



**Office of the Mayor**  
**Diane Wolfe Marlin**

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**TO:** Urbana City Council Members Maryalice Wu, Eric Jakobsson, Aaron Ammons, William Brown, Dennis Roberts, Dean Hazen and Jared Miller  
**FROM:** Diane Wolfe Marlin  
**RE:** Police Lieutenant Appointment  
**DATE:** August 17, 2017

I'm pleased to recommend Sgt. Jason D. Norton for promotion to Lieutenant in the Urbana Police Department. Beginning in 1999, Sgt. Norton has served in Urbana as a Patrol Officer, Metro Team Leader, and Patrol Sergeant. Prior to that, Sgt. Norton served with the Champaign County Sheriff's Department and the United States Marine Corps. He also has served as Adjunct Instructor at the University of Illinois Police Training Institute, completed 1200+ hours of professional training and received four certificates of merit and a Life Saving Award.

Sgt. Norton's resume is attached.



**Jason D. Norton**  
**Urbana Police Department**  
**400 S. Vine Street, Urbana, Illinois 61801**  
**(217)384-2320 nortonjd@urbanaininois.us**

**Professional Profile**

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*I am a dedicated law enforcement professional with over 20 years of experience and over 17 years with the Urbana Police Department. I have served with dedication and proficiency as a Patrol Sergeant, Metro Team Leader and United States Marine. As a result of those experiences, coupled with many special assignments and acquired skills, I have the requisite expertise to serve the department, the city and the citizens of Urbana in an advanced leadership position with unwavering professionalism. I am goal oriented and mission driven to provide exceptional service to the citizens of Urbana through collaboration with them, local groups and agencies and other law enforcement officials. I am passionate about assisting the department in improving the quality of its personnel, equipment and services through mentoring, training and research. I desire the role of Police Lieutenant in order to continue to work with the citizens of Urbana, community groups along with officers to strategically problem solve and ensure the highest level of police services for the citizens of the City of Urbana.*

**Professional Experiences**

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<b>City of Urbana Police Department - Urbana, IL</b>	<i>June 24, 1999-present</i>
<i>Patrol Sergeant</i>	<i>October 23, 2010-present</i>
<i>Patrol Officer</i>	<i>June 24, 1999-October 23, 2010</i>
<b>Champaign County Sheriff's Department</b>	
<i>Correctional Officer</i>	<i>October 28, 1996-June 23, 1999</i>
<b>United States Marine Corps</b>	<i>October 23, 1989-October 23, 1995</i>

**Patrol Sergeant Responsibilities:**

- *Supervise Patrol Officers and Service personnel's daily operations*
- *Investigate citizen complaints and handle inquiries regarding police procedures*
- *Respond to calls for service, investigate and manage crime scenes including but not limited to: burglary, armed robbery, sexual assault, and attempted homicide/homicide*
- *Supervise shift briefings, provide weekly training as well as debriefings after critical incidents*
- *Approve reports prepared by patrol officers, and police service representatives*
- *Document probationary officer's progression in a weekly evaluation*
- *Work with patrol officers to address issues related to their assigned zone areas*
- *Complete bi-annual evaluations for patrol officers*
- *Enforce Illinois Compiled Statutes and Illinois Vehicle Code Statutes*
- *Build morale, a good work ethic and encourage outstanding performance for patrol officers*

**Additional Departmental Assignments/Responsibilities:**

- *As a Master Firearms Instructor provide instruction for proper use and handling of firearms to officers*
- *As a Master Control Tactics Instructor provide instructions for defensive tactics as well as impact weapons*
- *Research and purchase tactical equipment as needed for the department*
- *Organize and conduct department training on the computer based training simulator*
- *Glock and Remington 870 Armorer*

- *Tasked with developing countless department training, some of which include Use of Force training, Active shooter (for department and the Army National Guard), concealed carry, high risk traffic stop, TASER and METRO/SWAT full scale scenario*
- *Former duties and committees include Problem Solving Committee, riot gear custodian, assist in the re-design of patrol shift personnel, the re-design of the performance rating system, President, Vice President and Secretary of FOP Lodge 70 bargaining unit*

**Use of Force Committee Team Leader:**

- *Assist in setting policy and guidelines for department Use of Force and its review*
- *Identify and distribute quarterly reports to other team members for review*
- *Submit an annual and quarterly report to command staff*
- *Identify and document training needs and tactics trends for the department*
- *Submit opinions and solutions on department policy violations*
- *Research and provide information for FOIA requests as it relates to Use of Force issues*
- *Research, test and author an opinion on department equipment to determine its suitability for department use*

**METRO Sniper Team Leader:**

- *Authored a sniper policy for training, qualifications, selection and deployment of METRO snipers*
- *Outline monthly training and schedule annual schools for ongoing sniper training*
- *Document training and maintain a master training file for METRO snipers*
- *Supervise and deploy snipers in a tactical environment*

**METRO Team Leader and Assistant Team Leader:**

- *Develop training and instruct METRO team members on tactics for search warrant service, hostage situations, barricaded subjects and high risk mobile conveyance assaults*
- *Develop tactical plans and coordinate team deployment during METRO activations*
- *Assist in Tactical Command Post operations*
- *Team Liaison between tactical operation and command post during critical incidents*
- *Research, develop and purchase tools and equipment needed for the METRO team*
- *Assisted in a complete re-write of the currently used METRO Policy and Tactics manual*

**Champaign County Correctional Officer**

- *Supervise correctional personnel in daily activities*
- *Oversee daily operations in cell areas of the jail*
- *Guard high risk inmates in the maximum security section of the facility*
- *Run intake, booking and release operations*

**United States Marine Corps**

- *Serve as a Platoon Sergeant responsible for 40 plus Marines during Operation Desert Shield/Storm as well as during peace time daily operations*
- *Company Rifle Instructor and rifle range coach*
- *Oversee dispatch operations with a heavy equipment/motor transport platoon*
- *Company Police Sergeant*
- *Decorations Include-Rifle and Pistol Expert badge, Sea Service Deployment Ribbon, Southwestern Asia Service Medal with 3 stars, Good Conduct Medal, Navy Unit Commendation, Antarctic Service Medal,*

*National Defense Ribbon, Kuwait Liberation Medal, Combat Action Ribbon, 3 Meritorious Promotions, Letter of Appreciation(3)*

**University of Illinois Police Training Institute - Champaign, IL**

**2001-2014**

*Adjunct Instructor*

- *Master Control Tactics Instructor*
- *Master Firearms Instructor (Rifle and Pistol)*
- *Patrol Tactics Instructor for traffic stops, building searches, domestic situations, and suspect management*
- *Co-developer of the defensive tactics curriculum currently being taught*
- *Co-Developer of the Rapid Response curriculum currently being taught*

### **Professional Training**

*To date I have received in excess of 1200 hours of professional training including, but not limited to the following:*

*Use of Force-Organizational Liability*

*SWAT Supervision and Management*

*Why Managers Fail to Make an Impact-Supervisor Series*

*Leadership and Personal Development*

*Injury Prevention and Police Conditioning*

*Master Control Tactics Instructor*

*NIMS-700, 100, 200*

*SWAT Command Decision Making and Leadership*

*Supervising for Organizational Integrity*

*Organizational Success-Supervisor Series*

*Leadership Skills for Challenging Times*

*Preventing Biased Police Practices*

*Master Firearm Instructor (pistol and rifle)*

*Impact weapons Instructor*

*Lead Homicide Investigator*

### **Commendations**

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

- *Apprehending 2 offenders of residential burglary and motor vehicle theft. Gaining a confession for the crimes as well as other burglaries which resulted in the closure of 12 open cases.*
- *Redesigning and construction of safer and more user friendly firing range at the Brown Training Facility*
- *Co-Author and instructor of the Urbana Police Rapid Response training and protocol*
- *As the METRO Team Leader I planned, organized and executed the tactical plan which rescued a hostage from an armed assailant.*

I received the **Life Saving Award** for reviving a 3 year old after she swallowed a sharp object which obstructed her airway.