



Office of the Mayor
Laurel Lunt Prussing

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March 1, 2012

TO: Urbana City Council Members Brandon Bowersox, Eric Jakobsson, Robert Lewis, Diane Marlin, Dennis Roberts, Charlie Smyth and Heather Stevenson

FROM: Laurel Lunt Prussing

RE: Appointment of Assistant Chief of Police

I am pleased to recommend for your approval the appointment of Sylvia Morgan as the Assistant Chief of Police.

I am attaching a memo from Chief Connolly which recommends the appointment along with Sgt. Morgan's resume for your review.





Memorandum
Chief of Police

TO: Mayor Prussing
FROM: Patrick Connolly
RE: Request Appointment of Assistant Chief of Police
DATE: March 1, 2012
CC: File

Mayor,

I am respectfully requesting that you support Sylvia Morgan as my nomination for appointment to the position of Assistant Chief of Police. Her demonstrated strengths and accomplishments highlight the reason for my selection. Sylvia has been with the department for nineteen years, and her most noteworthy strength is the fact that she has an incredible internal knowledge of the police department and the Fraternal Order of Police. In addition, her work within the community clearly demonstrates that she supports the department's philosophy with respect to working together in the community to resolve the community problems and enhance the quality of life.

SYLVIA K. MORGAN

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

PROFESSIONAL PROFILE

I have served the citizens of the City of Urbana for eighteen and a half years. I have held a variety of different positions within the department and have served in a supervisory position for over eleven years. As a result of my diverse experiences within law enforcement, I possess a unique perspective when it comes to policing. I believe that working with the community and citizens to solve problems is the only way to effectively address issues while achieving the maximum result. My job over the past two and a half years has been to focus the Urbana Street Crime Unit on specifically solving problems within the City of Urbana. I maintain excellent relationships with other local and federal law enforcement agencies as well as the community. I spent several years teaching search and seizure and consent searches at the University of Illinois Police Training Institute and I have also taught at the Citizen Police Academy. I desire the position of Assistant Chief of Police so that I may further my work with the community, influence positive changes within the community and the police department and continue to serve the City of Urbana with the utmost commitment to integrity and professionalism.

PROFESSIONAL EXPERIENCES

| | | |
|---|------------|--|
| City of Urbana Police Department | Urbana, IL | June 23, 1993 - present |
| <i>Sergeant, Street Crimes Unit</i> | | <i>August 1, 2009 - present</i> |
| <i>Sergeant, Patrol 2nd and 3rd Shift</i> | | <i>August 1, 2000 – August 1, 2009</i> |
| <i>Lieutenant, Patrol Division (temporary assignment)</i> | | <i>July 9, 2007 – September 20, 2007</i> |
| <i>Investigator, Criminal Investigations Section</i> | | <i>May 1997 – August 1, 2000</i> |
| <i>Inspector, Illinois State Police Task Force X</i> | | <i>May 1995 – May 1997</i> |
| <i>Patrol Officer, 1st, 2nd and 3rd Shifts</i> | | <i>June 23, 1993 – May 1995</i> |

Sergeant Street Crimes Unit Key Responsibilities:

- Supervise Street Crime Unit in day to day operations
- Proactively address serial crimes within the City of Urbana including, but not limited to: burglaries, criminal damages, public nuisances and drug crimes
- Assist patrol officers during periods where there are high levels of calls for service
- Develop operation plans for specialized details
- Handle and process evidence
- Author criminal reports and review and approve reports written by investigators
- Complete Competitive Purchasing Forms (CPF) for equipment
- Research, purchase, and utilize specialized equipment
- Prepare, plan, and execute numerous search warrants

Patrol Sergeant Key Responsibilities:

- Supervise patrol officers on 2nd and 3rd shifts and PSR's
- Handle citizen complaints and inquiries concerning police procedures
- Respond to calls for service, manage crime scenes as well as investigate a variety of crimes, including homicides, sexual assaults, armed robberies, burglaries, and domestics
- Author criminal reports and review and approve reports written by patrol officers
- Complete annual evaluations for patrol officers
- Supervise shift briefings and weekly training
- Author weekly evaluations for probationary officers
- Assist patrol officers in proactively addressing issues within their assigned beats
- Enforce Illinois Compiled Statutes and Illinois Vehicle Code Statutes

Lieutenant Patrol Division Key Responsibilities (temporary assignment)

- Supervise entire patrol division including nine sergeants and over twenty five police officers
- Handle payroll for patrol division
- Issue discipline to patrol officers/sergeants when deemed necessary
- Manage training schedule for patrol division
- Oversee training of probationary officers
- Oversee implementation and training for new 800 mhz radio system
- Field and Investigate citizen complaints

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 homicide 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
- Member of Bank Security Group – information sharing group comprised of local banks and law enforcement
- Investigation of cold case homicide

Task Force Key Responsibilities:

- Drug Crime Investigations
- Work Undercover purchasing drugs and guns
- Authored well over 100 search warrants
- Worked with confidential informants
- Worked with citizens to address specific drug problems in Urbana

Additional Departmental Assignments/Appointments:

- Director of STEP (Selective Traffic Enforcement Program)
 - Manage budgeted money for program
 - Designate areas where extra enforcement was needed based on community input and strategic planning
 - Reconcile paperwork on monthly basis
- Intern Coordinator
 - Interview and hire department interns
 - Plan interns work schedules
 - Author evaluations for interns
- Property Forfeiture
 - Evaluate and determine what property will be filed on for forfeiture
 - Complete state and federal forfeiture paperwork for court proceedings
 - Handle all property that has been forfeited and forward it to proper agency

University of Illinois, Police Training Institute

Champaign, IL

October 2001 – December 2006

Adjunct Instructor

- Consent Search/Search and Seizure
- Facilitator – Role Playing Scenarios

COMMENDATIONS

Illinois M.E.G. Directors & Task Force Commanders Association Award

Urbana Police Department Officer of the Year 2000

Urbana Police Department Certificates of Merit (5)

International Association of Arson Investigators Outstanding Achievement Award

PROFESSIONAL TRAINING

To date I have received in excess of 2000 hours of professional training including, but not limited to the following:

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| Preventing Biased Police Practices | Mobile Training Unit 12 |
| Risk Management in undercover operations | IDEOA |
| Risk Management Specialist | Mobile Training Unit 12 |
| NIMS 100, 200, 700 | U. S. Dept. of Homeland Security, FEMA |
| Police Juvenile Officer | Mobile Training Unit 12 |
| Critical Incident Response | Mobile Training Unit 12 |
| Homicide Investigation | University of Louisville, Southern Police Institute |
| Sex Crimes Investigation | University of Louisville, Southern Police Institute |

EDUCATION

University of Illinois at Urbana-Champaign, Police Training Institute September 1993
Basic Law Enforcement Certification

Wichita State University August 1991
Bachelor of Science in Criminology
Minor in Psychology
Minor in Spanish