's Needs) awards to honor men who unselfishly give their time, resources, and skills to those in need, without the expectation or desire for recognition or compensation.

The 2018 Real M.M.E.N. Awards went to The Officer and Gentlemen Academy, a male mentoring program serving young men in grades 6 through 8; and posthumously to John Frazier, a World War II veteran whose deep commitment to volunteerism and service to others has had a lasting impact on the Evanston community.

The Officer and Gentlemen Academy is a partnership of the Evanston Police Department (EPD) and Evanston Skokie District 65 that aims to educate, inspire and empower young men in middle school to reach their full potential through enrichment activities, experiential learning, team-building exercises and more. The organization, which will soon celebrate its third year, received the award "for the vision of establishing a brotherhood among African American police officers and young men."

Speaking on behalf of the Officer and Gentlemen Academy, EPD Officer Adam Howard expressed his appreciation for the

support the group has received from Chief Richard Eddington, who will retire at the end of this year. "A special thank you to Chief Eddington for giving us the opportunity to be more than just a police officer and to truly give back to our community," Officer Howard said.

John Frazier served as a sergeant for more than three years in the Air Force during World War II in Guam and the Philippines. He was an active member of the VFW Wm. B. Snell Post 7186 for more than 30 years, chairing the Snell Post's 50th anniversary and researching to find names of the original members. Mr. Fra-

zier also served as a Democratic precinct captain for the Second Ward, and was a dedicated member of the Foster Senior Club for 12 years. During his tenure, club membership doubled. He was ordained as a Deacon of Second Baptist Church in 2006. The Real M.M.E.N. award was given to Mr. Frazier for "his selfless contribution to make the lives of others better in any way he could."

Mr. Frazier's wife, Jackie Frazier, accepted the award on his behalf. "He was one of the real, real, "Real M.M.E.N. of the church, community, and home," said Mrs. Frazier.



**CITY OF PARK RIDGE
POLICE DEPARTMENT**

200 S. VINE AVE
PARK RIDGE, IL 60068
TEL: 847/318-5252
FAX: 847/318-5308
TDD: 847/318-5252
www.parkridgepolice.org

FRANK J. KAMINSKI
CHIEF OF POLICE

September 11, 2018

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

Dear Chief Eddington,

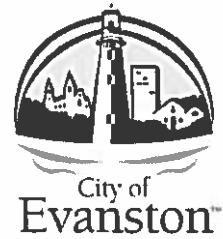
I would like to extend my sincere appreciation to **Officers Nate Basner and Jason Nelson** who recently provided assistance for the September 3rd Anti Violence march on the Kennedy Expressway. The NIPAS Mobile Field Force was contacted for assistance with this event. We are thankful for your Officers and appreciate the support they provided that day.

The professional assistance with this event is not to be overlooked. Mayor Maloney also asked me to extend his appreciation for your assistance to our staff and community. Please know that we stand ready to return the courtesy.

Please extend my appreciation to your Officers for their assistance.

Sincerely,

Frank Kaminski
Chief of Police



COMPLIMENTARY EMAIL OR COMMUNICATION FOR A MEMBER(S)

DATE OF COMPLIMENT: Click here to enter a date. *7-13-18*

CALLER: [REDACTED]

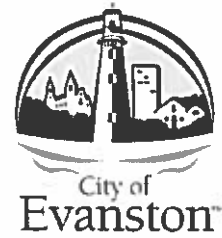
ADDRESS/ EMAIL: Click here to enter text .

COMPLIMENTING PRAISEWORTHY WORK BY: Officer Gregory Romero, Service Desk Officer Ryan Kollar, Tellecommunicators Drucilla Shaw and Daniel Capesius

REFERENCE: Caller thanks EPD for helping her daughter last night. She says her daughter's ex-boyfriend showed up at 2:00 am uninvited. Caller says within two minutes police officers were there and took him away which made her daughter feel safe. Caller says thank-you, thank-you, she cannot thank the police enough and she especially wants to thank the officers who assisted her daughter.

SUBMITTED BY: Michelle Smith

- CC: Shift File
Administration Personnel File
Officer/ Staff Member
HR Personnel File



COMPLIMENTARY EMAIL OR COMMUNICATION FOR A MEMBER(S)

DATE OF COMPLIMENT: 5/21/2018

CALLER: [REDACTED]

ADDRESS/ EMAIL: [Click here to enter text.](#)

COMPLIMENTING PRAISEWORTHY WORK BY: **Service Desk Officer Georgina Alexander**

REFERENCE: Caller stated her daughter was arrested for DUI and gave her sister's name at the time.

Caller spoke with SDO Alexander and gives these comments, "She is an amazing woman. She worked hard and found my arrested daughter's real name, which didn't allow her to give her younger sister a criminal record. Alexander made sure my other daughter didn't get blamed." Caller said "Not everyone takes the time, concern, care, or attention to go that far. It's amazing that someone would do that. It means a lot to someone who doesn't even know this is happening to them."

SUBMITTED BY: Michelle Smith

CC: Shift File

Administration Personnel File

Officer/ Staff Member

HR Personnel File

DEAR CHIEF EDDINGTON # ALL EVANSTON POLICE DEPARTMENT,
CHAG SAMEACH - HAPPY HOLIDAY!
IN HONOR OF SUKKOT, THE JOYOUS WEEKLONG HOLIDAY STARTING
SUNDAY EVENING SEPT 23, TO REMEMBER THE SUKKAH HUTS USED
WHEN TRAVELING THROUGH THE WILDERNESS FROM EGYPT TO CANAAN
ALMOST 3500 YEARS AGO.
IT IS ALSO A HARVEST HOLIDAY.
HOPE YOU ENJOY THE FRUITS IN HONOR OF THE HOLIDAY.
THE NEXT DAY (MONDAY EVENING OCT. 1 THROUGH TUESDAY EVENING
OCT. 2) IS SIMCHAS TORAH, WITH THE PUBLIC READING OF THE
LAST SEGMENT OF THE TORAH SCROLL, REROLLING THE SCROLL,
AND THEN STARTING CHANTING THE BEGINNING SEGMENT AGAIN.
THUS, WRAPPING UP A MONTH THAT HAS MANY HOLY DAYS.

THANKS TO ALL OF YOU FOR ALL YOUR DEDICATION AND
GOOD EFFORTS DAY IN AND DAY OUT.

BEST REGARDS


18-7857

Sept. 24, 2018
Dear Officers Herrera, Kozlowski & Kane,
I'm writing to thank you from the bottom
of my heart for taking care of my son,
[REDACTED] on Sept. 3. You all helped him
and his friends out of harms way on a
night ^{when} ~~where~~ they made some bad choices.
We want you to know how grateful
we are that you helped keep him safe
and you brought him home to us.
With gratitude, [REDACTED] and [REDACTED]

Thank You for Yesterday's Experience

Sep 27, 2018 1:31 PM

Posted in group: Police

Good Morning:

This email is a note of thanks to all who participated in yesterday's field trip for the ETHS Intro to Public Safety class to the Evanston Police & Fire Departments.

The students were abuzz this morning about the experience and were very engaged in conversation about the things they saw during the role play at the police station as well as the tour of Firehouse #3 and the hands-on experience handling fire hose equipment. This level of excitement amongst the students is precisely what we look for as we attempt to engage them over this year long, dual-credit college course. All were engaged and expressed gratitude to be able to participate in these activities and for that, I am most grateful.

I would like to specifically recognize the following individuals:

Detective Brian Rust
Detective Enjoli Daley
Deputy Chief William Pickett
Officer Francesca Henderson
Officer Edwin Gregory
Officer Pat Wozniak
Service Desk Officer Shakira Neubern

Firefighter/EMT Mick Morel

Firefighter/EMT Alfredo Jaimez

Thank you again for assisting us with the development of these young people as they learn about careers in Public Service. I look forward to working with each of you in the coming months.

Best,

[Redacted]
[Redacted]
Evanston Township High School
1600 Dodge Avenue Evanston, IL 60201
[Redacted]
(847) 241-0151 Fax
[Redacted]



Memorandum

To: Cicely Fleming, Chairman, Human Services Committee
From: Richard Eddington, Chief of Police
Subject: Transcript Request
Date: December 18, 2018
Cc: Nicola Whyte, Human Services Committee

At the conclusion of the December 3rd Human Services Committee meeting a request was made for a transcript of my comments. That transcript is attached.

Also attached is an expanded explanation of Lexipol and Benchmark.

Richard Eddington
Chief of Police

kmt
attachments (2)

A risk-management company, **Lexipol** provides state-specific policies that are consistent, uniform, customizable and—because they have been vetted by law enforcement professionals, attorneys and subject-matter experts—properly reflect federal and state law as well as law enforcement best practices.

Lexipol routinely updates its policies twice each year. Additionally, it immediately updates policies in response to urgent changes, *e.g.*, changing statutes, new case law, and/or an evolving best practice.

Further, Lexipol provides a daily bulletin that examines pertinent case law/procedure through scenario-based training. The individual officer, at his/her convenience, can access Lexipol through any internet connection, or through a mobile app. By doing the officer tacitly acknowledges new policies and enhances personal accountability by completing the training and related test.

Currently we are working on implementing the comprehensive **Benchmark** software platform. Analytics-driven, Benchmark captures (for both sworn and civilian personnel) operational data points involving use of force, Office of Professional Standards, training, and other key data. The software also encompasses an analytics-driven preventative warning system that can be utilized in the early detection of off-track behavior.

HSC TRANSCRIPT

Chairman Fleming: Chief, can I ask you a question?

Chief Eddington: Madam Chairman?

Chairman Fleming: So my question for you goes back to some of what I just mentioned about what else can we do . . .with the OPS reports? I know we can send them back to you if we don't, you know, like what we find.

Chief Eddington: Madam Chairman, I believe that's the first step and, in my tenure here, that has occurred with HSC. There have been concerns that weren't addressed in the reports and/or in the summaries and one or more of the aldermen have directed me to go back and refine a specific part of the investigation. So, you currently have that latitude. I mean, "Chief, this wasn't clear to me. Can you clarify this point in the investigation for me? We don't know how you got there. We don't know what you considered to do this." You have that latitude right now. And, frankly, it's been utilized by prior councils.

Chairman Fleming: But if we don't agree with the findings . . . we don't have the authority to tell you Joe Blow was in violation.

Chief Eddington: No, you do not. But I think there's a more sophisticated way to go about that and ask for further clarification. I you think it's wrong, or you think it's incomplete there's a way to ask questions to force your concerns to be answered. You know, if we start off that we don't agree we're starting at the wrong point. If you say, "Chief, I need clarification on this because this part of the investigation wasn't clear to me. I think if it were clearer it would prove or disprove this concern that I have." And so I think it's a building block process to get to "I don't agree with this decision." And so you have that latitude now.

Chairman Fleming: And then I have another question. In their report they mentioned our intake officers don't have any training for this. Can you clarify that belief? I think in conversation with Officer Leaks he said there was some kind of training.

Chief Eddington: I think that what the committee said was that there was no uniform training. I think this is part and parcel of what first-line supervisors do. And once again I have to comment on the fact that we are in Evanston. We're not strangers. If you've been to the police station more than once you probably know the sergeant that's working the shift. That sergeant is not going to risk a complaint against him or her by blowing you off or being discourteous. They're going to go through the steps that they're mandated to go through if there's a citizen expressing a concern. And, so, sure,

unhappy with. It may be extremely personal, it may be embarrassing, and so the refinement of who gets access to that information is a critical component that I don't think has been addressed completely as of yet.

Policy was mentioned several times, and I think that is significant. The police department avails itself of Lexipol, which is a policy-generating firm that issues state-specific policies that we use. I would ask that you take a look at that and consider it as this goes forward. I also would ask the committee to go back and look at our Lexipol policies because I think they're important.

I also want to mention polls in respect of the time that each of these individual members have spent. I would suggest to you and to other members of the City Council to take the time to visit with them as I think that you would receive valuable insight from the time you spend and at this late hour we're not going to get to all of it, but they've invested a lot of time and I think we collectively should respect that investment.

The last thing I want to mention is budget. We've been through a rather bruising budget preparation period. I appreciate that if you're going to want to do something better and different it's going to cost money. I think we can be judicious with the speed at which we go forward because I think you have heard from the police chief candidates you've interviewed that the department's not broken. They're expressing their visions about what comes next, what they can do better. They're not going to have to go back and fix stuff. So I think you have the luxury of time to evaluate this. You have the luxury of time to give to the new chief to allow him to work through this, visit with the committee, and understand the issues that all this touches upon.

And I think that, if I can say something about the mediation just quickly, I think that mediation is a good idea, but I think it's going to take at least as much time as this took. To say you're going to hire somebody in 90 days, there are employees with legitimate concerns about how that goes and I, as police chief, have legitimate concerns. As the chairman expressed, if you expect me to impose progressive discipline, then you've got to have a system that subtracts those events or I'm not going to get to where you want me to go and where the next chief needs to go.

I appreciate the courtesy of commenting and I'm certain the new chief of police will work diligently to bring this matter forward.

Thank you again.

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I appreciate the courtesy of commenting and I'm certain the new chief of police will work diligently to bring this matter forward.

Thank you again.



Memorandum

To: Human Services Committee

From: Jennifer Lin, HR Division Manager

cc: Erika Storlie, Assistant City Manager

Subject: Discipline/Termination Policies

Date: January 2, 2019

Discipline and termination policies for City employees are laid out in the City's Personnel Manual as well as in each union's collective bargaining agreement.

In general, employees are disciplined based on a progressive discipline process for misconduct. The normal progressive discipline process is as follows: 1) verbal reprimand, 2) written reprimand, 3) suspension, and 4) termination. Sometimes, discipline can be imposed at higher levels, based on the type of infraction, without progressive discipline. The Personnel Manual lays out the standard policy, beginning on page 12 of the City's Personnel Manual, applicable sections of which are attached hereto.

For certain employees, higher levels of discipline must be preceded by a pre-disciplinary hearing. Discipline less than what is listed below can be imposed without a pre-disciplinary hearing:

AFSCME: 7 day suspension
IAFF: 24 hour suspension
FOP: 24 hour suspension
Non-Union: 6 day suspension

If a pre-disciplinary hearing is required, employees will have the opportunity to explain, defend, and/or rebut the charges and allegations during a meeting. HR is responsible for conducting the meeting with involvement from the department director or division head. After consideration, HR will recommend maintaining or reducing the original level of discipline, or taking no disciplinary action.

After discipline is imposed, different employees have appeal rights. With all levels of discipline, union employees can file grievances pursuant to their respective collective bargaining agreements. The different agreements lay out a procedure by which

employees can grieve their discipline to the City Manager. Non-union employees (with the exception of directors and employees in the City Manager's Office and Law Department) can appeal to the City Manager a 10+ day suspension, a second suspension within a 6 month period, a demotion, or a termination. Union employees can ultimately take their disciplinary grievances to an arbitration after the City Manager's decision.

CHAPTER III: DISCIPLINE

Section 1. Policy

For the sake of completeness and clarity, the disclaimer on page 5 is set forth in its entirety as follows:

- a. This current Personnel Manual containing the City's personnel rules replaces and supersedes any previous policies, procedures, documents, or manuals in place and issued by the City. Where a collective bargaining agreement exists relative to certain employees covered by such agreement, the provisions in such agreement control in the event that such terms conflict with the contents of this Manual.
- b. This Manual creates no rights, contractual or otherwise, between the City, any prospective or current employee, or any other person. It is not a legal document.
- c. The Manual summarizes current policy and shall not be considered or interpreted as terms of an implied contract or an express contract between the City and an employee.
- d. This Manual is a general statement of employee benefits and other applicable policies.
- e. Statements of policy contained in this Manual are not made for the purpose of inducing any person to become or remain an employee of the City, and shall not be considered "promises" or granting "property" rights to employment for a fixed, indefinite, or continuing term.
- f. Nothing in this Manual impairs the right of the City or the employee to terminate the employment relationship at will, subject to any applicable provisions of certain Collective Bargaining Agreements between a bargaining unit and the City.
- g. The City reserves the right to amend, modify, and/or revoke any policies, practices, procedures and standards summarized in this Manual. When this occurs, proper notice will be given to affected parties with an opportunity to meet and confer.

Employees are expected to perform the duties and responsibilities of their positions in a competent, courteous, and professional manner. When employees fail to do so, their behavior and performance are detrimental and disruptive to the effective operation of their department and the City. In such circumstances, corrective action will be taken, which may include, depending on the specific circumstances, counseling, training, and/or disciplinary action. Discipline is intended to correct unacceptable employee actions, including poor performance, to improve behavior that is detrimental and/or disruptive, and to create a consistent, positive working environment for all employees.

Depending upon the level of the infraction, discipline may begin at the level of a verbal or written reprimand. Certain disciplinary steps may be omitted, depending upon the seriousness of the offense. Each time the same or similar infraction occurs, more stringent disciplinary action takes place. It is not necessary that the employee violate the same rule or have the same incident occur to draw upon previous corrective disciplinary actions. The employee's general behavior pattern will be used in determining the next level of discipline. If past behavior relates to the present problem, past action will be taken into consideration.

- a. For AFSCME employees, the City's disciplinary process follows procedures set forth in the collective bargaining agreement, as well as certain rules in this Manual.
- b. For Police Department employees, the City's disciplinary process follows procedures set forth in the collective bargaining agreement, as well as certain rules in this Manual, Department General Orders, and the Uniform Peace Officers' Disciplinary Act.

- c. For Fire Department employees, the City's disciplinary process follows procedures set forth in the collective bargaining agreement, as well as certain rules in this Manual, Department General Orders, and the Firemen's Disciplinary Act.
- d. All employees in non-union positions are at-will employees and serve the City at the pleasure of the City Manager. All employees in non-union positions can be disciplined or terminated by the City Manager. The discipline policy and the disciplinary action levels set forth below do not limit the grounds for suspension or termination.

Section 2. Disciplinary Action Levels

In accordance with the discipline policy, the following disciplinary action levels are available to the Department Director. Nothing in the discipline policy limits the Department Director from utilizing, or the City Manager from approving, disciplinary action which varies from the sequence of disciplinary action levels set forth below.

Examples of offenses that may warrant any of the below levels of discipline include, but are not limited to:

- Misuse of confidential or proprietary information, including customer or personnel records, reports or tests, or any department files, documents, or data;
- Failure to follow instructions or failure to work in accordance with City policies, procedures, or practices;
- Repeated or excessive tardiness or absence from work, without justification or proper notification;
- Leaving assigned place or area of work during working hours without permission of the supervisor;
- Smoking in prohibited areas;
- Insubordination and/or violation of any City policies;
- Negligence in the performance of duties;
- Intimidating or coercing other employees through physical or verbal threats;
- Sleeping or inattention to duty during working hours; or
- Performance at a less than satisfactory level in any job classification.

Section 2.1. Verbal Reprimand

Defines an inappropriate action or omission which includes a warning that the incident is not to be repeated. A verbal reprimand is generally given by the employee's immediate supervisor in a private meeting. Verbal reprimands will be documented in writing and placed in the employee's personnel file to substantiate the start of corrective discipline. All necessary documentation should be recorded on the disciplinary action form. The employee must be told clearly what the infraction is, how to correct the problem and what further disciplinary action may result for failure to comply with the recommended corrective action and/or future instances of the same type of incident. Verbal reprimands must be approved by the Human Resources Division Manager or designee before being issued to the employee. All verbal reprimands, after issuance, must be submitted to the Human Resources Division for placement in the employee's official personnel file. Copies will be given to the employee, sent to the employee's union, if applicable, and retained in the employee's personnel file for future reference. Verbal reprimands are valid for a period of (6) six months following the date of issuance.

Section 2.2. Written Reprimand

May follow one or more verbal reprimands issued to an employee for repeated offenses or for infractions of a more serious nature. The written reprimand is generally given by the employee's immediate supervisor in a private meeting. Written reprimands must be placed in the employee's personnel file. All necessary documentation should be recorded on the disciplinary action form. The employee must be told clearly what the infraction is, how to correct the problem and what further disciplinary action may result for failure to comply with the recommended corrective action and/or future instances of the same type of incident. Written reprimands must be approved by the Human Resources Division Manager or designee before being issued to the employee. All written reprimands, after issuance, must be submitted to the Human Resources Division for placement in the employee's official personnel file. A copy must be given to the employee, sent to the employee's union, if applicable, and retained in the employee's personnel file for future reference. Written reprimands are valid for a period of (12) twelve months following the date of issuance.

Section 2.3. Suspension

The temporary removal of the employee from the payroll.¹ A suspension may be initiated when lesser forms of disciplinary action have not corrected the employee's behavior or for first offenses of a more serious nature. Examples of offenses of a serious nature which may warrant a suspension for a first offense include, but are not limited to:

- Deviation from the work rules, safety rules, department or City policy;
- Consumption or use during working hours of any amount of alcohol or illegal drugs;
- Falsification or misuse of time sheets or records through misstatement or omission;
- Fighting or assaulting an employee or citizen;
- Theft or unauthorized possession of City property or funds;
- Insubordination;
- Abuse of sick leave;
- Failing to disclose any information requested or providing a false or misleading answer to any question in any application, questionnaire, information form, or other document provided by the City;
- Making false, willfully inaccurate or deliberately incomplete statements in an official inquiry, investigation or other official proceeding;
- Engaging in any act or conduct prohibited by state or federal statutes or local ordinance that is related to the employee's position and/or impacts on the employee's ability to perform in his position;
- Negligence in the performance of duties;
- Conduct unbecoming a City employee; or
- Gross Incompetence. For the purpose of the discipline policy, gross incompetence is defined as the acts or omissions of an employee related to the employee's job duties which prejudice official City business and/or fail to conform to reasonable standards of job performance. It is not necessary to find a continuing series of acts or omissions to substantiate a finding of gross incompetence. Such a finding may be substantiated by one act or omission of a serious nature which demonstrates the employee's inability to properly fulfill and meet job related duties and/or which is so serious as to pose a clear and present danger to the municipal corporation or members of the public.

¹ Administrative leave is not equivalent to a suspension. Administrative leave is paid leave which does not result in the temporary removal from the payroll, whereas a suspension is unpaid leave.

The number of days of suspension will depend on the severity of the act. Admission of the above listed offenses may also result in termination. Periods of suspensions are a permanent part of the employee's personnel file.

Department Directors may issue suspensions of up to five days to non-sworn non-union employees, documented on the disciplinary action form, with the prior approval of the Human Resources Division Manager or designee without a pre-disciplinary meeting. Suspensions for union employees must be consistent with the City's collective bargaining agreements. Police and Fire Chiefs may issue up to 24 hours of suspension to sworn employees, documented on the disciplinary action form, with the prior approval of the Human Resources Division Manager or designee.

Section 2.4. Demotion

The assignment of an employee to a vacant position at a lower pay range, based on the employee's failure to conform to reasonable standards of job performance or other inappropriate behavior related to the specific position.

Section 2.5. Termination

The complete severance of the employer-employee relationship. This may be implemented when other disciplinary steps failed to correct improper action by an employee or for first offenses of a serious nature. Examples of offenses of a serious nature which may warrant a termination for a first offense include, but are not limited to:

- Deviation from the work rules, safety rules, department or City policy;
- Consumption or use during working hours of any amount of alcohol or illegal drugs;
- Possession of an unauthorized weapon at the workplace;
- Willful destruction of City property;
- Insubordination;
- Fighting or assaulting an employee or citizen;
- Falsification or misuse of time sheets or records through misstatement or omission;
- Theft or unauthorized possession of City property or funds;
- Failing to disclose any information requested or providing a false or misleading answer to any question in any application, questionnaire, information form, or other document provided by the City;
- Making false, willfully inaccurate or deliberately incomplete statements in an official inquiry, investigation or other official proceeding;
- Abandonment of position;
- Engaging in any act or conduct prohibited by state or federal statutes or local ordinance that is related to the employee's position and/or impacts on the employee's ability to perform his job; or
- Gross Incompetence. For the purpose of the discipline policy, gross incompetence is defined as the acts or omissions of an employee related to the employee's job duties which prejudice official City business and/or fail to conform to reasonable standards of job performance. It is not necessary to find a continuing series of acts or omissions to substantiate a finding of gross incompetence. Such a finding may be substantiated by one act or omission of a serious nature which demonstrates the employee's inability to properly fulfill and meet job related duties and/or which is so serious as to pose a clear and present danger to the municipal corporation or members of the public.

Section 3. Disciplinary Process

The following processes will be utilized in determining whether disciplinary action is warranted, and if so, the appropriate level of discipline. Unless required by Section 3.1(a) below, a failure to follow any element of the process will not affect the City's ability to seek appropriate discipline.

- Supervisor/manager conducts a necessary investigation to determine the factual basis of an incident, including an assessment of the level of disciplinary action necessary to correct the behavior. The severity of the infraction and previous disciplinary actions are part of the assessment.
- Verbal reprimands and written reprimands are issued in writing by the Department Director with the prior approval of the Human Resources Division Manager or designee and submitted to the Human Resources Division to be placed in the employee's personnel file. Employees receiving a verbal or written reprimand are not entitled to a pre-disciplinary meeting. Verbal and written reprimands should include an account of the employee's statement of events.
- Department Directors may issue suspensions of up to five days to non-sworn non-union employees, documented on the disciplinary action form, with the prior approval of the Human Resources Division Manager. Non-sworn non-union employees receiving a suspension of up to five days are not entitled to a pre-disciplinary meeting. Suspensions for union employees must be issued consistently with the City's collective bargaining agreement obligations.
- Police and Fire Chiefs may issue up to a 24 hour suspension to sworn employees without a pre-disciplinary meeting, documented on the disciplinary action form, with the prior approval of the Human Resources Division Manager. Any disciplinary action above a 24 hour suspension will be subject to a pre-disciplinary meeting as outlined in this Section and any other respective collective bargaining agreements.

Section 3.1. Pre-Disciplinary Meeting

(a) Union Employees

For union employees who are entitled to a pre-disciplinary meeting pursuant to this Manual and respective collective bargaining agreements, the Department presents written notice of the charges being brought, rights of representation for union members, and notice of meeting. Such notice should be issued consistent with the City's collective bargaining agreement obligations and will be given to the affected employee and union representatives.

(b) Non-Union Employees

The Department presents written notice to the employee of the charges being brought and notice of meeting. Pre-disciplinary meetings may take place for suspensions exceeding five days or termination. In cases of gross incompetence and/or clear and present danger, a pre-disciplinary meeting may only be convened in the sole discretion of the City. Nothing in this Section 3.1 shall be construed as creating an express or implied contractual right to continued employment or a pre-disciplinary meeting.

(c) Process

The purpose of the pre-disciplinary meeting is the employee's chance to explain, defend, and/or rebut the charges prior to discipline being issued. It is not an evidentiary hearing. The Human Resources Division will conduct the meeting with involvement from the employee and the Department Director or Division Head. The pre-disciplinary meeting should include a statement from the respective manager recounting the rationale for the proposed discipline.

After consideration of the discussion, facts and information presented at the meeting, the Human Resources Division will make a recommendation to:

- Maintain the original level of disciplinary action;

- Reduce the level of disciplinary action; or
- Take no disciplinary action.

The Human Resources Division promptly issues to the employee the written decision and the disciplinary action being taken (except for termination of non-union employees) and will provide a copy of the disciplinary record to the Law Department.

Section 3.2. Appeal Rights of Employees

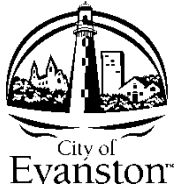
Employees covered by a collective bargaining agreement shall utilize the applicable contract for appeals of disciplinary actions, up to and including termination.

Non-union employees (except for Department Directors, employees of the City Manager's Office or employees of the Law Department) who have been suspended for ten or more working days, suspended for a second time within six months, demoted, or terminated may appeal these actions to the City Manager or designee. Such written appeal must be filed with the Human Resources Division Manager within ten (10) calendar days of notice of such disciplinary action. The filing of an appeal does not create an express or implied contractual right to have the appeal heard, employment reinstated, or the discipline modified.

Section 4. Abandonment of Position

Any employee who absents himself from duty for a period of three (3) consecutive working or duty days without permission of, or contact with, his supervisor or Department Director shall be considered as having abandoned his employment and as having separated himself from the service of the City.

Department Directors must notify the Human Resources Division Manager immediately of such situations, who will review the information and determine whether or not termination will be approved. If termination is approved by the City Manager, the employee will be notified in writing.



Memorandum

To: Alderman Cicely Fleming, Chair
Members of the Human Services Committee

From: Jessica Hyink, Transportation & Mobility Coordinator

Subject: Accessible Transportation Options in the City of Evanston

Date: January 3, 2019

Summary:

A mix of public and private accessible transportation providers currently serve the City of Evanston (City). Public transportation providers with accessible vehicles and stations in the City include Metra, Pace, and the Chicago Transit Authority (CTA). Additionally, the City and Levy Senior Center Foundation provide accessible transportation on the Levy Center Bus Service. Private transportation providers with accessible vehicles servicing the City include Brite Lift, CJE Shalom Bus, Disabled on the Go, Lyft, and Open Taxi. Uber will drop off passengers in the City from Chicago but will not pick up passengers from the City.

ADA Applicability:

Private and public transportation providers may not discriminate against any person with a disability and must provide reasonable accommodations according to the Americans with Disabilities Act (ADA) of 1990 and the subsequent Amendment Act of 2008. Although private transportation providers may not discriminate, taxi providers are not required to purchase or lease accessible vehicles, unless the taxi provider purchases or leases vehicles other than automobiles, i.e. passenger vans or buses.

The Federal Transit Administration ensures compliance to the ADA by public transit providers receiving federal funds. Because of this regulation, public transportation providers have similar accessible features in service, facilities, and vehicles.

Municipal and state agencies must also comply with the ADA through the provision of accessible facilities, e.g. bus stops on a roadway must comply with ADA. The Federal Highway Administration ensures municipal and state compliance with ADA.

Accessible Public Transportation:

Vehicles: All Pace and CTA buses are accessible, while CTA and Metra trains have accessible cars available on their train lines. Accessible buses and trains include those with designated priority seating for people with disabilities, wheelchair securements, auditory and text announcements and destination information, illuminated and slip-resistant surfaces, and unobstructed passenger flow with sufficient maneuvering for wheelchairs. Accessible buses must include lifts and ramps. Accessible train cars must have level boarding and bridgeplates to span gaps between the car and platform.

Facilities: While CTA and Metra are responsible for the accessibility of their train stations, both CTA and Pace place the onus of bus stop accessibility on the municipality. Accessible train stations include those with ramps and/or elevators, signage and/or audible announcements for passengers with visual impairments, and tactile edge on platforms.

All Metra train stations (Main, Davis, and Central) within the City are accessible. However all train stations on Metra's Union Pacific North line outside the City may not be accessible. Therefore a passenger with a disability may be able to get on Metra in the City but may not be able to get off at their chosen destination.

Of the eight CTA train stations serving the City, only Davis and Howard are accessible. The CTA is currently moving forward with the Future Phases project of the Red and Purple Modernization (RPM) Program. The Future Phases project will support conceptual planning, preliminary engineering, and public outreach efforts of the RPM Program, which includes prioritization of station accessibility to meet ADA requirements.

Paratransit: According to ADA all fixed route transit services, e.g. Pace bus routes and CTA rail lines and bus routes, must include paratransit service. Paratransit service provides trips to people with a disability and/or health condition which prevents them from using CTA and/or Pace fixed route services for some or all of their trip.

The paratransit trip must be equivalent in service to the fixed-route service. The cost of the paratransit trip cannot exceed the cost of the fixed-route trip. The origin and destination of the paratransit trip must be within three-quarters of a mile of a CTA or Pace fixed-route and must be during the hours of operation of that fixed-route. Metra is not required to provide paratransit service.

As the designated recipient of federal transit funds for the Chicago metropolitan area, the Regional Transit Authority (RTA) reviews and approves applications for the paratransit service. RTA contracts with Pace to provide paratransit service throughout the entire Chicago metropolitan region for both Pace and CTA fixed-routes.

Levy Senior Center Bus: The City's Levy Senior Center (Center) has a service to transport passengers within the City to and from the Center. The bus has a lift to provide accessibility to persons using a wheelchair but does not provide door-to-door pick ups. On Tuesdays and Wednesdays, the bus provides transportation from the Center to and from grocery and other shopping destinations. This service is free to Center members. Non-members may contact the Levy Senior Center to schedule rides for a fee.

Accessible Private Transportation:

The following private transportation providers (listed in alphabetical order) are known to provide accessible transportation in the City. A number of medical facilities will also provide accessible transportation to their facilities; organizations providing limited and private service to their facilities are not listed below.

Brite Lift provides wheelchair accessible vans with door-to-door service. Pricing is not listed on the website but can be determined by beginning a reservation. A test reservation from the Civic Center to downtown Evanston during non-peak hours on a weekday resulted in a \$61.00 fare. Up to four caregivers or family members may ride for free. Trips are private and can be reserved online at any time.

CJE Shalom Bus provides regularly scheduled trips to popular destinations for passengers who are 60-plus years and live in Evanston, Lincolnwood, Skokie, or Chicago within specified boundaries. Buses meet ADA requirements. Passengers are picked up in front of their homes. Service operates Monday - Friday from 9:00 am - 4:00 pm. Passengers must contact CJE for pricing.

Disabled on the Go provides specialized transportation service for seniors, people with a disability, and special needs individuals. A \$20.00 pick up fee is charged with an additional cost of \$4.00 per mile. There is a \$40.00 per hour charge for wait times between destinations. Passengers accompanying the senior, person with a disability, or special needs individual ride for no additional charge. Trips must be booked in advance and are private.

Lyft allows passengers to request a vehicle outfitted to accommodate a wheelchair through its app in Access Mode. Pricing is not listed on the website but can be determined by requesting an Access vehicle in the app. A test reservation from the Civic Center to downtown Evanston during non-peak hours on a weekday resulted in a \$6.09 fare, however pricing can vary widely by time, day, and traffic conditions. Additionally, there is a longer wait time for the arrival of an Access vehicle compared to a standard Lyft vehicle. There is no additional charge for accompanying passengers.

Open Taxis has provided limited service to the City in the past but has currently transitioned to primarily serving the City of Chicago. Service may or may not be provided to residents within the City.

Uber is currently piloting accessible taxi service in select cities. Accessible Uber drivers will drop off passengers from Chicago to the City but will not transport passengers from the City to Chicago. Rates vary.

For complete and up to date information on accessible transportation providers, including public and private entities, please see the transportation providers website, as rates and service hours are subject to change.

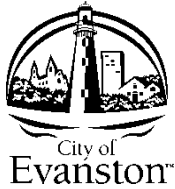
Liquor License Fees

Class	Type	Consume on site	Consume off site	Initial fees	Renew fee	Licenses	Location limit	Permitted hours
A	Restaurant/Beer and Wine Shop	Liquor	Beer, Wine	\$5,000	\$5,000	1	None	10 a.m. — 9 p.m. (Mon-Thurs); 10 a.m. — 10 p.m. (Fri-Sat); 12 p.m. — 9 p.m. (Sun)
B	Movie Theater	Liquor	None	\$5,000	\$5,000	1	Core	11 a.m. — 1 a.m.
C	Hotel or Restaurant	Liquor	None	\$4,300	\$4,300	25	Core	11 a.m. — 1 a.m. (Mon-Wed); 11 a.m. — 2 a.m. (Thurs-Sat); 11 a.m. — 1 a.m. (Sun) 11 a.m. — 2 a.m. on New Year's Day, Memorial Day, Fourth of July, Labor Day and Thanksgiving
C-1	Hotel or Restaurant	Liquor	None	\$8,000	\$8,000	1	Core	11 a.m. — 2 a.m. (Sun-Wed); 11 a.m. — 3 a.m. (Thurs-Sat)
D	Restaurant	Liquor	None	\$2,800	\$2,800	51	None	11 a.m. — 1 a.m. (Mon-Thurs); 11 a.m. — 2 a.m. (Fri-Sat); 12 p.m. — 1 a.m. (Sun)
E	Package Store	None	Liquor	\$25,000	\$4,100	2	None	8 a.m. — Midnight
F	Grocery	None	Liquor	\$35,000	\$11,500	9	Store over 12,000 sq. ft. (product display)	8 a.m. — Midnight
F-1	Grocery	Beer/Wine	Liquor	\$40,000	\$13,000	1	None	8 a.m. — Midnight for consumption off the premises; grocery store hours for consumption on premises
G	Grocery	None	Beer/Wine	\$20,000	\$4,100	1	Store over 12,000 sq. ft. (product display)	8 a.m. — Midnight
H	Restaurant	Liquor	None	\$2,800	\$2,800	1	None	11 a.m. — 10 p.m. (Mon-Sat); 12 p.m. — 10 p.m. (Sun)
I	Restaurant/Package	Liquor	Liquor	\$7,500	\$7,500	2	None	12 p.m. — 10 p.m. (Sun)

Class	Type	Consume on site	Consume off site	Initial fees	Renew fee	Licenses	Location limit	Permitted hours
	Store							Thurs); 12 p.m. — 11 p.m. (Fri-Sat)
J	Brewpub	Liquor	Beer	\$7,500	\$7,500	2	Core	11 a.m. — 1 a.m. (Mon-Thurs); 11 a.m. — 2 a.m. (Fri-Sat); 12 p.m. — 1 a.m. (Sun)
K	Wine, Beer, and Spirits Shop	Beer, Wine	Wine, Beer, and Spirits	\$5,000	\$5,000	3	Store under 5,000 sq. ft. and Core Area Excluded	Off-Site Consumption: 8 a.m. — Midnight On-Site Consumption: 10 a.m. — 9 p.m. (Mon-Thurs); 10 a.m. — 10 p.m. (Fri-Sat); 12 p.m. — 9 p.m. (Sun)
L	Grocery	None	Liquor	\$5,000	\$5,000	1	Store between 5,000 and 7,000 sq. ft. (product display)	8 a.m. — Midnight
M	Wine Sale—Retail Delivery	None	Wine	\$5,000	\$5,000	1	None	8 a.m. — Midnight
N	Beer-Making Classes, Etc.	Beer Sampling	Beer	\$1,500	\$1,575	0		10 a.m. — 10 p.m. (Thurs); 10 a.m. — 11 p.m. (Sat); 12 p.m. — 10 p.m. (Sun)
O	Auto Service Station	No	Beer	\$2,000	\$2,000	1	None	8 a.m. — 2 a.m.
P	Craft Distillery	Sampling	Liquor	\$1,800	\$1,800	1	None	10 a.m. — 10 p.m. (Mon-Thurs); 10 a.m. — 11 p.m. (Fri-Sat); 12 p.m. — 10 p.m. (Sun)
P-1	Craft Brewery	Beer Sampling	Beer	\$1,800	\$1,800	0	None	10 a.m. — 12 p.m. (Mon-Thurs); 10 a.m. — 1 a.m. (Fri-Sat); 12 p.m. — 12 a.m. (Sun)
P-2	Craft Brewery	Beer	Beer	\$4,000	\$4,000	2	None	10 a.m. — 12 p.m. (Mon-Thu); 10 a.m. — 1 a.m. (Fri-Sat); 12 p.m. — 12 a.m. (Sun)
P-3	Craft Winery	Wine	Wine	\$4,000	\$4,200	1	None	10 a.m. — 12 a.m. (Sun-Thurs);

Class	Type	Consume on site	Consume off site	Initial fees	Renew fee	Licenses	Location limit	Permitted hours
								10 a.m. — 1 a.m. (Fri-Sat); 10 a.m. — 12 a.m. (Sun)
P-4	Craft Winery	Wine	Wine	\$1,800	\$1,890	0	None	10 a.m. — 12 a.m. (Sun-Thurs); 10 a.m. — 1 a.m. (Fri-Sat); 10 a.m. — 12 a.m. (Sun)
Q	Retirement Facility	Liquor	None	\$1,800	\$1,800	3	None	11 a.m. — 12 a.m. (2 a.m. on special holidays)
R	University	Liquor	None	\$4,300	\$4,300	3	University Area	11 a.m. — 1 a.m. (Mon-Thurs); 11 a.m. — 2 a.m. (Fri-Sat); 12 p.m. — 1 a.m. (Sun)
S	Veterans Groups	Liquor	None	\$500	\$500	1	None	9 a.m. — 2 a.m.
S-1	Non-Profit Organizations	Liquor	None	\$500	\$500	1	None	11 a.m. — 1 a.m. (Mon-Thu); 11 a.m. — 2 a.m. (Fri-Sat); 12 p.m. — 1 a.m. (Sun)
T	Catering	Liquor	None	\$1,800	\$1,800	3	None	10 a.m. — 1 a.m. (Mon-Fri); 10 a.m. — 2 a.m. (Sat-Sun)
U	Theater	Liquor	None	\$500	\$500	1	Not in Public Buildings	1 hour before performance and at intermission
V	Live Music Venues	Liquor	None	\$8,000	\$8,000	0	Core	4 p.m. — 2 a.m. (Mon-Thurs); 4 p.m. — 3 a.m. (Fri-Sun)
W	Commercial Indoor Recreation Facility	Beer/Wine	None	\$2,500	\$2,500	2	None	11 a.m. — 12 a.m. (Mon-Sat); 12 p.m. — 12 a.m. (Sun)
X, Y	Reserved							
Z1— Z4	One-Day Licenses	Varies	None	Varies			Varies	10 a.m. — 10:30 p.m. (Sun-Thurs); 10 a.m. — 2 a.m. (Fri-Sun)

		<i>2017</i>
<i>10-12-2, 25/4</i>	<i>Child Safety Seat</i>	75
<i>10-12-2, 25/4(a)</i>	<i>Child Safety Seat</i>	75
<i>10-12-2, 5/11-1404</i>	<i>Special Equipment / Motorcycle</i>	35
<i>10-12-2, 5/11-1406</i>	<i>Obstruction of driver's view of driving mechanism</i>	35
<i>10-12-2, 5/12-101</i>	<i>Unsafe vehicle / improperly equipped</i>	35
<i>10-12-2, 5/12-201</i>	<i>When lighted lamps are required</i>	35
<i>10-12-2, 5/12-202</i>	<i>Clearance, identification and side marker lamps</i>	35
<i>10-12-2, 5/12-205</i>	<i>Lamps on other vehicles and equipment</i>	35
<i>10-12-2, 5/12-208</i>	<i>Signal lamps and signal devices</i>	35
<i>10-12-2, 5/12-210</i>	<i>Use of headlamps</i>	35
<i>10-12-2, 5/12-211</i>	<i>Number of driving lamps required or permitted</i>	35
<i>10-12-2, 5/12-401</i>	<i>Restrictions as to tire equipment</i>	35
<i>10-12-2, 5/12-405</i>	<i>Operating condition of pneumatic tires</i>	35
<i>10-12-2, 5/12-503</i>	<i>Unobstructed Windshield</i>	35
<i>10-12-2, 5/12-601</i>	<i>Horns and warning Devices</i>	35
<i>10-12-2, 5/12-602</i>	<i>Prevention of noise with mufflers</i>	35
<i>10-12-2, 5/12-603</i>	<i>Use of safety belts</i>	35
<i>10-12-2, 5/12-604</i>	<i>Television receivers visible to driver prohibited</i>	35
<i>10-12-2, 5/12-607</i>	<i>Modification of vehicle suspension system restricted</i>	35
<i>10-12-2, 5/12-608</i>	<i>Required bumpers</i>	35
<i>10-12-2, 5/12-610</i>	<i>Use of headset receivers by driver restricted</i>	35
<i>10-12-2, 5/12-611</i>	<i>Sound amplification systems</i>	35
<i>10-12-2, 5/3-401</i>	<i>No valid registration</i>	35
<i>10-12-2, 5/3-413(a)</i>	<i>No front/rear license plate</i>	35
<i>10-12-2, 5/3-413(b)</i>	<i>Improper display license plates/sticker</i>	35
<i>10-12-2, 5/3-413(f)</i>	<i>Expired Registration</i>	35
<i>10-12-2, 5/3-701</i>	<i>Operation of vehicles without evidence of registration</i>	35
<i>10-3-13(B)</i>	<i>Cell-Phone prohibited</i>	75



Memorandum

To: Alderman Fleming, Chair
Members of the Human Services Committee

From: Alex Thorpe, Revenue Manager

Subject: City Fees and Fines

Date: January 3, 2019

Recommended Action:

Staff recommends the Committee narrow its request for a comprehensive City list of fines and fees to a specific department or activity. Detailing every fine and fee would be an extensive report and staff would need more time to put this report together.

Funding Source:

N/A

Livability Benefits:

Protect Strong and Safe Communities

Summary:

The City has an extensive fee and fine schedule. Compiling a comprehensive list would take a great deal of staff time given the complexities of some of the fee schedules. Police, for example, can write over a hundred of individual violations that do not have a set rate. There are only 27 fines that have a set schedule amount. The fine amount or penalty for most citations is determined at the Adjudication level by a judge. Liquor license fees vary depending on the class type of requestor. The initial fee amount and renewal fees vary for each classification. These items have been attached.

Below is a small summary, by department, of some of the fees charged by department.

Legal

Liquor licenses - fee amount varies
One day liquor licenses

Administrative Services

Parking tickets
Parking permit fees - surface lots, garages, residential parking permits
Parking boot release fee

City Managers Office

10% late fee on the various Home Rule taxes (Amusement, liquor, parking, etc....)
Passport processing fee
PEG fees
Franchise fees

Community Development

Building permits (plumbing, electrical, HVAC)
Inspection fees
Planning and Zoning Review fees
Expedited permit review fees
Business licenses
Contractor licenses fee
Historic Preservation fees

Police

Child safety seat violation
Unsafe vehicle / improperly equipped violation
Cell phone while driving
Numerous others tickets / violations

Fire

Fire transportation fee
Alarm services fees

Health

Business licenses (bed and breakfast, collection box, rooming house)
Various health code violations
Health food establish licenses

Public Works Agency

Water service fee
Sewer Service fees
Sanitation service fees
Moving van permits
Right of way permits

Parks

Numerous program / activity fees

Compiling every fee and fine amount in a report will take time and is not ready for this committee meeting. Staff is requesting the Committee to clarify which fees and fines to research and compile for the next Committee meeting.

Attachments:

Liquor License fee schedules

Police ticket schedule of set rate fees



Memorandum

To: Health and Human Services Committee

From: David Stoneback, Public Works Agency Director
Lara Biggs, P.E., Bureau Chief – Capital Planning / City Engineer

Subject: ADA Update – City Facilities and Parks

Date: January

Background Information:

On 9/24/12, City Council approved the acceptance of the ADA Self-Evaluation and Transition Plan Update for Fiscal Year 2012. Developed in-house by staff, this plan demonstrated the City's on-going commitment to the development and maintenance of programs, policies and facilities that include all citizens, including individuals with disabilities. It included an evaluation of accessibility issues at City facilities and parks. It also recommended the formation of an ADA Advisory Board, which was formed, but was ultimately consolidated into the Housing, Homelessness and Human Relations Commission.

The Transition Plan was to be reviewed and updated by ADA Advisory Board every three years, but this has not occurred in recent years. A recent review of the list of accessibility issues at city facilities determined that it is out-of-date and of limited usefulness as a planning document.

Recommendation:

Staff recommends that the in-house review of architectural barriers to mobility in City facilities and parks be updated by City staff. This review will take place in 2019, and is proposed to be available in January 2020.

2012 ADA Transition Plan							
Department of Parks, Recreation and Community Services							
Item No.	Property Name	Address	Location	Description of Issue	Proposed Correction	Estimated Cost	Target Modification Date
	Ackerman Park and Field House		S of Central, E of McDaniel	Fully compliant - no modifications requirec			
	Alexander Park		W of Ridge, N of Grove	Fully compliant - no modifications requirec			
	Animal Shelter	2310 Oakton Street		No ADA parking space provided. Non compliant washrooms. Non-compliant kitchenette. Non-compliant isolation area. Non compliant door hardware.	Restripe lot with ADA space. Renovate washrooms and kitchenette. Change hardware.	\$ 45,000	2013
	Baker Park and Field House		S of Keeney, E of Forest	Non compliant play area (sand surfacing)	Install compliant surfacing / modify sand area	\$ 20,000	2016
	Beck, Eugene Park		E of Canal, Lyons to Emerson	Fully compliant - no modifications requirec			
	Bent, Horace E. Park and Field House		S of Central, E of Cowper	Fully compliant - no modifications requirec			
	Brummel-Richmond Tot Lot		N of Brummel, W of Richmond	Fully compliant - no modifications requirec			
	Burnham Shores Park		Lakefront, Dempster to Hamilton	Fully compliant - no modifications requirec			
	Butler, Isabella Park		E of Canal, Emerson to Bridge	Fully compliant - no modifications requirec			
	Cartwright, Charles Park		S of Grant, E of Prospect	No accessible route to play area. Non-compliant play surfacing. Non-compliant playground access.	Install accessible route. Replace play surfacing. Construct compliant access.	\$ 30,000	2015
	Centennial Park and Clark Street Beach		Lakefront, Church to University Place	Non compliant paths. No accessible route to water.	Install compliant pathways. Install temporary ramp system.	\$ 150,000	2013-2014
	Chandler Park		N of Lincoln, W of CTA	Fully compliant - no modifications requirec			
	Chandler-Newberger Community Center	1028 Central Street		Fully compliant - no modifications required			
	Church Street Parking Garage		Church Street and Chicago Avenue	Fully compliant - no modifications requirec			
	Clark Square		N of Kedzie, E of Sheridan	Non-compliant pathways.	Install compliant pathways	\$ 50,000	2022
	Clark Street Beach House	1811 Sheridan Road		Fully compliant - no modifications requirec			
	Clyde-Brummel Park		N of Brummel at Clyde	Fully compliant - no modifications requirec			
	Congregational Park		N of Lake, W of Judson	Fully compliant - no modifications requirec			
	Cornelia Lunt Park		N of Church, E of Judson	Non-compliant pathways.	Install compliant pathways	\$ 50,000	2022
	Crown, Robert Park		N of Main, E of Dodge	Fully compliant - no modifications requirec			
	Currey, J. Seymour Park		E of Hinman, N of Dempster	Fully compliant - no modifications requirec			
	Dawes Park		Lakefront, Dempster to Church	Non compliant paths.	Install compliant pathways	\$ 150,000	2013
	Dempster Street Beach Office		Dempster Street and Lake Shore Boulevard	No ADA parking space provided. Non compliant door hardware.	Restripe lot with ADA space. Change hardware.	\$ 3,000	2022
	Dobson-Brummel Park		E of Ashland, between Dobson & Brummel	Fully compliant - no modifications required			
	Ecology Center	2024 McCormick		Fully compliant - no modifications requirec			
	Eggleston, Edward Park		N of McCormick, Bridge to Hartrey	Fully compliant - no modifications requirec			
	Eiden, Charles B. Park		E of Sherman, W of Custer	Fully compliant - no modifications requirec			
	Ellingwood Park		N of Harrison, E of Pioneer	Fully compliant - no modifications requirec			
	Elliott Park		Lakefront, Hamilton to Lee	Fully compliant - no modifications requirec			
	Harley Clarke Mansion	2603 Sheridan Road		No elevator or lift access to multistory building. Only entrance lobby, offices and restroom on floor 1 are accessible.	No correction required due to infeasibility.		
	Evanston Service Center	2020 Asbury Avenue		No elevator or lift access to multistory building. First floor is not accessible (stair access only). Second floor only accessible by parking on employee parking deck. Non compliant door hardware. Non accessible restroom on floor 1.	Construct elevator. Change hardware. Renovate restroom	\$ 150,000	2015
	Fire Station 1	1332 Emerson Street		Fully compliant - no modifications requirec			
	Fire Station 2	702 Madison Street		No elevator or lift access to multistory building.	Construct elevator.	\$ 75,000	2020
	Fire Station 3	1105 Central Street		Fully compliant - no modifications requirec			
	Fire Station 4	1817 Washington Street		Non compliant door hardware	Change hardware.	\$ 5,000	2016
	Fire Station 5	2830 Central Street		Fully compliant - no modifications requirec			

2012 ADA Transition Plan							
Department of Parks, Recreation and Community Services							
Item No.	Property Name	Address	Location	Description of Issue	Proposed Correction	Estimated Cost	Target Modification Date
	Fireman's Park		S of Simpson, W of Maple	Non-compliant play surfacing. Non compliant playground access.	Replace play surfacing. Construct compliant access.	\$ 25,000	2014
	Fitzsimons Park		N of Lee, E of Elmwood	Fully compliant - no modifications requirec			
	Fleetwood-Jourdain Community Center	1655 Foster Street		Fully compliant - no modifications requirec			
	Foster Field		N of Foster, W of Ashland	Non compliant pavements	Construct compliant pavements	\$ 30,000	2014
	Fountain Square		Davis, Sherman and Orrington	Fully compliant - no modifications requirec			
	Garden Park		Lakefront, N of Sheridan Square	No accessible route to play area. Non-compliant play surfacing. Non-compliant playground access.	Install accessible route. Replace play surfacing. Construct compliant access.	\$ 40,000	2017
	Gilbert Park		N of Emerson at Ashland	Fully compliant - no modifications requirec			
	Greenwood Street Beach House		Greenwood Street and Sheridan Roac	Fully compliant - no modifications requirec			
	Grey Park		N of Main, E of Ridge	No accessible route to play area. Non-compliant play surfacing. Non-compliant playground access.	Install accessible route. Replace play surfacing. Construct compliant access.	\$ 50,000	2016
	Grosse Point Lighthouse Park	2535 Sheridan Road		No accessible route from parking lot.	See Lighthouse Landing Fog Houses below for correction.	See below	See below
	Harbert, Elizabeth Boynton Park		E of canal, Main to Dempster	Fully compliant - no modifications requirec			
	Harper Gardens		Lake and Sherman	Fully compliant - no modifications requirec			
	Hinman Tot Lot	641 Hinman Avenue		Fully compliant - no modifications requirec			
	Hobart, Marcus A. Park		E of Ridge, N of Foster	No accessible route to play area. Non-compliant play surfacing. Non-compliant playground access.	Install accessible route. Replace play surfacing. Construct compliant access.	\$ 30,000	2018
	Howard Street Police Outpost	633 Howard Street		Fully compliant - no modifications requirec			
	Howell Park		N of Hartzell, E of Walnut	Fully compliant - no modifications requirec			
	Independence Park		N of Central, E of Stewart	Non compliant drinking fountain	Install compliant drinking fountain	\$ 30,000	2018
	Ingraham, Samuel Gilbert Park		E of Asbury, Simpson to Leonard	Fully compliant - no modifications requirec			
	James, Robert E. Park		S of Oakton, W of Dodge	Non compliant pavements.	Install compliant pavements.	\$ 50,000	2020
	James, Robert E. Park Field House		S of Oakton, W of Dodge	Fully compliant - no modifications requirec			
	Kelly Park		S of Keeney, W of Michigan	Fully compliant - no modifications requirec			
	Ladd Arboretum		SE of McCormick, Emerson to Grant	Non compliant pavements.	Install compliant pavements.	\$ 500,000	2013-2015
	Lagoon Building	1631 Sheridan Road		Fully compliant - no modifications requirec			
	Lake-Dodge Park		S of Lake, E of Dodge	Fully compliant - no modifications requirec			
	Larimer Park		N of Crain at Oak	Non compliant route to play area. Non-compliant playground access	Install accessible route. Construct compliant access.	\$ 10,000	2021
	Lawson, Lawrence O. Park, Noah's Playground, Deering Shelter		E of Sheridan, N of Clinton	Fully compliant - no modifications required			
	Leah Lomar Park		S of Mulford at Wesley	Fully compliant - no modifications requirec			
	Leahy Park		S of Lincoln, W of Ridge	Fully compliant - no modifications requirec			
	Lee Street Beach House	1111 Lake Shore Boulevard		Fully compliant - no modifications required			
	Levinson Tot Lot		S of Mulford at Florence	Fully compliant - no modifications requirec			
	Levy Senior Center	300 Dodge Avenue		Non compliant exercise equipment layout	Modify exercise equipment layout	\$ -	2012
	Lighthouse Landing / Beact	2603 Sheridan Road		Fully compliant - no modifications requirec			
	Lighthouse Landing Fog Houses	2601 Sheridan Road		No accessible route from parking lot. Non compliant washrooms. Non compliant door hardware. Non compliant kitchenette.	Construct accessible pavement route from parking lot. Renovate washrooms. Change hardware. Renovate kitchenette.	\$ 100,000	2022
	Lorraine H. Morton Civic Center	2100 Ridge Avenue		Non compliant door hardware. Non compliant washrooms on several floors. Non compliant exit on east façade. Non compliant signage.	Change hardware. Renovate washrooms. Construct compliant exit. Replace signage.	\$ 600,000	2013-2015
	Lovelace, Walter S. Park		W of Gross Point, S of Isabella	Fully compliant - no modifications requirec			
	Main Library	1703 Orrington Ave		Exterior door and washroom pull force is too high. Washroom grab bar non-compliant. Elevator call button non-compliant. Public telephone is non-compliant	Adjust door closers. Replace grab bars. Replace elevator call button plates. Modify public telephone.	\$ 5,000	2012
	Maple Avenue Garage	1800 Maple Avenue		Fully compliant - no modifications requirec			

2012 ADA Transition Plan							
Department of Parks, Recreation and Community Services							
Item No.	Property Name	Address	Location	Description of Issue	Proposed Correction	Estimated Cost	Target Modification Date
	Mason Park		S of Church, W of Florence	Fully compliant - no modifications requirec			
	McCormick Park		Hawthorne to Hartrey & Bridge to Gran	Non compliant pavements	Install compliant pavements.	\$ 20,000	2022
	McCulloch, Catherine Waugh Park		S of Jenks, Broadway to Eastwood	No accessible route to play area. Non-compliant play surfacing. Non-compliant playground access.	Install accessible route. Replace play surfacing. Construct compliant access.	\$ 50,000	2019
	Megowan, Vera Park		N of South, W of Hinman	Fully compliant - no modifications requirec			
	Merrick Rose Garden		S of Lake, W of Oak	Fully compliant - no modifications requirec			
	Monroe Tot Lot	1200 Monroe		Fully compliant - no modifications requirec			
	Morris, Jennifer Park		Washington and Custer	Fully compliant - no modifications requirec			
	North Branch Library	2026 Central Street		Non compliant washrooms. Exterior door pull force is too high.	Renovate washrooms. Adjust door closers	\$ 35,000	2017
	Noyes Cultural Arts Center	927 Noyes Street		Fully compliant - no modifications requirec			
	Oldberg, Arne and Mary Sloan Park		Elgin, Sherman and Clark	Fully compliant - no modifications requirec			
	Patriot's Park		N of Davis, W of Sherman	Fully compliant - no modifications requirec			
	Penny Park		S of Lake, W of Ashland	Non-compliant play equipment	Replace play equipment.	\$ 200,000	2014
	Perry, Adam Park	1741 Hovland Court		Fully compliant - no modifications requirec			
	Philbrick Park		S of Gaffield, W of Sherman	Fully compliant - no modifications requirec			
	Police / Fire Headquarters	1454 Elmwood Avenue		Fully compliant - no modifications requirec			
	Porter, Harry Hibbert Park		N of Simpson, E of Bennett	Fully compliant - no modifications requirec			
	Quinlan Park		S of Lincoln at Pioneer	Fully compliant - no modifications requirec			
	Raymond Park		N of Lake, E of Chicago	Fully compliant - no modifications requirec			
	Recycling Center	2222 Oakton Street		Non-compliant washrooms. Non compliant door hardware.	No correction required as building is no longer staffed.		
	Robert Crown Community Center and Ice Complex	1701 Main Street		Main entry not accessible. Washrooms and team rooms non compliant. Bleachers non compliant. Counters non compliant. Door hardware non compliant. Plumbing fixtures non compliant.	No correction required building is scheduled for replacement.		
	Sargent, Celia Park		N of Reba, W of Elmwood	Fully compliant - no modifications requirec			
	Sherman Avenue Garage		Davis Street and Benson Avenue	Fully compliant - no modifications requirec			
	Smith, Elnora Park		E of Ashland, W of Lyons	Fully compliant - no modifications requirec			
	Snyder, Thomas E. Park		E of Judson, S of Kedzie	Fully compliant - no modifications requirec			
	South Boulevard Beach		Lakefront, Sheridan Square to City Limits	Fully compliant - no modifications required			
	South Boulevard Beach House	525 Sheridan Square		Fully compliant - no modifications requirec			
	Southwest Park		S of Seward, W of Wesley	Fully compliant - no modifications requirec			
	St. Paul Park (North)		S of Lake, W of Sherman	Non compliant pavements	Construct compliant pavements	\$ 10,000	2022
	St. Paul Park (South)		S of Main, W of Chicago	Non compliant pavements	Construct compliant pavements	\$ 10,000	2022
	Stockham Place Park		N of Hamilton at Michigan	Fully compliant - no modifications requirec			
	Tallmadge, Thomas Eddy Park		E of Ridge, W of CTA Noyes to Colfax	Fully compliant - no modifications requirec			
	Torgerson, Frank S. Park		N of Jenks, E of Poplar	Fully compliant - no modifications requirec			
	Trahan, Benjamin Park		E of Ridge, N of Monroe	Fully compliant - no modifications requirec			
	Twiggs, William H. Park		S of canal, Bridge to Dewey	Fully compliant - no modifications requirec			



City of Evanston, Illinois

ADA Self-Evaluation and Transition Plan Update Spring 2012



Prepared by: Department of Parks, Recreation and Community Services

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Executive Summary

Introduction

The Americans with Disabilities Act (ADA) is a civil rights law that mandates equal opportunity for individuals with disabilities. The ADA prohibits discrimination in access to jobs, public accommodations, government services, public transportation and telecommunications. The City of Evanston has undertaken a comprehensive reevaluation of its programs, policies and facilities to determine the extent to which individuals with disabilities may be restricted in their access to city services and activities.

In 1994, the City of Evanston with the assistance of the consulting firm of Rolf Jenson & Associates completed its first review of its physical facilities. This revision describes the process that was used to complete the reevaluation of Evanston's activities, provides program and policy recommendations and presents a Transition Plan update for the modification of facilities, public right-of-way and programs to ensure accessibility.

This document will assist staff in its future planning in the areas of capital improvement planning, budget planning and policy development that may occur in all areas of city government over the next several years. The ADA Self Evaluation and Transition Plan Update is significant because it establishes the City's ongoing commitment to the development and maintenance of programs, policies and facilities that include all of the citizens including those with disabilities.

Federal Accessibility Requirements

Overview of the ADA: The Americans with Disabilities Act (ADA) was signed into law in July, 1990. This act gives civil rights protection to those individuals with disabilities similar to those provided to other Americans on the basis of race, color, creed, gender, national origin, sexual orientation, age, and religion. The ADA guarantees equal access and opportunity for individuals with disabilities, and also those with a history of having impairment in the past in the areas of public accommodation, employment, and the receipt of services from private entities, the receipt of services from state and local government, transportation, and telecommunications.

The ADA is divided into the following titles:

Employment (Title I): Title I of the ADA requires that employers with 15 or more employees must not discriminate against qualified individuals with disabilities in all areas of the employment process. These employers must provide reasonable accommodations that protect the rights of these individuals in all areas of the employment process. Possible examples of reasonable accommodations may include: job restructuring, altering workstations and modifying equipment. Employment activities that are covered here include the application and interview process, advancement, wages and benefits.

State and local government (Title II): This title of the ADA covers all topics related to access to and participation in all services and programs that are offered by State and Local government entities. This provision in the law states that State and Local government entities can not deny services to persons with disabilities and can not deny participation in

programs or activities that are available to the general public. In addition, public transportation such as commuter rail or bus services must also be accessible.

Private Entities that provide public services (Title III): This title stipulates that all new construction must be accessible for individuals with disabilities. For existing facilities all barriers to goods and services must be removed if doing so is readily achievable. Places of public accommodation include facilities such as hotels, restaurants, grocery stores, retail stores, and transportation facilities.

Telecommunications (Title IV): Title IV mandates the operation of an Interstate Relay Service and closed captioning for all federally funded public service announcements.

The City of Evanston was required to observe all requirements of Title I in its employment practices, Title II in its programs, policies and services, any parts of Titles III and IV that apply to the City and its programs, services or facilities and all the requirements specified in the ADA Accessibility Guidelines (ADAAG) that apply to facilities and other physical holdings.

Title II has the broadest impact on the City. Included in Title II are administrative requirements for all government entities employing more than fifty people. There are five (5) action steps that are required under the Title II requirements of ADA compliance:

- Designate an individual(s) responsible for coordinating the implementation of the ADA requirements
- Provide notice of ADA requirements
- Establish a Grievance Procedure
- Conduct a self-evaluation
- Develop a transition plan

Other Applicable Accessibility Requirements

The City of Evanston is also required to ensure that its programs, policies and procedures are compliant with other federal, state and local accessibility laws including the Illinois Accessibility Code, Section 504 of the Rehabilitation Act of 1973, the Evanston City Code and local zoning laws.

State and local government facilities must follow the requirements of the new 2010 Standards, including both the Titles II regulations at 28CFR 35.151; and the 2004 ADAAG at 36CFR part 1191 appendices B and D. In the few places where requirements between the two differ, the requirements of 28 CFR 35.151 prevail.

If the start date for construction is on or after March 15, 2012, all newly constructed or altered State and local government facilities must comply with the 2010 Standards. Before that date, the 1991 Standards (without the elevator exemption), the UFAS, or the 2010 Standards may be used for projects when the start of construction commences on or after September 15, 2010.

First and foremost, any construction project that the city undertakes, or where money is given to an entity from city funds must comply with the above mentioned federal, state and local laws.

ADA Self-Evaluation and Transition Plan Update

Development Process and Summary of Findings

The process developed for the preparation of the ADA Self-Evaluation and Transition Plan Update included a review of all programs, as well as all department policy reviews and also prioritizing of architectural barriers to be removed.

Programs, Policies and Procedures

A complete overall review of all city programs, policies and facilities was begun to determine the level of compliance that currently exist within the city organization and where changes were needed in order to bring up the level of accessibility. These reviews consisted of all buildings as well as all city parks and recreation centers that were operated within the city.

Facilities Transition Plan Update:

A survey was conducted beginning in 2010 and finishing in 2011. This provided the City with a record of the architectural barriers that currently exist that restrict persons with disabilities from having complete access to city facilities and their programs.

Facility Surveys

The City conducted reviews of architectural barriers in its buildings and facilities. Only those areas open to the public were surveyed. These surveys were conducted using results of previous surveys as well as interviewed staff from the City's Facilities Management Division who has knowledge of any architectural barrier removal that had been completed within the last five years.

These surveys were conducted using ADAAG, IAC standards and the State of Illinois Attorney Generals ADA checklist. This information was compiled and was to be prioritized as part of the capital improvement program. There were a variety of areas covered within the survey including parking, accessible pathways, entrances, public rooms within the facility and restrooms.

Removal of Architectural Barriers

With the knowledge that the City has limited funds available and can not immediately make all buildings and facilities fully accessible, staff will utilize the following criteria as the basis for prioritizing the removal of architectural barriers:

- *Quality and frequency:* Determine the rate of public use.
- *Uniqueness of the facility:* Can the programs offered at this facility be shifted to an alternative, accessible location?
- *Age or condition of the facility:* Age or condition should not be major criteria, but can be factors if the building is scheduled to be vacated or demolished.

- *Critical nature of programs offered at the facility:* What types of programs are offered at the facility? Are the programs that are offered critical to the needs of citizens?

Prioritization of Barrier Removal

As part of the City's capital improvement planning process staff from the Facilities Management Division will produce a list of prioritized capital projects to be proposed to the City Council for approval on a yearly basis. This listing will include a prioritized list of facilities that currently are not in compliance and that have a high frequency of use by the general public including persons with disabilities.

City of Evanston reserves the right to make changes to this list at any time. These changes may be based upon any of the following factors but shall not be limited to: availability of funds, cost of barrier removal, frequency of use of the facility and requests from citizens including persons with disabilities.

It is the intention of the City to work in conjunction with Department heads and other staff to determine the need for barrier removal once funding has been identified. The ADA/CIP Project Manager in the Facilities Management Division will coordinate project priorities. ADA priorities will occur within a reasonable time frame as funding becomes available and construction schedules permit. Since the City of Evanston is located in a northern climate with harsh winters, construction is not conducive during the month of October through March and should be taken into consideration.

Undue Burden

Under the ADA, the City is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of its program or activity, would create a hazardous condition resulting in a direct threat to the participant or others, or would represent an undue financial and administrative burden. The determination that an undue burden would result must be based on an evaluation of all resources available for use in the City. For example, if a barrier removal action is judged unduly burdensome, the City must consider other options for providing access to the benefits and services of the program or activity by individuals with disabilities.

Ongoing Accessibility Improvements

Based on advances in technology, construction of new facilities in the future, and continued accessibility improvements to existing facilities, construction must be monitored to ensure that it is accessible for all citizens including those with disabilities. The City of Evanston keeps its programs up-to-date through increased community involvement, partnerships with organizations and those offering services to persons with disabilities in order to improve accessibility for all citizens.

Measuring the success of the ADA Self-Evaluation and Transition Plan Update

It is the intent of the City of Evanston to ensure that it periodically evaluates the success of improving access to its programs by a complete review of the Transition Plan. Examples of measurements that determine success would include:

- Statistics on the number of persons with disabilities participating in programming.
- Statistics on the number of ADA grievances received in the area of accessibility to programming.
- The number of requests for reasonable accommodations received from persons with disabilities.
- Soliciting feedback from participants.
- Asking staff to evaluate the success/outcome of a program.

Compliance Procedure

As part of the Self-Evaluation and Transition Plan, the City of Evanston has revised and adopted a citywide complaint procedure to resolve complaints related to discrimination under the ADA.

A public entity that employs fifty or more persons is required by the ADA to adopt a public grievance procedure that provides for prompt and equitable resolution of alleged violations of Title II of the ADA. The formal grievance procedure that was adopted by the Evanston City Council in February of 2003 follows:

City of Evanston ADA Grievance Procedure – Title II –Accessibility:

I. Purpose

The City of Evanston (“City”), a public entity, hereby establishes a grievance procedure providing for the prompt and equitable resolution of any complaints alleging actions prohibited by the U.S. Department of Justice regulating Title II of the Americans with Disabilities Act (ADA). This procedure shall be available to all individuals utilizing the service and facilities of the City of Evanston. Qualified disabled individuals shall not be excluded from participating in, or denied the benefits of, or subject to discrimination in any programs or activities sponsored by this public entity.

II. Procedure

1. All complaints regarding access or alleged discrimination are to be submitted in writing or in appropriate format to the City Manager and/or the Director of Parks, Recreation and Community Services for resolution. The complaint shall include a detailed description of the alleged discriminatory action to inform the City of the nature and date of the alleged violation. The complaint must be signed by the complainant or by someone authorized to do so on his or her behalf. No grievance shall be accepted which has been submitted more than one hundred and eighty (180) days after the occurrence of the event. Within five (5) calendar days of receiving the written grievance, the designated person will meet with the complainant and attempt to resolve the grievance. The designated person will provide a

written response in appropriate format to the complainant within fifteen (15) calendar days of the meeting.

2. Written complaints should be submitted to the City Manager, City of Evanston, 2100 Ridge Avenue, Evanston, Illinois 60201. A record of the complaint and the actions taken will be maintained on file.

3. If the response of the City Manager is not acceptable to the complainant, the complainant may within ten (10) calendar days request that the grievance be forwarded to the Human Services Committee of the City Council.

4. The committee shall establish procedures for hearing complaints, requests or suggestions from individuals with disabilities regarding access to and participation in public facilities, services, activities, and functions in the community.

5. The committee shall schedule a public meeting for reviewing the complaints, after adequate public notice is given. The committee shall issue a written decision within thirty (30) days of the public meeting.

6. Any decision of the Human Services Committee regarding the grievance may be appealed to the City Council within thirty (30) calendar days. The City Council will consider such appeal at an open meeting, unless the matter is to be discussed in an exception to the Open Meetings Act and the committee decides to discuss it in closed session. A determination must be made within thirty (30) days of the hearing. The decision made by the City Council is final.

7. A record must be made of the action taken at each level of the grievance process.

8. The individual's right to prompt and equitable resolution shall not impair his/her pursuit of other remedies such as the filing of a complaint with the U.S. Department of Justice or any other appropriate Federal agency. Furthermore, the filing of a lawsuit in a state or federal district court can occur at any time. The use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

ADA Self-Evaluation and Transition Plan Update Development Process

Overview

This ADA Self-Evaluation and Transition Plan was prepared in fulfillment of the requirements set forth in Title II of the ADA. The ADA states that a public entity must reasonably modify its programs, policies or procedures to avoid discrimination against persons with disabilities. This report describes the process by which programs, policies, procedures and facilities were evaluated for compliance with the ADA, presents the findings of the evaluation and provides recommendations for ensuring accessibility.

Legislative Mandate

The development of a transition plan is a requirement of federal regulations implementing the Rehabilitation Act of 1973, which require that all organizations receiving federal funds for programs available will not discriminate towards persons with disabilities. Act, which has become known as the "Civil Rights Act" states that:

No otherwise qualified handicapped individual in the United States shall solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. (Section 504)

This legislative mandate, therefore, states that the City of Evanston will provide:

- Completion of a self-evaluation
- Development of an ADA complaint procedure
- Designation of a person/persons who are responsible for overseeing Title II compliance and
- Development of a transition plan if the self-evaluation identifies the need for structural modifications to be compliant. The transition plan must be retained for three years.

This report and certain documents incorporated by reference establish the ADA Self-Evaluation and Transition Plan Update for the City of Evanston, Evanston, Illinois.

Discrimination and Accessibility

There are two different types of accessibility- physical accessibility and program accessibility. Absence of discrimination requires that both be provided.

The ADA establishes requirements to ensure that buildings and facilities are accessible to and usable by people with disabilities. Design guidelines to achieve accessibility have been developed and are maintained by the U. S. Access Board under the jurisdiction of the ADA. The ADA Accessibility Guidelines (ADAAG) cover a wide variety of facilities including buildings, curbs/ramps, outdoor recreation areas and established minimum accessibility requirements for new construction and alterations to existing facilities. The City may achieve

physical accessibility by ensuring that facilities are barrier free and meets ADAAG technical requirements and the State of Illinois accessibility code.

Program accessibility requires that individuals with disabilities be provided an equally effective opportunity to participate in or benefit from the public entity's programs and services. The requirement is that a public entity operates each program so the program is readily accessible to and usable by people with disabilities

The City may achieve program accessibility by a number of methods, both structural and nonstructural such as:

- Structural methods such as altering an existing facility
- Acquisition or redesign of equipment
- Age accommodations
- Providing services at alternative accessible sites
- Changing components such as rules/regulations to include all

When choosing a method of providing program access, the City will give priority to one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities. In compliance with the requirements of the ADA, the City provides equality of opportunity but does not guarantee equality of results.

City of Evanston Process

Introduction

Services and programs offered by the City of Evanston to the public must be accessible. Accessibility applies to all aspects of the program or service, including advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids and transportation if provided.

The goals of the Self-Evaluations were:

- To develop policy recommendations for the City and each of its departments, divisions and programs.
- To ensure that the views of the disabled community are included in the City's policies.
- To foster ties between the city staff and representatives of the disabled community.

The process of making City facilities and programs accessible to all individuals will be an ongoing process. The City will continue to review accessibility issues while resolution of complaints and reasonable modifications to programs are addressed. The City will periodically evaluate the success of improving access to programs by practices and procedures developed during the review of the self-evaluation questionnaires submitted by each department.

Review and Update of General Policies

The following is the process the City took in completing the ADA Self-Evaluation and Transition Plan Update:

- Each department was asked to complete and submit a departmental self-evaluation questionnaire that was divided into various sections highlighting certain aspects of policies and their level of accessibility.
- Once the departmental self-evaluation questionnaire was completed, each director received a written report detailing any irregularities that were noticed within the self-evaluation questionnaire.
- Recommendations were given to each director as to what policies and procedures needed to be modified to allow for persons with disabilities to have the most independent level of access available.

Program Accessibility Questionnaire

The self-evaluation of the City of Evanston's services, programs and activities required solicited information about current programs in the following categories:

- A summary of the program and its purpose, the specific activities that comprise the program and the nature of any advertising or program materials produced.
- Any program or admission eligibility requirements.
- An overview of participation in the program, including who participates and how participation is facilitated.
- The methods used by departments to provide accessibility.
- Any access complaints or requests for improving access to the programs.
- A list of facilities or portions of facilities used by the programs and activities that take place there.
- Program providers, including outside organizations.
- Transportation, if provided.
- Communication, including audiovisual presentations and the City's website.

Policies, Procedures, and Program Accessibility Findings City of Evanston General Policies and Practices

Following is a list of general policies and practices which will affect all city departments. These should be added to specific departmental policies and practices and made a part of each departments ADA implementation strategy to guide administration with any programs.

General Policies and Practices

In general, the City of Evanston is well-prepared in this area; the only issues that remain in this area are the following:

- Lack of funding available to make long-term capital improvement projects a reality.

- Lack of training in the areas of disability sensitivity and ADA compliance for all city staff.
- Need for better prioritization of ADA projects.

It is the City's goal to address all of the citywide programs, policies and procedures that act as barriers to accessibility. In those situations where a program, policy or procedure creates an accessibility barrier that is unique to a department or a particular program, the City intends to address the removal of the barrier in the most reasonable and expeditious manner possible.

Non-Discrimination Policy-Notice Requirements

The notice regarding the City's commitment to providing accessible services will be posted on the City of Evanston's Internet site.

Policy on non-discrimination on the basis of disability:

The City of Evanston does not discriminate on the basis of disability in any area of city services including employment.

The ADA Compliance Team has been designated to coordinate compliance with nondiscrimination requirements contained in the Department of Justice regulations that relate to Title II of the Americans with Disabilities Act which prohibits discrimination on the basis of disability by public agencies. The ADA Compliance Team may be reached at:

City of Evanston
 2100 Ridge Ave.
 Evanston, IL 60202
 (847) 866-2914 (phone), (847) 448-8051 (fax)
 (847) 448-8064 (TTY)
disabledsvcs@cityofevanston.org (E-mail)

General Facilities, Programs and Services Policy

The City of Evanston supports the ADA guidelines and requirements:

- Every effort shall be made that city-sponsored programs and facilities are accessible according to Illinois Accessibility Code and the Americans with Disabilities Act guidelines.
- The City will maintain in working order equipment and features in facilities that are required to run ready access to individuals with disabilities.
- The City will ensure that individuals with disabilities are not excluded from regular programs. Individuals with disabilities will be integrated into regular programs to the maximum extent possible.
- The City will ensure where specific requirements are necessary for the safe operations of the programs; those requirements are based on real risk, not on speculation, stereotypes or generalizations about individuals with disabilities.

- The City will modify policies, practices and procedures to avoid discrimination unless the modifications would fundamentally alter the nature of the program or create a hazardous situation.
- It is not required that each existing facility be accessible. This standard, known as "program accessibility," must be provided by methods including alteration of existing facilities, acquisition or construction of additional facilities, relocation of a service or program to an accessible facility or provision of services at alternate site.

Requests for Accommodations

The request for services should be made directly to the department involved. A specific request can be placed by phone into the 311 Center which would then forward the request to the specific department to be addressed.

- The determination whether to provide an accommodation is made on a case-by-case basis. This is an individual process through which the Department and an individual with a disability discuss and arrange for the necessary (and reasonable) accommodations.
- In assessing the accommodation, the City will give priority consideration to program accommodations that will be consistent with provisions of services, programs and activities in the most integrated setting appropriate to qualified individuals with disabilities.
- Accommodations may include, but are not limited to, making reasonable modifications in policies, practices, and procedures, furnishings, auxiliary aids and services and making services, programs or activities accessible, usable and integrated whenever appropriate.
- Specific lists of types of accommodations are not included in this policy as they vary depending on program and individual needs and also by types of accommodations available.
- In person requests for services or information at a counter will be handled on an individual basis. The individuals in those departments will determine an appropriate accommodation for the individual.
- A grievance procedure is available at the City of Evanston's Internet site for those situations where the individual and City representative may disagree about what is reasonable, appropriate and/or necessary.

Special Events

- In situations where private organization sponsor events at city facilities, the City of Evanston will require private organizations to comply with applicable ADA requirements. City will provide a checklist during the application process to inform the organizer of their responsibility for accessibility under the ADA requirements. The information for special events is handled by the Parks, Recreation and Community Services Department.

Equipment

- Limited specialized equipment may be available to assist persons with disabilities to participate in programs such as recreation. This information can be found by contacting the Parks, Recreation and Community Services Department.
- The City currently has an active TTY number which is connected to the Parks, Recreation and Community Services Department and is available for use by persons who are deaf or hard of hearing and wish to sign up for programs.

Public Meeting

- Public meetings will be scheduled in accessible locations whenever possible. An accessible location includes, but not limited to having the following: accessible restrooms, wheelchair access, accessible parking, accessible route, temperature control, and the ability to provide access to fresh air for people with chemical sensitivities.
- When a fully accessible site is not available, reasonable accommodations will be made so that an individual with a disability can participate.
- Information will be made available to City staff on the types of accommodation requests that may be made by persons with different types of disabilities. Types of possible accommodations may include sign language interpreters, readers, descriptive services and other assistive technologies such as "real-time" captioning.
- A notice will be displayed on meeting agendas indicating the availability of accommodations by request.
- Agendas will be provided in alternative format, when requested, if possible.
- The City will maintain a resource list of American Sign Language interpreters who may be brought to meetings to assist individuals with hearing impairments when requested.
- The City will maintain a list of accessible meeting spaces to facilitate the scheduling of meetings and/or the relocation of meetings if necessary.

Communications Policy

General

- Public information will be available on how to request sign language interpreters, equipment that enhances hearing, or other appropriate accommodations.
- Requests for reasonable accommodation will be responded to within two business days in the case of meeting agendas being close.
- Departments may provide appropriate auxiliary aids and services where necessary, to ensure effective communication with individuals with disabilities, unless doing so would result in a fundamental alteration of a program or service or if providing that service results in an undue burden as defined by law.
- The City will provide public information in alternative formats when requested.

City Website

- The City will maintain a webpage on the City's website that discusses disability services, the citywide grievance policy and how to apply for reasonable accommodations for programs and meeting participation.
- Comments or suggestions for additions to the City's website, such as adding links to the ADA webpage or specific departmental websites may be submitted to the City webmaster.

Printed Information

- When a Department receives a request to produce printed materials in alternative formats for persons with various disabilities, the Department will make every effort to accommodate a reasonable request providing that it does not cause a fundamental alteration in the nature of the program or service or cause undue financial burden.
- Requests for specialized formats of lengthy and/or bulky documents will be handled on an individual basis.
- Any charge for a publication will be uniform for all formats of that publication.
- The City will make program information more widely available to all city residents by publicizing available program brochures in alternative formats when request.
- On city-related printed material distributed to the public regarding programs, there will be reference to the City's non-discrimination policy and the phone number of the Recreation Superintendent and/or other contact information on who can provide assistance in meeting special requests.
- Information on the City's efforts to comply with the ADA will be available on request and included in the City's website.

Outreach of Information

- The City will use various media for outreach regarding information on accessibility.

Signs

- City directional and informational signs are designated as needed to include accessibility standards.
- When signs are replaced, priority will be given to signs related to public access. These signs will be replaced with signage that includes information about accessibility.
- The International Symbol of Accessibility (ISA) will be included whenever required on directional or informational signs. The City will consider its use whenever possible.

Staff Training Policy

The ADA Compliance Team will monitor and oversee the ADA training requirement.

- All employees shall be trained in ADA policies applicable to their departments and positions. Emphasis on training will be given to senior management as well as Department Directors and Supervisors.

- Appropriate city staff members will be provided with training in general building evacuation procedures for assisting people with disabilities in an emergency.

Funding Policy

ADA compliance is one of the evaluation criteria used in allocating money for the Capital Improvement Program (CIP).

- ADA compliance cost will be identified for each CIP project and a summary of these costs will be available as part of the bidding process.
- When a reasonable accommodation is needed, the cost will not be incurred by the individual requesting it. It is the responsibility of the Department to identify, request funds, support and insure the accommodation. The individual shall notify the department of the need for an accommodation in writing, either via e-mail or with a letter or by phone through the 311 Center.
- The City is a grantee of federal Community Development Block Grant funds from the United States Department of Housing and Urban Development. When an organization or city department submits an application requesting funding for a program that is permitted using these funds, it must ensure that the program or service being funded is fully accessible to persons with disabilities or that reasonable accommodations can be made if necessary. The CDBG program is administered by the Community and Economic Developed Department.

City of Evanston Department - Specific Services Review

Administrative Services Department

This department is divided into the following divisions:

- **Human Resources**
- **Parking Service**
- **Finance**
- **Information Technology**

Administrative Services is responsible for the day to day administrative functions of the divisions listed above. Included within these departments are the GIS functions as well as the recruiting, hiring, salary and benefits, employee performance evaluations, budget preparation, parking enforcement, and other associated administrator functions.

The Human Resources Division is responsible for ensuring that there is equal access in all areas of employment as stated in Title I of the ADA. This division also handles request for reasonable accommodations, as well as FMLA requests and other related benefits issues.

The Parking Services Division handles all parking enforcement related issues. It handles 35 surface parking lots, 3 municipal garages and 2400 street parking spaces. This division ensures that all state regulations regarding accessible parking are enforced and tickets are issued when appropriate.

Finance compiles appropriate internal financial information to facilitate management control of financial operations and prepares the Comprehensive Annual Financial Report (CAFR).

Information Technology oversees all technology installation as well as any request for accessible software installation.

City Clerk's Office

This office provides the following programs and services:

- **Freedom of Information Act:** Fulfills any FOIA request that is received on behalf of a department.
- **Publications/Codes for Sale:** Will provide publications when requested.
- **Temporary Disabled Placard:** Issues requests for ninety-day temporary disabled parking placard.
- **Real Estate Transfer Tax:** Whenever a property is sold within the City of Evanston, a transfer tax is paid at the closing of the sale.
- **Notarization and certification service:** Notary Public services are available as well as certification service for a fee.
- **Voter Information:** Provides information regarding voting.

This Department is compliant with all aspects of ADA to ensure that its services are accessible. All department policies and procedures are consistent with the requirements of the ADA.

City Manager's Office

This office is divided into the following divisions:

- **Public Information Division:** Provides information to the public via web, calendar, news, press releases, highlights newsletter, E newsletters, Facebook, Twitter, YouTube and other means of communication.
- **311 Division:** Established to provide a central location for disseminating information about city services and programs.
- **Sustainability Division:** Implements the climate action plan for the City of Evanston.
- **Website Management Division:** Creates and maintains the City website.
- **Inter-Governmental Affairs Division:** Coordinates with State, Federal and other regional officials and agencies to advocate for the needs and interests of Evanston.
- **Development/Fundraising Division:** Raises money to sponsor Evanston events and programs.
- **Volunteer Program:** Manages the new Evanston volunteer program.

In addition, the City Manager's Office has the responsibility for preparing and coordinating the agendas for City Council meetings and provides policy support to elected officials.

This Department is aware of its obligations under the ADA so that all of the programs and services provided by this office are compliant with the Americans with Disabilities Act.

Community and Economic Development Department

This department is divided into the following divisions:

- **Building, Inspection and Permits**
- **Planning and Zoning**
- **Housing Rehabilitation**
- **Economic Development**

This Department and its divisions provide a number of services to the community including Community Development Block Grant funds(CDBG), security light and fencing assistance, building plans, permits and rehab, facade improvement programs, alley assessment assistance, guidance in relocating businesses, plan developments, home purchasing assistance and emergency home guidance.

Staff in this department is aware of their responsibilities under the ADA as well as section 504 of the Rehabilitation Act of 1973, which governs the regulations for CDBG grant recipients.

Under the supervision of the Director, this Department will continue to provide changes to their policies and implement training which is inclusive of persons with disabilities. Staff will be made aware of any important issues that may arise, particularly in the area of ADA grievances that may be received by the department from staff or citizens.

Fire and Life Safety Department

This department is divided into the following divisions:

- **Fire Suppression**-This division serves as first responders during emergency; this includes fire and EMS.
- **EMS**- Department paramedics provide vital services to the citizens and support to the department's other functions.
- **Special Teams**- Fire Suppression, Dive Team, Personal Water Craft Team, Technical Rescue Team, Hazardous Materials Team, Auto-Aid response, and MABAS request response.
- **Fire Prevention**-This division provides public education on how to prevent fires.

This Department provides all fire and life safety services for the City of Evanston. Staff has been trained in the proper way to interact with persons who have disabilities. This training occurred in 2007.

All of the fire departments programs are accessible for all individuals with the exception of firefighter recruitment which needs an individual to be physically fit in order to serve as a firefighter or EMS technician.

Health Department

This department is divided into the following divisions:

- **Community Health Division**
- **Environmental Health Division**

The **Community Health Division** provides the following programs and services:

- Women Out Walking-a physical fitness program for women.
- Children's Dental Clinic
- All Kids Programs
- Federally Qualified Health Center
- Mental Health
- Health Summit
- Vital Records: Issues Birth and Death certificates

The **Environmental Health Division** provides the following programs and services:

- Food Establishment Inspections-inspections of food establishments
- Communicable Disease Surveillance-Disease Monitoring throughout Evanston
- Emergency Response
- Public Health Licensing and Permits

- Lead Program-Testing of homes for lead
- West Nile Virus-Bird and Mosquito testing
- Beach water Quality-Beach water Testing
- Pest Control
- Clean Air Act/Smoking program
- Food Service Manager Certification

This Department handles all aspects of health monitoring throughout the City of Evanston. The Evanston Health Department is in compliance with the Americans with Disabilities Act and its programs and policies are consistent with Title II of the ADA.

With proper notice, the Department will make arrangements to ensure that all of its meetings are held in accessible locations along with proper notification.

Law Department

This department serves as legal counsel for all departments and divisions of the City of Evanston. The Law Department will provide a response when the City receives a grievance that involves one of the city departments and is ADA related. The City's Law Department will respond to all civil suits filed against the City of Evanston.

Library Department

This department provides a number of services including:

- **Administrative and maintenance support of library operations**
- **Computer classes and workshops**
- **Public arts, literary, literacy and cultural programs including story times**
- **Books on wheels services**

All Library policies take into account participation by persons with disabilities and staff will make reasonable attempts to accommodate requests of patrons with disabilities and has been trained on the proper use of the TTY machine as well as the Illinois Relay Service which can assist patrons who are deaf and hard of hearing or may have speech issues.

Parks, Recreation and Community Services Department

This department is divided into the following divisions:

- **Recreation Division**
- **Parks and Forestry Division**
- **Facilities Management Division**
- **ADA Compliance/Disability Services and Youth Services**

The Department manages 75 parks, 6 community centers, 6 guarded beaches and all city-owned buildings.

The Recreation Division operates various recreation, sports programming and special events throughout the city. Arrangements on a case-by-case basis provide reasonable accommodations to anyone with a disability who wishes to participate in programming provided that the accommodation does not create an undue financial hardship or a fundamental alteration in the nature of the program as it was intended.

Recreation staff receives disability/sensitivity training on a regular basis. The Special Recreation program provides on-going training and resources to all center staff.

Parks and Forestry maintains all the community parks and parkway trees within the city. They will address any requests received through our 311 system that pertain to an ADA issue.

Facilities Management is responsible for all city owned buildings and their compliance with the ADA. All new projects are reviewed to ensure that they will be compliant under the ADA.

The Department oversees the ADA Compliance/Disability Services for the City. The duties of this position are divided among three individuals: Inclusion Coordinator, ADA/CIP Project Manager and the Law Department.

All department policies and procedures are consistent with the requirements of the ADA.

Police Department

This department is divided into the following divisions:

- **Field Operations Division**
- **Investigative Services Division**
- **Support Services Division**

This Department supports all law enforcement activities as well as the enforcement of all state and federal laws including ADA. Within each division are different bureaus that encompass different aspects of the day-to-day operations of the Police Department.

This Department has been trained over the last seven years in the area of disability sensitivity and ADA compliance. An additional online training course was given to command staff and supervisors of the department to educate them on all aspects of the ADA Amendments Act which took effect January 1, 2009. Department staff has been trained in ADA compliance issues as well as disability awareness issues. The last training that was conducted occurred in 2008. An online training was conducted for command staff in the fall of 2010.

All department policies and procedures are consistent with the requirements of the ADA. There is a wide network of service providers throughout the City of Evanston that can be called upon to assist police officers who may encounter persons with mental illness or cognitive issues and may be unable to speak for themselves.

Public Works Department

This department is divided into the following divisions:

- **Engineering Division**
- **Streets and Sanitation**
- **Fleet Service**

The Department is aware of its responsibilities under the ADA. In the Engineering Division all contractors are required to provide proof that they understand what is required by the ADA and the Illinois Accessibility Code. This Department provides programs such as ADA curb ramp replacement which is incorporated as part of the street resurfacing and water main replacement programs. The ADA curb ramp are funded through Motor Fuel Tax (MFT), Capital Improvement Program & CDBG funds and provides for the replacement of non-compliant curb ramps at the end of intersections to increase the level of mobility that is available for all including individuals with disabilities.

The City of Evanston maintains hundreds of miles of arterial and residential streets. The City has a number of on-going programs devoted to making the City's streets and sidewalks more accessible. Through the use of Motor Fuel Tax (MFT) Funds and Capital Improvement Program (CIP) accessibility is incorporated into the design of projects for pedestrian safety, pedestrian paths, and traffic signals. Ramps are installed or upgraded on all projects including street resurfacing and street rehabilitation.

ADA Curb Ramp Replacement Program: This program is CDBG funded and began in FY 2001/02. The purpose of the program is to address the issue of curb ramps that do not currently meet the design specifications of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and replace them with ramps that are compliant in their design as well as their function.

The engineering division of Public Works is responsible for upgrading ADA Handicap Ramps at the street intersections. As part of the street projects we identify the substandard handicap access ramps and reconstruct these ramps as part of the project. The locations are identified as part of the five year street resurfacing program. The 2012 street resurfacing/water main and street resurfacing program is the last year of the 2007-2011 Program. The development of a new 5 year program (2013-2017) is planned for this summer (2012) upon Council approval.

The City of Evanston will continue to improve sidewalk accessibility as funding is available.

Utilities Department

This department is divided into the following divisions:

- **Water Division**
- **Sewer Division**

The Department provides water and sewer services for the City of Evanston as well as surrounding communities. This Department is compliant with ADA regulations and has limited contact with persons who have disabilities except in cases where there is water and sewer work being done on the street, or when an individual has issues with their water or sewer bill.

Conclusions

The City of Evanston continues to maintain a proactive approach toward addressing the issue of accessibility for persons with disabilities in its programs and facilities. Department directors and supervisors work to address accessibility issues that may exist in city owned or leased facilities as well as in any programs that are run or funded by the city. As this report shows, the City of Evanston maintains a continuing commitment to insuring equal access for all citizens including persons with disabilities.

The City of Evanston is aware of its obligations under the ADA, and has intentions to do everything within reasonable expectations in a reasonable timeframe to address any issues of accessibility in its programs, policies, and facilities.

The City of Evanston is committed to providing equal access in all areas of public services, and does not discriminate on the basis of race, color, creed, national origin, religion, age, sexual orientation, or disability. Each department director and division manager is expected to insure that equal access is provided at all times and to resolve any accessibility-related issues in a timely manner.

Definitions

The following is a summary of many definitions found in the ADA. Please refer to the Americans with Disabilities Act for the full text of definitions and explanations.

Disability

The term disability means, with respect to an individual:

- A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- A record of such impairment; or
- Being regarded as having such impairment.

Qualified Individual with a Disability

A qualified individual with a disability means an individual with a disability who, with or without reasonable modification to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the City.

Discrimination on the Basis of Disability

Discrimination on the basis of disability means to:

- Limit, segregate, or classify a citizen in a way that may adversely affect opportunities or status because of the person's disability;
- Limit, segregate, or classify a participant in a program or activity offered to the public in a way that may adversely affect opportunities or status because of the participant's disability;
- Participate in a contract that could subject a qualified citizen with a disability to discrimination;
- Use any standards, criteria, or methods of administration that have the effect of discriminating on the basis of disability;
- Deny equal benefits because of a disability;
- Fail to make reasonable accommodations to known physical or mental limitations of an otherwise qualified individual unless it can be shown that the accommodation would impose an undue burden on the City's operations;
- Use selection criteria that exclude otherwise qualified people with disabilities from participating in the programs or activities offered to the public; and
- Fail to use tests, including eligibility tests, in a manner that ensures that the test results accurately reflect the qualified applicant's skills or aptitude to participate in a program or activity.

Complaint

A complaint is a claimed violation of the ADA.

Physical or Mental Impairments

Physical or mental impairments may include, but are not limited to: vision, speech, and hearing impairments; emotional disturbance and mental illness; seizure disorders; mental retardation; orthopedic and neuromotor disabilities; learning disabilities; diabetes; heart disease; nervous conditions; cancer; asthma; hepatitis B; HIV infection (HIV condition); and drug addiction if the addict has successfully completed or is participating in a rehabilitation

program and no longer uses illegal drugs. The following conditions are not physical or mental impairments: transvestitism; illegal drug use; homosexuality or bisexuality; compulsive gambling; kleptomania; pyromania; pedophilia; exhibitionism; voyeurism; pregnancy; height; weight; eye color; hair color; left-handedness; poverty; lack of education; a prison record; and poor judgment or quick temper if not symptoms of a mental or physiological disorder.

Substantial Limitation of Major Life Activities

An individual is disabled if she or he has a physical or mental impairment that (a) renders her or him unable to perform a major life activity or (b) substantially limits the condition, manner, or duration under which she or he can perform a particular major life activity in comparison to other people. Major life activities are functions such as walking, seeing, hearing, speaking, breathing, learning, performing manual tasks, or caring for oneself. In determining whether physical or mental impairment substantially limits the condition, manner, or duration under which an individual can perform a particular major life activity in comparison to other people, the following factors shall be considered:

- The nature and severity of the impairment;
- The duration or expected duration of the impairment; and
- The permanent or long term impact (or expected impact) of or resulting from the impairment.

Having a Record of Impairment

An individual is disabled if he or she has a history of having an impairment that substantially limits the performance of a major life activity; or has been diagnosed, correctly or incorrectly, as having such impairment.

Regarded as Having a Disability

An individual is disabled if she or he is treated or perceived as having an impairment that substantially limits major life activities, although no such impairment exists.

Reasonable Program Modifications

If the individuals' disabilities prevent them from performing the essential functions of the program or activity, it is necessary to determine whether reasonable program modifications would enable these individuals to perform the essential functions of the program or activity. Reasonable program modification is any change in program or activity or in the way things are customarily done that enables an individual with a disability to enjoy equal program opportunities. Accommodation means modifications or adjustments:

- To a registration or application process to enable an individual with a disability to be considered for the program or activity;
- To the program or activity environment in which the duties of a position are performed so that a person with a disability can perform the essential functions of the program or activity; and
- That enables individuals with disabilities to enjoy equally the benefits of the program or activity as other similarly situated individuals without disabilities enjoy.

Modification includes making existing facilities and equipment used by individuals readily accessible and usable by individuals with disabilities.

Modification applies to:

- Known disabilities only. Modification is not required if it changes the essential nature of a program or activity of the person with a disability, it creates a hazardous situation, adjustments or modifications requested are primarily for the personal benefit of the individual with a disability, or it poses an undue burden on the City.

Auxiliary Aids and Services

The term auxiliary aids and services include:

- Qualified interpreters or other effective methods of making orally delivered materials available to individuals with hearing impairments;
- Qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments;
- Acquisition or modification of equipment or devices; and
- Other similar services and actions.

ADA Resources List

Federal Accessibility Standards and Regulations U.S. Department of Justice

The U.S. Department of Justice provides many free ADA materials including the Americans with Disability Act (ADA) text. Printed materials may be ordered by calling the ADA Information Line: (800) 514-0301 (Voice) or (800) 514-0383 (TDD). Publications are available in standard print as well as large print, audiotape, Braille, and computer disk for people with disabilities. Documents, including the following publications, can also be downloaded from the Department of Justice website at <http://www.ada.gov>

ADA Regulation for Title II: This publication describes Title II of the Americans with Disabilities Act, Pub. L. 101-336, which prohibits discrimination on the basis of disability by public entities. Title II of the ADA protects qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all state and local governments. This rule adopts the general prohibitions of discrimination established under section 504, as well as the requirements for making programs accessible to individuals with disabilities and for providing equally effective communications. It also sets forth standards for what constitutes discrimination on the basis of mental or physical disability, provides a definition of disability and qualified individual with a disability, and establishes a complaint mechanism for resolving allegations of discrimination.

Title II Technical Assistance Manual and Yearly Supplements: This 56-page manual explains in lay terms what state and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner. Many examples are provided for practical guidance.

Accessibility of State and Local Government Websites to People with Disabilities: A 5-page publication providing guidance on making state and local government websites accessible.

ADA Information for Law Enforcement: This page contains compliance assistance materials to help state and local law enforcement officers understand how to interact with victims, witnesses, suspects, and others who have disabilities.

U.S. Access Board

The full texts of federal laws and regulations that provide the guidelines for the design of accessible facilities and programs are available from the U.S. Access Board. Single copies of publications are available free and can be downloaded or ordered by completing a form available on the Access Board's website at <http://www.access-board.gov> In addition to regular print, publications are available in: large print, disk, audiocassette, and Braille. Multiple copies of publications can be ordered by sending a request to pubs@access-board.gov

In addition to the guidelines, guidance material is also available to assist staff in understanding and implementing federal accessibility guidelines.

The following publications are currently available from the U.S. Access Board.

Guidelines and Standards for Facilities

ADA Accessibility Guidelines (ADAAG): This document contains scoping and technical requirements for accessibility to buildings and facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 2010. These scoping and technical requirements are to be applied during the design, construction, and alteration of buildings and facilities covered by Titles II and III of the ADA to the extent required by regulations issued by federal agencies, including the Department of Justice and the Department of Transportation, under the ADA. This document must be used in conjunction with Title 24 of the California Building Code:

<http://www.dsa.dgs.ca.gov/Access>

State and Local Government Facilities: ADAAG Amendments: The Access Board is issuing final guidelines to provide additional guidance to the Department of Justice and the Department of Transportation in establishing accessibility standards for new construction and alterations of State and local government facilities covered by Title II of the ADA. The guidelines will ensure that newly constructed and altered State and local government facilities are readily accessible to and usable by individuals with disabilities in terms of architecture, design, and communication.

Building Elements for Children: ADAAG Amendments: The Access Board is issuing final guidelines to provide additional guidance to the Department of Justice and the Department of Transportation in establishing alternate specifications for building elements designed for use by children. These specifications are based on children's dimensions and anthropometrics and apply to building elements designed specifically for use by children ages 12 and younger.

Play Areas: ADAAG Amendments: The Access Board is issuing final accessibility guidelines to serve as the basis for standards to be adopted by the Department of Justice for new construction and alterations of play areas covered by the ADA. The guidelines include scoping and technical provisions for ground level and elevated play components, accessible routes, ramps and transfer systems, ground surfaces, and soft contained play structures.

Recreation Facilities: ADAAG Amendments: The Access Board has issued final accessibility guidelines to serve as the basis for standards to be adopted by the Department of Justice for new construction and alterations of recreation facilities covered by the ADA. The guidelines include scoping and technical provisions for amusement rides, boating facilities, fishing piers and platforms, golf courses, miniature golf, sports facilities, and swimming pools and spas.

Guidance Material and Advisory Reports for Facilities

The following publications provide additional information on specific aspects of the above guidelines and standards for facilities. Employees are encouraged to refer to these publications to obtain more detailed and up-to-date information when evaluating and implementing accessibility improvements to facilities.

Using ADAAG Technical Bulletin: This bulletin was developed to serve the specific needs of architects and other design professionals who must apply the ADAAG to new construction and alterations projects covered by Titles II and III of the ADA. It is also intended to clarify accessibility regulations generally, including those that apply to existing facilities covered by the ADA.

Visual Alarms Technical Bulletin: In passing the ADA in 1990, Congress specifically directed the Access Board to provide greater guidance regarding communications accessibility. Thus the ADAAG require that where emergency warning systems are provided in new or altered construction, they must include both audible and visible alarms that meet certain technical specifications. This bulletin was developed to provide more technical information about the types of visual fire alarms available and how and where their use is required.

Text Telephones Technical Bulletin: Text telephones are machinery or equipment that employs interactive graphic (i.e., typed) communications through the transmission of coded signals across the standard telephone network. Text telephones can include, for example, devices known as TDDs (telecommunications display devices or telecommunications devices for deaf persons) or computers. This bulletin was developed to provide more technical information about the types of text telephones available and how and where their use is required.

Ground and Floor Surfaces Technical Bulletin: Over twenty-seven million Americans report some difficulty in walking. Of these, eight million have a severe limitation and one-fifth of this population is elderly. Ambulatory persons with mobility impairments—especially those who use walking aids—are particularly at risk of slipping and falling even on level surfaces. The information in this bulletin is intended to provide designers with an understanding of the variables that affect the measurement and performance of materials specified for use on walking surfaces and to better describe the requirements of an accessible route.

Parking Technical Bulletin: Accessible parking requires that sufficient space be provided alongside the vehicle so that persons using mobility aids, including wheelchairs, can transfer and maneuver to and from the vehicle. Accessible parking also involves the appropriate designation and location of spaces and their connection to an accessible route. This bulletin was developed to provide more detailed information about the requirements for accessible parking including the configuration, location, and quantities of accessible parking spaces.

Detectable Warnings Update (March 2003): Currently, the Access Board is in the process of developing guidelines on public rights-of-ways that, once finalized, will supplement the new ADAAG. While ADAAG covers various features common to public streets and sidewalks, such as curb ramps and crosswalks, further guidance is necessary to address conditions unique to public rights-of-way. Constraints posed by space limitations at sidewalks, roadway design practices, slope, and terrain raise valid questions on how and to what extent access can be achieved. Guidance on providing access for blind pedestrians at street crossings is also considered essential. This bulletin outlines the requirements of detectable warnings, a distinctive surface pattern of domes detectable by cane or underfoot, which are used to alert people with vision impairments of their approach to streets and hazardous drop-offs. The ADA Accessibility Guidelines (ADAAG) require these warnings on the surface of curb ramps, which remove a tactile cue otherwise provided by curb faces, and at other areas where pedestrian ways blend with vehicular ways. They are also required along the edges of boarding platforms in transit facilities and the perimeter of reflecting pools.

Assistive Listening Systems Technical Bulletins: Assistive listening systems (ALS) are devices designed to help people with hearing loss improve their auditory access in difficult

and large-area listening situations. Typically, these devices are used in such venues as movie houses, theaters, auditoriums, convention centers, and stadiums, where they are piggybacked on a public address system. They may also be used in smaller listening locations like courtrooms, museums, classrooms, and community centers. This bulletin provides information about the types of systems that are currently available and tips on choosing the appropriate systems for different types of applications.

Guide to the ADA Accessibility Guidelines for Play Areas: The Access Board has developed accessibility guidelines for newly constructed and altered play areas. This bulletin is designed to assist in using the play area accessibility guidelines and provides information regarding where the play area guidelines apply, what a play component is considered to be, how many play components must be within an accessible route, and the requirements for accessible routes within play areas.

Summaries of Accessibility Guidelines for Recreation Facilities: The Access Board issued accessibility guidelines for newly constructed and altered recreation facilities in 2002. The recreation facility guidelines are a supplement to ADAAG. They cover the following facilities and elements: amusement rides, boating facilities, fishing piers and platforms, miniature golf courses, golf courses, exercise equipment, bowling lanes, shooting facilities, swimming pools, wading pools, and spas.

Accessibility Guidelines for Outdoor Developed Areas: The Regulatory Negotiation Committee on Accessibility Guidelines for Outdoor Developed Areas was established in June 1997. The accessibility guidelines proposed by the Committee include consideration of the latest information, design, and construction practices in existence. Proposed section 16 of ADAAG requires all areas of newly designed or newly constructed and altered portions of existing trails connecting to designated trailheads or accessible trails to comply with this section. This proposed section also provides design guidelines for all newly constructed and altered camping facilities, picnic areas, and beach access routes. It is recognized that compliance with this section will not always result in facilities that will be accessible to all persons with disabilities. These guidelines recognize that often the natural environment will prevent full compliance with certain technical provisions, which are outlined in this publication.

Guidelines for Transportation

ADA Accessibility Guidelines for Transportation Vehicles: This publication provides minimum guidelines and requirements for accessibility standards for transportation vehicles required to be accessible by the Americans with Disabilities Act (ADA) of 1990, including over-the road bus and tram systems.

ADA Accessibility Guidelines for Transportation Vehicles; Over-the-Road Buses: This publication outlines the amendments to the accessibility guidelines for over-the-road buses (OTRB) made by the Architectural and Transportation Barriers Compliance Board and the Department of Transportation to include scoping and technical provisions for lifts, ramps, wheelchair securement devices, and moveable aisle armrests. Revisions to the specifications for doors and lighting are also adopted. The specifications describe the design features that an OTRB must have to be readily accessible to and usable by persons who use wheelchairs or other mobility aids.

Guidance Material for Transportation

Manuals on ADA Accessibility Guidelines for Transportation Vehicles: This technical assistance document is one of a series provided to help in understanding the background and underlying rationale of the Americans with Disabilities Act Accessibility Guidelines for Transportation Vehicles (Vehicle Guidelines) and how the guidelines may apply in a particular case. The documents in this series include:

Buses, vans, and systems;

Over-the-road buses and systems;

Automated guide way transit vehicles and systems; and

Trams, similar vehicles, and systems.

Securement of Wheelchairs and Other Mobility Aids: As a public or private transit authority, the responsibility of safe, efficient service from public agencies who offer transportation services has been enlarged to affording ridership to people using a wide variety of mobility aids. In considering not only the many types of mobility aid devices, but also the variety and sizes of lifts, and the numerous makes of buses and vans, it can be easily seen that there is no single, definitive solution to accessibility on mass transit vehicles. This publication reports on the experience of two transit accessibility leaders who have taken the initiative to involve the ridership in needs assessment and have established policies, educated operators, and informed the public to achieve greater accessibility in their bus transit systems.

Guidelines and Standards for Communication

Standards for Electronic and Information Technology: The Access Board is issuing final accessibility standards for electronic and information technology covered by section 508 of the Rehabilitation Act Amendments of 1998. Section 508 requires the Access Board to publish standards setting forth a definition of electronic and information technology and the technical and functional performance criteria necessary for such technology to comply with section 508. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

Guidance Material for Communication

Bulletin on the Telecommunications Act Accessibility Guidelines: As technology continues to improve our means of telecommunication, it can pose challenges to accessibility on one hand, while on the other hold the key to innovative access solutions. Section 255 of the Telecommunications Act requires telecommunications products and services to be accessible to people with disabilities. This is required to the extent access is "readily achievable," meaning easily accomplishable, without much difficulty or expense. Telecommunications products covered include: wired and wireless telecommunication devices, such as telephones (including pay phones and cellular phones), pagers, and fax machines; other products that have a telecommunication service capability, such as

computers with modems; and equipment that carriers use to provide services, such as a phone company's switching equipment.

Summary of Standards for Electronic and Information Technology: An Overview: This bulletin presents an overview of the new standards for electronic and information technology and section 508. Federal guidelines and standards are subject to periodic revision based on research findings and guidance from advisory committees.

Resources for Providing Accessible Programs and Facilities

ADA Document Portal: This website provides links to an ADA Collection consisting of more than 7,400 documents on a wide range of topics. The ADA Document Portal is supported by the ten ADA & IT Technical Assistance Centers, <http://www.adaportal.org>

DisabilityInfo.Gov: A one-stop interagency portal for information on Federal programs, services, and resources for people with disabilities, their families, employers, service providers, and other community members.

American Association of Museums: Accessible exhibit design publications are available for purchase from AAM's website, including Everyone's Welcome (available in a variety of formats), which addresses museum programs and the ADA, The Accessible Museum, which offers model programs of accessibility for older people and people with disabilities, and What Museum Guides Need to Know to provide access to blind and visually impaired visitors at <http://www.aam-us.org>

Beneficial Design: Beneficial Designs works toward universal access through research, design, and education. Beneficial Designs develops assistive and adaptive technology, performs rehabilitation research, contract design, legal consultation, standards development, and serves as a rehabilitation information resource. Contact Beneficial Designs, Inc. at 2240 Meridian Blvd, Suite C, Minden, NV 89423-8628, (775) 783-8822, <http://www.beneficialdesigns.com/>

Smithsonian Institution: The Accessibility Program has developed the Smithsonian Guidelines for Accessible Exhibition Design (1996), which are available for downloading from their website: <http://www.si.edu/opa/accessibility/exdesign/start.htm>

Further information is available from the Smithsonian Accessibility Program at the Arts and Industries Building, Room 1239 MRC 426, Washington, D.C. 20560, (202) 786-2942.

National Center on Accessibility: The Center is a cooperative project between the National Park Service and Indiana University to provide information and technical assistance, primarily on recreation access. An example of the research activities of the NCA is the National Trails Surface Study. This study is primarily the result of questions that NCA has, for many years and continues to receive from organizations, agencies and individuals who desire to make their trails accessible; are interested in an unobtrusive surface that blends and is friendly to the environment; and provides a quality trail experience for people with and without disabilities. NCA also publishes 'What is an Accessible Trail?', which summarizes the federal guidelines for outdoor developed areas and is available for downloading from its website. The NCA website also has information on campground

accessibility, accessible picnic tables, access to beaches, and inclusion of people with disabilities in aquatic venues: <http://www.ncaonline.org>

National Center on Physical Activity and Disability: The Center provides information and resources on physical activity to help people with disabilities find ways to become more active and healthier. The Center also provides information on how to provide access to fitness centers, schools, recreation facilities, camps, and health and leisure services: <http://www.ncpad.org>

Resources for Assistive Technologies (General)

The National Institute on Disability and Rehabilitation Research of the U.S. Department of Education maintains a national web-based service which provides up-to-date links to assistive technologies and disability-related resources <http://www.abledata.com/>

Resources to produce standardized publications such as applications and registration forms in Braille, audiotape, large-print text, and accessible electronic media will be assembled. Information regarding Braille Services and other accommodations for people with visual disabilities is available by contacting:

American Council of the Blind: ACB is a national organization advocating on behalf of persons who are blind or have low vision. ACB also publishes —A Guide to Making Documents Accessible to People Who Are Blind or Visually Impaired, which is available online, in regular print, large print, Braille, or on cassette tape. ACB is located at 1155 15th St. NW, Suite 1004, Washington, DC 20005, (800) 424-8666 or by email at info@acb.org

National Center on Accessibility: NCA publishes —What are Alternative Formats? How Do They Apply to Programs and Services? which is available for downloading from their website: <http://www.ncaonline.org>

National Center for Accessible Media: NCAM is a research and development facility dedicated to the issues of media and information technology for people with disabilities in their homes, schools, workplaces, and communities. Developers of Web- and CD-ROM-based multimedia need an authoring tool for making their materials accessible to persons with disabilities. NCAM has developed two such tools, version 1.0 and 2.01 of the Media Access Generator (MAGpie), for creating captions and audio descriptions for rich media. MMAGpie is available for downloading from NCAM's website: <http://ncam.wgbh.org>

American Sign Language Interpreters and Assistive Listening Systems and Devices

As part of the City's Reasonable Accommodation Policy, the City will provide interpreters or assistive listening devices upon request. The City will obtain access to optical readers or services that provide closed captioning for films or video tapes that are used for programs, and equipment that can translate printed information into an audio format. Every department has access to the Illinois Relay Service in order to communicate with individuals who are deaf, hard-of-hearing, or speech disabled. City departments routinely receive communications through the Illinois Relay Service, which is a free service provided by the State of Illinois.

Transportation

Federal Transit Administration: FTA regulates and enforces requirements of the ADA covering transportation facilities and systems. FTA maintains a technical assistance line on ADA questions at (888) 446-4511 and on their website at <http://www.fta.dot.gov>

Assistive Technology Equipment Resources

A number of agencies and services are available to the community as resources for assistive technology equipment. They include:

DisabilityInfo.gov Online Resources for High School: Guidelines for Accessing Alternative Format, inclusion materials, educational technology.

<http://www2.ed.gov/print/about/offices/list/ocr/transitionguide.html>

American Association of People with Disabilities: The American Association of People with Disabilities is the largest nonprofit, nonpartisan, cross-disability organization in the United States <http://www.aapd-dc.org>

American Foundation for the Blind: The American Foundation for the Blind is committed to improving accessibility in all aspects of life—from cell phones to ATMs, on web sites and in workplaces. Services include assistance in making products and services accessible to people with visual impairments. AFB offers expert consulting services and accessible media production. AFB provides objective product evaluations of adaptive technologies through its assistive technology product database at <http://www.afb.org>

Adaptive Environments: This educational non-profit organization is committed to advancing the role of design in expanding opportunity and enhancing experience for people of all ages and abilities. Adaptive Environments provides education and consultation to public and private entities about strategies, precedents, and best practices that go beyond legal requirements to design places, things, communication, and policy that integrate solutions to the reality of human diversity: <http://www.adaptenv.org>

Disability Resources, Inc.: Disability Resources, Inc. is a national nonprofit organization that provides information about resources for independent living. DRI maintains an on-line directory of assistive technology resources <http://www.disabilityresources.org>

National Association of the Deaf: NAD is a national consumer organization representing people who are deaf and hard of hearing. NAD provides information about standards for American Sign Language Interpreters and the Captioned Media Program on its website <http://www.nad.org>

National Federation of the Blind: NFB is a national organization advocating on behalf of persons who are blind or have low vision. NFB provided on-line resources for technology for the blind, including a technology resource list, a computer resource list, screen access technology, sources of large print software for computers, and sources of closed circuit TV (CCTV's) <http://www.nfb.org>

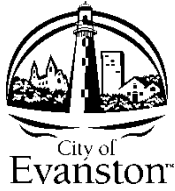
National Organization on Disability: The National Organization on Disability promotes the full and equal participation and contribution of America's 54 million men, women and children with disabilities in all aspects of life. NOD maintains an on-line directory of information and links including transportation-related resources <http://www.nod.org>

Paralyzed Veterans of America: PVA is a national advocacy organization representing veterans. PVA's Sports and Recreation Program promotes a range of activities for people with disabilities, with special emphasis on activities that enhance lifetime health and fitness. PVA's website, <http://www.pva.org> provides information on useful sports publications and a list of contacts.

United Cerebral Palsy Association: UCP's mission is to advance the independence, productivity, and full citizenship of people with cerebral palsy and other disabilities, through their commitment to the principles of independence, inclusion, and self-determination. UCP's Sports and Leisure Channel is designed for people with disabilities who are interested in sports and other leisure activities and proposes creative ideas for inclusive community recreation programs, including outdoor adventure activities for people with disabilities. Information about the Sports and Leisure Channel is available on UCP's website http://www.ucp.org/ucp_channel.cfm/1/15

United Spinal Association: United Spinal Association is a membership organization serving individuals with spinal cord injuries or disease. Formerly known as the Eastern Paralyzed Veterans Association, the organization expanded its mission to serve people with spinal cord injuries or disease regardless of their age, gender, or veteran status. Information on accessibility training and consulting services and recreational opportunities for people with spinal cord injuries or disease is available on their website <http://www.unitedspinal.org>

World Institute on Disability: WID is an international public policy center dedicated to carrying out research on disability issues and overcoming obstacles to independent living. WID maintains an on-line information and resource directory on technology, research, universal design, and the ADA <http://www.wid.org/resources>



Memorandum

To: Human Services Committee

From: Dr. Patricia A. Efiom, Chief Equity Officer

Subject: Spanish Language Translation Update

Date: January 3, 2018

Background: The need for Spanish translation is determined by each department. To have a document translated; staff submits a written request to the Community Engagement Manager. The job is generally sent out to a local professional translation agency with an average cost of \$.18 per word. Depending on the complexity of the translation, and based on availability, bi-lingual staff may volunteer to translate some documents.

The requests for translation services have recently increased, and this has created the need for interpretation services. Advertising an event in Spanish suggests to the reader that the program is available to them in Spanish. Therefore an interpreter must be on hand.

An interpreter must be able to translate in both directions on the spot, without using dictionaries or other supplemental reference materials. They must have extraordinary listening abilities, especially for simultaneous interpreting. Simultaneous interpreters need to process and memorize the words that the source-language speaker is saying now, while simultaneously outputting in the target language the translation of words the speaker said 5-10 seconds ago. Interpreters must also possess excellent public speaking skills and the intellectual capacity to instantly transform idioms, colloquialisms and legal terms, technical language and other culturally-specific references into analogous statements the target audience will understand.

Due to the high level of expertise required by an interpreter the cost is \$900 per hour. Due to the intensity of the work, interpreters will only translate in one hour time blocks, so a two hour meeting costs \$1300.

There is currently a very limited budget for translation and no budget for interpretation services. Therefore our current practice is to deal with each request on a case by case basis. We refer residents to 311 Language Line interpreting services. When possible, we use bilingual staff and we also continue to use our partner organization such as Evanston Township High School, District 65 and Northwestern when possible.