



AGENDA

President and Board of Trustees
Village of Arlington Heights
Committee-of-the-Whole
Virtual Meeting

August 10, 2020
7:00 PM

I. CALL TO ORDER

- A. **In response to the COVID-19 pandemic, this Committee-of-the-Whole meeting is closed to in-person, public attendance. The meeting will be held virtually, which permits the public to fully participate via their computers or by using their phones.**

To participate in the virtual meeting, please review these instructions.

If members of the public prefer, they can comment or ask a question pertaining to the meeting by emailing rhume@vah.com by 3 p.m. on the day of the meeting, August 10. Please limit your email to 200 words and if your question relates to a specific Agenda item, please note that in the email. Emails will be read at the meeting.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

IV. NEW BUSINESS

- A. **Proposed Purchase of DACRA and Expansion of Administrative Adjudication**

V. OTHER BUSINESS

VI. ADJOURNMENT

Any member of the public wishing to speak will be given the opportunity to do so. If the item is on the Agenda, that opportunity will be while that Agenda item is being discussed. Any member of the public wishing to speak

on an item not on the Agenda will be given the opportunity during the Other Business portion of the meeting. Please limit comments to three minutes.

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



Committee-of-the-Whole
8/10/2020

Item: DACRA and Administrative Adjudication

Department: Police and Legal

As you are aware, in 2017, the Village expanded the Administrative Adjudication process beyond parking and compliance tickets to include code enforcement. At that time, Staff had recommended including in the adjudication process tickets written by police officers that are considered minor non-criminal offenses like truancy, curfew violations, tobacco sales to a minor, and serving of alcohol to underage patrons. There were some members of the Village Board that expressed concern at sending these types of violations – ones they perceived as “quasi-criminal” type tickets to adjudication. Accordingly, since 2017, adjudication for code enforcement has not been used by the Police Department for these types of offenses.

As you are also aware, Northwest Central Dispatch System (NWCDs) has contracted to use a ticketing software for traffic tickets. The change is part of their overall effort to centralize police records management among member communities and streamline processes. This software is from DACRA Tech. DACRA also has a municipal enforcement software system for adjudication.

DACRA

With NWCDs moving to the use of the DACRA software for traffic tickets, it seems prudent to consider using the same software for all of the other tickets issued by the Village. These include parking tickets and code enforcement tickets. This change will cut down dramatically on paperwork, eliminating errors, and creating efficiencies. Staff believes that the efficiencies gained could contribute to a reduction in the number of positions required to manage these processes, which could lead to cost savings, when employees retire from service.

Attached is a two page summary of the DACRA software system. Using DACRA will allow the Village to move to a largely paperless process, with only the respondent’s copy of the ticket being paper (which helps the Village be greener). The entire adjudication process, including the Hearing Officer’s Order and fine collection, can be done using DACRA. The Village’s current adjudication Hearing Officer has been using DACRA in other towns, so he is familiar with it.

The cost for DACRA is based on the number of tickets processed through the system. Police Commander Greg Czernecki has estimated, based on current tickets written, that it would cost approximately \$50,000 a year. As the cost is based on the number of tickets processed, the charges would vary month-to-month. The cost is \$3 per ticket for the first 10,000 tickets issued, \$2.75 for the second 10,000 tickets and \$2.50 for any tickets over 20,000. Commander Czernecki estimated an average of 16,000 tickets a year from the Police Department, equaling a cost of \$46,500.

Commander Czernecki also looked at ways to recoup some of the annual costs for DACRA, in addition to possible reduction in the number personnel needed to perform this function. These include an improved ability to collect outstanding fines, as this is one of the things DACRA includes, and possible increases in some fines. Raising just parking fines from \$25 to \$30 is projected to raise an additional \$57,000.

Collection of the fines from Code enforcement cases has been challenging, as that task has fallen to the ticketing department to follow-up with Finance. Using DACRA would improve the fine collection process, as DACRA would integrate with the Finance system to ensure the fines are recorded. Included with DACRA are other features which could benefit the Village, such as overnight parking permission management wherein residents may request overnight parking permission on-line rather than requiring all requests to be made via telephone/in person at the Police Department.

Expansion of Administrative Adjudication

Since the Administrative Adjudication process was authorized by the Village Board in February 2010, it has been used only for compliance and parking tickets. In 2017, after discussion with Department Directors, Police Command Staff, and Village Prosecutor Ernie Blomquist, Staff suggested that the Administrative Adjudication process be expanded to include citations for other violations of the Arlington Heights Municipal Code issued by any of the following Village Departments: Building and Health Services Department, Finance Department, and Police Department. At that time, the Village Board was not ready to send any of the local ordinance tickets written by Police Officers to adjudication. Staff believes it is time to reevaluate that decision.

The Village's traffic court calls are very crowded. There are often 80 or 90 cases on each 90 minute call. The majority of fines assessed by a judge go to the county and judges have been hesitant to assess much in the way of fines because of the excessive court costs (usually over \$250). All fines assessed by the Hearing Officer are paid directly to the Village. By moving these types of cases to Administrative Adjudication, Staff believes we would be able to engage in more meaningful enforcement as we would no longer be subject to the slow speed and reluctance to levy fines that we have experienced in the County Court System.

For these reasons, it seems prudent to remove from the court process certain types of tickets that might better be served by going through the Village's adjudication process. A Police Officer issuing a ticket will always retain the

discretion, based on the circumstances and nature of the circumstance and offense, to write a ticket for court instead of adjudication.

Some of the types of cases that Police think could better be handled by adjudication include the following:

- Underage Consumption/Possession of Alcohol
- Noise
- Violations at schools located in the Village
- Trespass
- Tobacco/E-Cigarette Sales to a Minor
- Smoking in Public Places
- Curfew

Recommendation

Staff recommends that the Committee-of-the-Whole recommend to the Village Board that the Village enter into a software license agreement with DACRA to use in the administrative adjudication process and expand the adjudication process to include tickets written by police officers as appropriate.

ATTACHMENTS:

Description

DACRA

Type

Exhibits



DACRA MUNICIPAL ENFORCEMENT SYSTEM KEY FEATURES

Dacra streamlines the complicated local violation enforcement processes for counties and municipalities, from police, fire, health, and code enforcement, to building and zoning, and more. Dacra is an e-citation and administrative adjudication management system central to thriving communities. Our technology helps you effortlessly manage your violations, from complaint to collections, while protecting the citizen's due process, thus creating a community culture of compliance. Dacra is a unified municipal enforcement system that simplifies enforcement, saves taxpayers money, and protects citizen's rights to due process.

Full E-Citation Capabilities

- **State Tickets:** AOIC compliant state tickets are printed for the respondent and can then be transferred electronically to your RMS as well as to the Circuit Clerk with requisite transfer sheets.
- **Local Ordinance Tickets:** Local ordinance citations including animal, parking, and administrative tow violations are printed with customized "back page" text for each citation type.
- **Warning Tickets:** Warning tickets can be created for any violation, producing a record of prior offenses which gives officers helpful information when dealing with violators.
- **Must Appear Violations:** Citations can be set automatically by violation or via officer discretion as "must-appear," requiring the violator to be present for the administrative hearing.
- **Juvenile Violations:** If the violator is underage at the time of the citation, the system will automatically identify the infraction as a "juvenile violation," thus ensuring exclusion from public reports or FOIA requests.
- **Racial Profile Reporting:** Dacra's easy traffic stop data collection reduces entry time and generates state racial profiling reports for uploading. Data can be mined for analysis and internal precautionary reports produced.
- **Pedestrian Stop Data Transmission:** Generates a pedestrian stop receipt and enables the automatic transmission of mandated pedestrian stop data to the state.
- **Violator Data Expungement:** Effectively manages Illinois state expungement rules for certain juvenile and cannabis violations, to ensure compliance.

Integrated Officer Safety Features

- **Shared Violator History:** The system can link officers to previous violator warnings and citations across the Dacra system for their review and allows auto-completion of data from previous tickets.
- **LEADS Integration:** Full LEADS integration with many vendors allows officers to auto-populate citation data.
- **Companion Tickets:** Additional "companion" violations for the same violator are easily auto-populated to shorten the time needed to complete a traffic stop.
- **Night Mode:** Night mode reduces overall screen brightness from day mode, protecting officer night vision.

Administrative Adjudication Hearing Management

- **Compliant with State Adjudication Laws:** Hard coded business logic is compliant with statutes regulating citation issuance, notices, and hearing processes with "proof of compliance" for appeals.
- **Multiple Hearing Locations and Times:** Citations can be automatically assigned to a particular local hearing date, time, and location based on a predetermined algorithm.
- **Must Appear Violations:** Must appear citations are specifically highlighted to the hearing officer to simplify the hearing process.
- **Individual Dispositions:** The software allows the hearing officer to enter detailed case history notes and reasoning for dispositions, and issues on-the-spot Findings, Decision, and Orders.
- **Batch Processing:** Default liable dispositions and findings are efficiently issued by the hearing officer via batch processing for all no-shows.





DACRA MUNICIPAL ENFORCEMENT SYSTEM KEY FEATURES

Tow and Impound Management Tools

- **Abandoned Vehicle Tracking:** Issues and tracks abandoned vehicle notices and follow-up reports.
- **Police Tow Inventory Management:** Creates and processes tow receipts, vehicle search logs, concerned party notices, tow yard inventory audit logs, and Certificates of Purchase.
- **Administrative Tows:** Dacra manages the transfer of tow data from the issuance of an administrative hold, through payment, and into the hearing, ensuring violator due process.
- **Tow Holds:** Tow “holds” can be applied to a vehicle, restricting the release of that vehicle until the investigative, insurance, DUI and other such holds are removed.

Record Keeping and Compliance Features

- **CJIS Compliance:** Dacra is a fully CJIS compliant system presuming a client elects to use all CJIS recommended security features.
- **Data Security is Critical:** Through sound architecture, agency data is secure and kept shielded from hackers by isolating the SQL back end from the Web front end via entity framework structures.
- **Enhanced Search Capability:** Extensive search capabilities allow for complex, multi-rule data searches for comprehensive analysis.
- **Appeal Compliance Reports:** Hard coded business logic is compliant with state statutes regulating citation issuance, notices, and hearing processes with “proof of compliance” for appeals.
- **Citation Change Auditing:** Extensive citation auditing features, auditing changes to a citation after it has been issued, recording both original and changed values, the logged in user, and date and time of the change.
- **Address Range Validation:** Dacra tracks the valid upper and lower address ranges of every street, restricting address entry to those parameters.
- **Racial Profiling/Pedestrian Stop Reports:** Generates all mandated racial profiling and pedestrian stop state reports for uploading. Data can be internally mined for analysis with precautionary reports produced.
- **Juvenile and Cannabis Redaction Management:** Compliance with Illinois redaction laws can all be managed from within the system, redacting applicable data.
- **Violator Data Expungement:** Effectively manages Illinois state expungement rules for certain violations to ensure compliance.

Payment and Collections Management

- **Finance ERP Integration:** Dacra integrates with multiple finance/ERP systems to streamline ticket payments.
- **Ticket Payment Entry:** Dacra interfaces with multiple web-pay portals.
- **Automated Fine Escalation:** The system automatically monitors unpaid citations and escalates fines according to local ordinance fine escalation schedules.
- **Parking Scofflaw Boot/Impound:** Dacra tracks vehicles with multiple unpaid violations and allows boot or impound notice for all vehicles associated with a violator per local ordinance.
- **DL Suspension:** The system tracks violators with 10 unpaid violations and can generate state required notices to suspend a driver’s license per statute. Reinstatement notices are issued by the software upon payment.
- **Collections Vendor Integration:** Interfaces with collection agencies to streamline data transfer, eliminating manual input.