

AMENDED SCOPE OF SERVICES

Project Background

Oak Park, Illinois is a thriving community of about 52,000 people located immediately west of the City of Chicago. Known for its architectural heritage and diverse population, Oak Park boasts one of the region's most diverse mixes of cultures, races, ethnicities, professions, lifestyles, religions, ages and incomes within its 4.5 square miles. According to the July 1, 2019 United States Census Bureau population estimates, Oak Park has a population with the following racial demographics: White-69.1%; Black-18.3%; Asian-5.1%; Hispanic-8.8%. Oak Park has a density of more than 11,500 residents per square mile and its housing units are roughly fifty percent single family units and fifty percent multi-family units. Oak Park is rich in public transit with Metra, the Green Line, the Blue, Pace and CTA which all service the community. Oak Park also has a rich history related to the quality of the built environment with more structures built by renowned architect Frank Lloyd Wright than any other community in the world. Oak Parkers have championed fair housing, integration and equal treatment of all regardless of their differences. They have embraced historic preservation and environmental sustainability, including recycling, green energy and water conservation. Oak Park's municipal services are delivered by staff of about 400 employees, most housed in Village Hall, which is listed on the National Register of Historic Places. The Oak Park Police Department is headquartered in the lower level of Village Hall.

Oak Park operates under the council-manager form of government, in which a council, consisting of a president and six trustees, hires a professional manager to oversee the day-to-day operation of government services and programs. In Oak Park the council is known as the Village Board.

The Police Department enforces laws, maintains order, and protects Constitutional rights. The Department investigates reported criminal incidents, apprehends violators of the law, preserves the peace, controls traffic and is involved in crime prevention. The department operates under a community policing strategy in providing all of its services. Resident beat officers assigned to each area of the Village provide neighborhood police customer services and problem solving. The department co-sponsors safety programs with neighborhood meetings.

The Village of Oak Park joined the country earlier this year to reflect upon a shared grief, anger and even futility about the senseless death of George Floyd while in the custody of a Minneapolis, Minnesota police officer. The Village denounced and condemned the actions of this officer who was charged with third-degree murder and manslaughter. Oak Park stands for transparency in policing. To quote the *Oak Park Equity, Diversity and Inclusion Statement*, we know the people of Oak Park choose this community, not just as a place to live, but as a way of life and as a place to seek shelter, refuge and acceptance. Oak Park commits itself to equity, diversity and inclusion because these values make us a desirable and strong community for all people. Creating a mutually respectful, multicultural and equitable environment does not happen on its own; it must be intentional. The Oak Park Police Department rejects racism and discrimination in all its forms. The men and women who serve our community as sworn officers believe in building trust

and strong relationships with our citizens and endorse the values of community policing. We also strive for ever increasing the diversity of our department.

As part of a special meeting of the Village Board of Trustees on June 22, 2020, a Resolution in support of the Obama Foundation Mayor's Pledge, which was taken by Mayor Abu-Taleb, was adopted. Also at that meeting, a Village Board discussion led to the issuance of this Request for Proposal. Additional and substantive Village Board discussions were also held on August 25, 2020 and September 29, 2020. All agenda materials from the three meeting dates noted herein, as well as the video recording of those meetings, are archived at the link below and prospective respondents to this RFP are encouraged to review the written materials and video recordings in their entirety.

<https://oak-park.legistar.com/Calendar.aspx>

Oak Park's emergency dispatching services are provided via an Intergovernmental Agreement at the West Suburban Consolidated Dispatch Center in River Forest along with the communities of River Forest, Elmwood Park, Forest Park and Park Ridge.

In 2019, there were 65,028 Oak Park Police responses including calls, traffic stops, vacation property checks and alarm/security checks.

The FY20 Oak Park General Fund budget provided for the following staffing levels to provide these services:

DEPARTMENT	DIVISION/SUB CATEGORY	POSITION	FY20
Police	Administration	Police Chief	1.00
Police	Administration	Deputy Chief	2.00
Police	Administration	Police Administrative Commander <i>(re-organized as sworn in 2018)</i>	-
Police	Administration	Police Sergeant - Internal Affairs	1.00
Police	Administration	Police Officer- Research/Planning	-
		Training Coordinator & Emergency	
		Preparedness/Response Manager <i>(State Grant & re-organized to Health Department 2018)</i>	-
Police	Administration	Executive Secretary	1.00
Police	Administration		
SUBTOTAL			5.00
Police	Field	Commander	3.00
Police	Field	Sergeant	12.00
Police	Field	Police Officer	65.00
Police	Field	Community Service Officer	6.00
Police	Field	Community Liaison Coordinator	-
Police	Field	Parking Enforcement Officer	10.00
Police	Field	Parking Enforcement Supervisor <i>(Position funding beginning 04/01/19)</i>	2.00
SUBTOTAL			98.00
Police	Support	Commander	2.00
Police	Support	Sergeant	4.00
Police	Support	Police Officer	16.00
Police	Support	Police Officer (School Resource Officer)	3.00
Police	Support	Police Officer (Resident Beat Officer)	6.00
Police	Support	Police Officer (Neighborhood Resource Officer)	2.00
Police	Support	Police Officer (Foot Patrol)	3.00
Police	Support	Police Officer (Training)	1.00
Police	Support	Police Officer (Investigation Support Officer)	-
Police	Support	Evidence/Detention Custodian <i>(re-organized from Administration)</i>	1.00
Police	Support	Court Services Liaison <i>(re-organized from Administration)</i>	1.00
Police	Support	Budget/Revenue Analyst <i>(re-organized from Administration)</i>	1.00
Police	Support	Crime Analyst	1.00
Police	Support	Police Records Supervisor	1.00
Police	Support	Parking Advocate	2.00
Police	Support	Senior Police Records Clerk	2.00
Police	Support	Police Records Clerk	2.00
SUBTOTAL			48.00
TOTAL SWORN			121.00
TOTAL CIVILIAN			30.00
TOTAL POLICE			151.00

The racial demographics of the Oak Park Police Department are below:

Sworn Personnel	Male				Sworn Personnel	Female			
	White	Black	Hispanic	Other		White	Black	Hispanic	Other
Entry Level	47	9	8	4	Entry Level	10	2	0	0
Supervisory	9	1	3	1	Supervisory	0	2	0	0
Command	3	0	1	0	Command	0	1	0	0
Executive	1	1	0	0	Executive	0	0	0	0
Total	60	11	12	5	Total	10	5	0	0
% of Total	58%	11%	12%	5%	% of Total	10%	5%	0	0

The overall crime rate in Oak Park increased a modest 5 percent in 2019, according to data compiled by the Police Department for the [FBI's Uniform Crime Reporting Program](#) that studies patterns and trends over time. The increase was driven in part by an uptick in robberies, the category that includes incidents of vehicle hijackings that officials say have spiked throughout the region. Burglaries and thefts, which historically represent more than 80 percent of all crimes committed in Oak Park, remained the biggest categories, but decreased in 2017, according to the report, a drop Police attribute to residents who are locking doors and windows and properly securing their belongings.

Oak Park Police investigated 1,728 crimes in 2019, up from the 1,650 crimes reported in 2018, but down from the 1,635 crimes reported in 2017. Police investigated 1,605 crimes in 2016.

Burglaries and thefts continued to represent the majority of all crimes committed in Oak Park in 2019. Police investigated 1,253 thefts and 244 burglaries in 2019, compared to 1,077 thefts and 357 burglaries in 2018. Police investigated 96 robberies in 2019, from the 99 robberies reported in 2018. There were 134 robberies in 2017 and 68 robberies in 2016.

Arrests were up in 2019. Oak Park Police arrested 256 suspects in connection with the most serious offense categories under the crime index reporting system. That is an increase from 203 in 2018 compared 188 arrests in year 2017 and 167 arrests in year 2016.

Please see the chart below which provides offense, arrest, traffic and drug arrest data from 2016 to 2019.

Oak Park Police Department
Year to Date: January - December 2019 * Part 1 Offense / Arrest / Traffic / Drug Arrest
All Data are preliminary and subject to change

PART ONE OFFENSES	2016	2017	2018	2019	2018 vs 2019 % Change	TREND	Dec 18	Dec 19	% Change
MURDER	0	2	2	0	-100%		0	0	N/C
CRIMINAL SEXUAL ASSAULT	3	9	17	13	-24%		3	2	-33%
ROBBERY	68	134	99	96	-3%		9	14	56%
AGGRAVATED ASSAULT/BATTERY	34	35	31	49	58%		5	4	-20%
BURGLARY	360	311	357	244	-32%		19	20	5%
THEFT	1057	1035	1077	1253	16%		101	119	18%
MOTOR VEHICLE THEFT	80	107	64	71	11%		8	8	N/C
ARSON	3	2	3	2	-33%		2	0	-100%
TOTALS	1605	1635	1650	1728	5%		147	167	14%
PART ONE OFFENSE ARRESTS	2016	2017	2018	2019	2018 vs 2019 % Change	TREND	Dec 18	Dec 19	% Change
MURDER	0	0	0	0	N/C		0	0	N/C
CRIMINAL SEXUAL ASSAULT	0	1	6	4	-33%		0	0	N/C
ROBBERY	19	23	12	13	8%		1	9	800%
AGGRAVATED ASSAULT/BATTERY	16	18	15	38	153%		3	2	-33%
BURGLARY	48	25	45	33	-27%		0	1	N/A
THEFT	83	115	125	160	28%		13	14	8%
MOTOR VEHICLE THEFT	1	6	0	7	N/A		0	0	N/C
ARSON	0	0	0	1	N/A		0	0	N/C
TOTALS	167	188	203	256	26%		17	26	53%
Traffic	2016	2017	2018	2019	2018 vs 2019 % Change	TREND	Dec 18	Dec 19	% Change
Accidents	2192	2085	2174	2120	-2%		177	173	-2%
Traffic Citations	2816	2644	3689	3236	-12%		209	241	15%
DUI Arrests	57	43	36	37	3%		4	7	75%
Suspended Arrests	137	116	96	45	-53%		3	2	-33%
TOTALS	5202	4888	5995	5438	-9%		393	423	8%
DRUG ARRESTS	2016	2017	2018	2019	2018 vs 2019 % Change	TREND	Dec 18	Dec 19	% Change
VIOL. OF THE CANNABIS ACT	15	3	14	13	-7%		2	0	-100%
VIOL. OF CONTROLLED SUBST.	16	6	12	16	33%		1	3	200%
VIOL. OF THE DRUG PARA. ACT	5	1	1	3	200%		0	0	N/C
VIOL. OF METHAMPHETAMINE ACT	0	0	0	1	N/A		0	0	N/C
TOTALS	36	10	27	33	22%		3	3	N/C
CALL FOR SERVICE	2016	2017	2018	2019	2018 vs 2019 % Change	TREND	Dec 18	Dec 19	% Change
	65830	67580	66286	65028	-2%		4789	4496	-6%

N/A - any number when multiplied by 0, equals 0. As such, a % cannot be calculated for this problem

N/C - no change in numbers when compared

14 JAN 2020 - A BURGLARY WAS RECLASSIFIED TO UNFOUNDED

Scope of Services

The Village seeks the services of a highly qualified consultant with experience in assessing existing police procedures and policies, techniques, training, accountability and community engagement within the Oak Park Police Department. Using a collection of data, surveys, evaluations, interviews and analysis to develop an independent audit and determine if the Oak Park Police Department is effective and equitable in the delivery of law enforcement services to all members of the community and specifically people of color.

Make specific recommendations for change to improve technique, policies and practices of the Oak Park Police Department. Any recommendations shall identify:

1. How such measures will improve the delivery of law enforcement services and serve the Oak Park community; and
2. Identify any non-police options for responding to nonviolent 911 calls or non-moving traffic violations.
3. How such measures improve the safety and vitality of the Village; and
4. How such measures respond to the Village's community needs for safe policing; and
5. Identify those existing Police Department's procedures, policies and training which satisfies the Village's community needs for safe policing; and
6. Identify any local ordinances that disproportionately impact minorities (adults or youth).

The components of the assessment shall include discussions with key Police and Village personnel, community stakeholders and people in the community, discussion regarding community concerns, access to Police facility, evaluation of Police training courses specific to equity and implicit bias, analysis of current use of force and de-escalation policies and procedures, access to crime data, evaluation of current hiring and accountability practices, evaluate existing officer wellness and safety measures and budgeting for project and costs. A comprehensive, thorough process is required so that a credible consultant can be identified.

The final product shall be a comprehensive report that includes an executive summary, analysis of the existing police procedures and policies, techniques, training, accountability and community engagement within the Oak Park Police Department and recommendations for improvements that will better serve the Oak Park community and specifically people of color.

The selected consulting firm will conduct interviews and/or group meetings with community stakeholders such as the Village's Citizens Police Oversight Committee ("CPOC") related to policing, training, accountability and community engagement assessments to determine the exact need of the Oak Park Police Department and the Oak Park community.

The project will include a summary of recent successful measures that have been implemented

to create fair and impartial policing and community engagement in other cities/villages that are similar to Oak Park in terms of population, style of government, and size of Police Department.

Items that must be included in the Project are, but not limited to:

- 1) A thorough evaluation of the current Police Department in regards to policing, techniques, training, accountability and community engagement. Note existing deficiencies throughout the department such as racial or bias-based profiling and any other unfair policing practices;
- 2) A study/evaluation of the routine operations of the Oak Park Police Department in order to achieve a thorough understanding of how the department serves the needs of the community and specifically people of color;
- 3) A study/evaluation of community needs regarding policing and safety;
- 4) A study/evaluation of community engagement, with focus on interaction with diverse populations in the community including but not limited to minority populations, faith-based organizations, youth, homeless and the LGBTQ+ community;
- 5) A study/evaluation of CPOC, National Association for Civilian Oversight of Law Enforcement (“NACOLE”) and other resources similar to NACOLE, with focus on exploring ways CPOC can operate more effectively in their oversight of the police department;
- 6) Recommendations for improvements to policing policies and procedures;
- 7) Recommendations for alternative police response for populations suffering from mental illness, substance abuse, homelessness, etc. and evaluate current Village partnerships such as Thrive Counseling Center;
- 8) Recommendations for improvements to hiring, specifically minority and local Oak Park hiring, staffing levels and training practices;
- 9) Recommendations for improvements to accountability procedures;
- 10) Recommendations for community engagement to build trust in the Police Department;
- 11) Recommendations for officer wellness and safety; and
- 12) Recommendations for the use of new policing technology.
- 13) Recommendations for the use of police data to publicly document the activities of the Oak Park Police Department on a regular basis.

The Village of Oak Park shall retain ownership of all data generated.

The report will include a proposed plan for implementation of recommendations (including time-frame, resources, costs estimates and measures for success.

The Consultant should amplify, clarify or expand on the scope of services as appropriate and necessary for the proper performance and completion of the project.

Additional Consultant’s Responsibilities

- 1) Personnel, Materials & Equipment. The consultant shall provide qualified and competent personnel and shall furnish all supplies, equipment, tools and incidentals required to accomplish the work.

- 2) Professional responsibilities. The consultant shall perform the work using the standards of care, skill and diligence normally provided by a professional in the performance of such services in respect to similar work and shall comply with all applicable codes and standards.

Village Responsibilities

- 1) Provide a project contact and liaison.
- 2) Staff will provide available background information on the Police Department and access to any/all other related information.
- 3) Provide timely reviews of consultant's technical reports or other submittals.