



Office of the Mayor
Laurel Lunt Prussing

400 S. Vine Street
Urbana, IL 61801
(217) 384-2456
Fax (217) 384-2426
llprussing@city.urbana.il.us

October 14, 2010

To: Urbana City Council Members Brandon Bowersox, David Gehrig, Robert Lewis, Diane Marlin, Dennis Roberts, Charlie Smyth and Heather Stevenson

From: Laurel Prussing

Re: Staff Appointments of Police Lieutenant

I am pleased to recommend the appointment of two police lieutenants. Both of these appointments are to fill current vacancies. One vacancy was created by the retirement of Kent Jepsen and the second by the promotion of Anthony Cobb.

I have attached Chief Connolly's memo recommending both of these gentlemen along with their resumes for your review.

The position of Police Lieutenant was previously a Civil Service position and will now be included in my annual staff appointments.

Urbana Police Department Memorandum

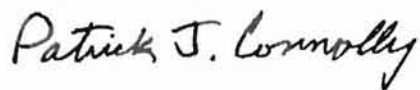
TO: Mayor Laurel Prussing
FROM: Chief Patrick J. Connolly
DATE: October 14, 2010
RE: Recommendation for Appointment to Police Lieutenant

Mayor,

We are slowly rebuilding our management team. Assistant Chief Anthony Cobb and I are both of the opinion that Sergeant Richard Surles and Sergeant Robert Fitzgerald will be valuable additions to that team. Both of these sergeants have repeatedly demonstrated their ability to manage officers and critical incidents. Their desire to work within the community only enhances their ability to represent the department in a positive light.

I am requesting that you recommend Sergeant Richard Surles and Sergeant Robert Fitzgerald to the appointed position of Police Lieutenant.

Respectfully Submitted,



Patrick J. Connolly
Chief of Police

Robert J Fitzgerald
400 S Vine Street, Urbana Illinois

Professional Profile

I am a Police Officer with 24 years of experience. I have been working as an Urbana Police Officer for the last 12 plus years. My previous experience is with the Chicago Police Department. In my time as a Police Officer I have gained valuable experience as a Patrol Officer, Tactical Officer, Gang Tactical Officer, Field Training Officer and Sergeant. These positions have often lead to stressful conditions that I have handled successfully. I believe I have handled myself with the highest integrity and professionalism demanded in this profession. I have supervised officers in the Patrol Division and completed assignments that have improved the Urbana Police Department. I am a dedicated officer with a goal of improving both morale and the effectiveness within the Urbana Police Department. I also hope to engage in long term development of the Urbana Police Department and the interaction of community groups and citizens of our city. Therefore I hope to be considered for the position of Lieutenant.

Professional Experience:

City of Urbana Police Department	January 29 th , 1998 to present.
Sergeant of Patrol	May 15 th , 2006 to present.
Field Training Officer	September 1999 to May 15 th , 2006.
Patrol Officer	January 29 th , 1998 to May 15 th , 2006
Chicago Police Department	December 22 nd , 1986 to January 28 th , 1998.
Gang Tactical Officer	March 1 st , 1996 to January 28 th , 1998.
Tactical Officer	February 1 st , 1991 to March 1 st , 1996.
Patrol Officer	December 22 nd , 1986 to February 1 st , 1991.

Patrol Sergeant Responsibilities:

- Supervise Patrol Officers, PSRs and Animal Control Officer.
- Handle citizen complaints, questions about police procedures and general information.
- Handle and assist response to calls, supervise crime scenes and investigate officer's actions.
- Traffic enforcement.
- Supervise shift briefings and weekly training.
- Complete annual evaluations of patrol officers.
- Approve reports.
- Complete weekly evaluations on probationary police officers.

Field Training Officer Responsibilities:

- Prepare new officers for solo patrol.
- Grade and evaluate probationary police officers.
- Keep up with changes to directives, IVC and ILCS.
- Complete daily progress reports on probationary police officers.

Gang Tactical Officer Responsibilities:

- Keep file and monitor gang activity in the area of assignment.
- Work with the youth to deter them from joining gangs.
- Train patrol officers in recognizing gang activity.
- Investigate gang of assignment.
- Investigate gang crimes; including homicides, gun related offenses and drugs.

Tactical Officer Responsibilities:

Assign to high crime areas and attempt to suppress crimes.

First investigators at felony crime scenes, including homicides, robberies and other forcible felonies.

Complete undercover and drug investigations.

Write and handle search warrants.

Be very pro-active and complete felony arrests.

Other Department Responsibilities:

- Bar Check Coordinator:
Assign Officers to check bars in Urbana for underage consumption and other incidents.
Complete a monthly report.
Complete a yearly report on amount of checks and arrests for underage drinking.
- Weekly Training Coordinator:
Complete a training subject each week for each of the four briefings.
Research and update ILCS, case law and directives for trainings.
Complete a yearly log on each subject that was covered.
- Field Training Coordinator.
Recently assigned as coordinator.
Supervise Field Training Officers.
Complete and keep update the Field Training Manual.
- Instructor in Excited Delirium and Mobile Field Force.
- Crisis Intervention Officer
Dealing with and assisting subjects with mental health problems.
Assisting the elderly with state programs when needed.
Dealing with and assisting suicidal subjects.

Department Commendations:**Awards received at Urbana Police Department.**

- 2006 Urbana Police Officer of the Year
- Urbana Commendation:
 1. Securing the safety of individuals in a burning building.
 2. Making a large drug seizure.

Awards received with the Chicago Police Department.

- Carter/Harrison Special Honorable Mention. (CPD Officer of the Year)
- Superintendents Award of Valor. (Bravery)
- Life Saving Award. (Carried an elderly lady out of a burning building)
- FOP Distinguished Service Award.
- KFC Excellence in Law Enforcement (National Award).
- Back of the Yards Officer of the Year.
- Several Department Commendations.
- Over hundred Honorable Mentions.

Training:

I received numerous hours of training from Urbana and Chicago Police Department, including some of the following:

Leadership Skills for Challenging Times
Performance Improvement Program
Inside Skills for Staff Development
Mobile Field Force Instructor
Tactical Firearms

Crisis Intervention Officer
Enhanced Training Skills for Field Training Officer
Tactical Risk Management
Street Gangs
First Line Supervision



RICHARD H. SURLES

400 South Vine Street • Urbana, IL 61801
(217) 384-2320 • surlesrh@urbanaininois.us

PROFESSIONAL PROFILE

I am a dedicated law enforcement professional in my fourteenth year with the Urbana Police Department. Through my experiences in the Patrol and Criminal Investigations Divisions, combined with specialized training and additional assignments and activities, I have acquired a broad knowledge and understanding of the department, other law enforcement agencies, and the city. I have demonstrated ability in working with community members, partnering with local and federal law enforcement agencies, supervising personnel, executing assignments, and multi-tasking while under stressful conditions. I have successfully managed my past and present duties with a high level of organization and an unwavering commitment to integrity and professionalism. I desire the role of Police Lieutenant so I may continue to work with community groups and individuals along with officers to solve problems, engage in long term strategic planning, and assist in the delivery of high quality police services to the citizens of the City of Urbana.

PROFESSIONAL EXPERIENCES

City of Urbana Police Department	Urbana, IL	September 11, 1997 - present
<i>Patrol Sergeant 2nd and 3rd Shift</i>		<i>April 12, 2007 - present</i>
<i>Criminal Investigator</i>		<i>December 1, 2002 - April 12, 2007</i>
<i>Patrol Officer 1st, 2nd, and 3rd Shift</i>		<i>September 11, 1997 - December 1, 2002</i>

Patrol Sergeant Key Responsibilities:

- Supervise patrol officers on 2nd and 3rd shifts
- Respond to calls for service, manage crime scenes and investigations of crimes including, but not limited to: homicide/attempted homicide, sexual assault, armed robbery, and burglary
- Work with officers to proactively address issues related specifically to their assigned neighborhoods/zones
- Address citizen complaints and inquiries about police procedures and practices
- Evaluate and prepare weekly documentation on probationary patrol officers performance in field training
- Prepare and deliver patrol officers' annual performance evaluations
- Approve reports prepared by police services representatives, patrol officers, and criminal investigators
- Enforce Illinois Compiled Statutes and Illinois Vehicle Code Statutes

Criminal Investigator Key Responsibilities:

- Investigated serious and serial crimes including, but not limited to: homicide/attempted homicide, sexual assault, armed robbery, and burglary
- Participated in or acted as lead investigator on multiple homicides or attempted homicides cases, in custody death cases, and officer involved critical incidents
- Prepared, planned, and executed many search warrants for a variety of crimes including, but not limited to: homicide, sexual assault, drug sales/possession, robbery, and burglary
- Sex Offender Registration Manager for Urbana Police Department which included investigation of sex offender registration law violations, departmental education on new or changed laws, and generating a new internal website that included sex offender biographical information and photos
- Member of Bank Security Group – information sharing group comprised of local banks and law enforcement
- Accident investigator – responsible for responding to and investigating traffic accidents involving life threatening injuries or death

Additional Departmental Assignments/Appointments:

- UPD Range Facilities Manager
 - Maintain and coordinate repairs for range facilities
 - Maintain budget for range facilities
 - Generate requests for proposals (RFP) and competitive purchase forms (CPF) for Chief of Police

Additional Departmental Assignments/Appointments continued:

- Firearms Staff Member
 - Provide instruction, including remedial instruction, in proper use and handling of firearms to officers
 - Plan and implement specific training sessions for department wide shoots
 - Maintain budget and purchase ammunition for entire Urbana Police Department
 - Generate requests for proposals (RFP) and competitive purchase forms (CPF) for Chief of Police
- Urbana Police Department Training Coordinator
 - Recently appointed to select, coordinate, and schedule training for entire department
- Evidence Audit Team Member
 - Conduct inventories of all items in evidence vault and audit evidence for accuracy, especially in cases involving drugs or U.S. currency
 - Inventory, catalogue, and package evidence in homicide cases for long term storage
- Responsible for maintenance and inventory of all portable radios
- Emergency Vehicle Operations Course (EVOC) Instructor – Mobile Training Unit 12
 - Teach law enforcement officers, from several area counties, skills for safe operations of squad cars
- Fraternal Order of Police Lodge #70
 - Bargaining Unit, Secretary (2005 - present)
 - Involved in contract negotiation for two labor contracts
- Urbana Police Pension Board Member
 - Assistant Secretary (2006-2009)

University of Illinois, Police Training Institute Champaign, IL March 2005 - present
Adjunct Instructor

- Emergency Vehicle Operations Course (EVOC) Instructor
- Master Firearms Instructor

COMMENDATIONS

During my tenure at the Urbana Police Department, I received Certificates of Merit for:

- Collaborating with business owners to reduce crime related to drug trafficking and prostitution
- Leading an investigation of cannabis trafficking resulting in a large seizure of cannabis and multiple arrests
- Saving the life of a drowning child off-duty
- Securing the safety of occupants in a burning house during a party

PROFESSIONAL TRAINING

To date have received a total of 2023 hours of professional training including:

Accident Investigations 1 & 2	Northwestern University, Center for Public Safety
Arson Investigations 1, 2, & 3	University of Illinois at Urbana-Champaign, Fire Service Institute
First Line Supervision	Mobile Training Unit 12
Grant Writing	Mobile Training Unit 12
Homicide Investigation	University of Louisville, Southern Police Institute
Leadership Development	Mobile Training Unit 12
Master Firearms Instructor	University of Illinois at Urbana-Champaign, Police Training Institute
NIMS 100, 200, 700	U.S. Department of Homeland Security, FEMA
Officer Involved Shootings	Mobile Training Unit 12

EDUCATION

University of Illinois at Urbana-Champaign, Police Training Institute December 1997
Basic Law Enforcement Certification

University of Illinois at Urbana-Champaign August 1997
Bachelor of Arts in Sociology