

**Meeting Held Electronically**



**COMMITTEE OF THE WHOLE MEETING**  
**MONDAY, SEPTEMBER 19, 2022**  
(Immediately following the Village Board Meeting)

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**AUDIENCE COMMENTS**

**TRUSTEE COMMENTS**

**DISCUSSION**

1. Police Comfort Dog Program
2. Public Works Building Facility Options
3. 2023 Road Program

**EXECUTIVE SESSION**

1. Property Acquisition

**ADJOURN**

Initials: SB

# Memorandum



**To:** Steve Bosco, Village Administrator  
**CC:** Mayor Gaffino, Board of Trustees, Chief DeLeo  
**From:** Officer David Parr, Administrative Analyst Chris Wagner  
**Date:** 9/8/2022  
**Re:** Comfort Dog Program Request

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## **Purpose**

The Village of North Aurora Police Department requests permission to launch a comfort dog program for the benefit of the community at large as well as Village staff members. Numerous potential benefits include support for victims of certain crimes, better outreach in community policing efforts such as in schools and community events and in the overall mental health of staff.

## **Application**

The primary goals of the program are to assist in the areas of stress and mental health for those in traumatic situations, victims and employees as well as with outreach opportunities in community policing. The comfort dog team can assist with critical stress incidents for employees as well as area municipalities (police, fire, and rescue staff) who may need assistance after any type of major incident. Requests for the presence of the comfort dog at schools and community events such as North Aurora Days, Community Picnic, NAPD Halloween event, and school fun fairs etc., will help foster a positive relationship and open dialogue between police and the community.

## **Source for Dog**

Staff evaluated several options and determined that a dog from the SIT Service Dog organization out of Ava, IL is preferred over other options. While there are other commendable avenues for procurement, a dog from this vendor comes with a high degree of training, and from an established breeding program with service dog qualities in mind. This option also minimizes the amount of officer coverage needed due to staff time lost for travel requirements of other programs.

## **Squad/Costs**

In order to safely transport the comfort dog while the officer is on duty, certain modifications/additions must be made to a squad car such as a canine insert and heat alarm. It is the intention of the Police Department to outfit one of the newly

purchased Ford Explorers with the canine equipment for the long term investment of the program. The startup costs to launch the program, including the vehicle modifications, would be approximately \$11,915 with annual average expenses after the first year expected to range between \$1,300 - \$1,500 for food and veterinary care. These figures do not include staff salary time for travel, or for the already purchased squad car.

### **Housing**

It is recommended that the comfort dog lives with the handler, rather than to keep the dog at the station and potentially overburden other staff members. Having the dog in-home with the handling officer will reinforce the understandings of the dog's behaviors and mannerisms. It can be particularly useful for the handler to be able to determine when the dog needs a break while working with and around people. If the dog were to be overworked and certain mannerisms are missed, this can lead to an incident with the dog that could have otherwise been avoided. A secondary handler would assume all responsibilities during vacations when the primary handler is away.

### **Benefits**

Establishing a human-canine bond may help reduce a person's emotional stress while dealing with trauma. The first contact with an impacted individual is important. If managed in a respectful and compassionate way, it can help establish an effective, helping relationship and increase the person's receptiveness to further help. The presence of the dog can bring comfort to victims in cases involving children, or domestic violence. The canine may also bring solace during a critical incident by assisting officers and members of the community who have come into contact with a tragic situation by helping them cope. One of the objectives in the Village's strategic plan is to facilitate community outreach in the police department, which would be supported through this program. The comfort dog would open the door to new intergovernmental opportunities and dialogue with schools and other local municipalities for special events or in a crisis situation.

Please find the attached policy for the comfort dog program which will also serve as formal orders for the comfort dog in the police department.



# Village of North Aurora Police Department

**Subject: Comfort Dog Program**

**Issued:**

**Effective:**

**PURPOSE:** This order establishes the policies, procedures, and duties governing the Comfort Dog program, and establishes the standards for training and utilization of the Comfort Dog.

**POLICY:** North Aurora Police Department will utilize a trained Comfort Dog as a supplement to Department resources. The function of the Comfort Dog is to provide interaction during investigations involving children or adults to reduce anxiety and increase communication between the adult or child victim/witness and investigators, to provide comfort for people during times of crisis, to provide comfort to members of the Department and Village staff, and to provide aid and comfort to individuals, groups and communities impacted by violence, tragedy or traumatic events. The Comfort Dog program will be used to encourage and cultivate positive relationships with the public through attendance at community events.

## I. Definitions

- A. **Comfort Dog**—A dog utilized by the Department which has been trained by a recognized training facility. The Comfort Dog is trained to provide comfort to people who are in need of emotional support and, when utilized for community events or meetings, contributes to the building of trust and positive relationships between the police and the public.
- B. **Comfort Dog Coordinator**—A Department member selected by the Chief of Police or his/her designee to oversee the Comfort Dog Program and who may also serve as a Primary Handler.
- C. **Handler**—Village staff member(s) designated by the Chief of Police or his/her designee to provide care for the dog and handle and/or deploy the Comfort Dog.
- D. **Primary Handler**—Department member(s) designated by the Chief of Police or his/her designee to attend formal trainings, provide care for the Comfort Dog, handle the Comfort Dog when called upon, and train other Department members as Handlers.
- E. **Secondary Handler**—Department member(s) designated by the Chief of Police or his/her designee to attend formal trainings, provide care for the Comfort Dog, and handle the Comfort Dog during an extended absence of the Primary Handler at the discretion of the Chief of Police or his/her designee.

## II. Comfort Dog Program

- A. A trained Comfort Dog is a valuable supplement to the North Aurora Police Department's resources. The function of the Comfort Dog is to provide interaction during investigations involving children or adults to reduce anxiety and increase communication between the adult or child victim/witness and investigators, to provide comfort for people during times of crisis, and to provide aid and comfort to individuals, groups and communities impacted by violence, tragedy or traumatic events.
- B. The Comfort Dog is also a valuable tool in fostering dialogue and communications between the Department and the community as part of the Department's community policing and crime prevention efforts.
- C. The Comfort Dog Coordinator shall administratively supervise the Comfort Dog program, including selection, training and maintenance of the Comfort Dog, approval of usage of the Comfort Dog, and provision of supplies and equipment.

### III. Usage of Comfort Dog

- A. Only a dog authorized by the Chief of Police or his/her designee will perform the duties of a Comfort Dog.
- B. The Comfort Dog will live with the Primary or Secondary Handling officer of the North Aurora Police Department and all Village staff members are permitted to visit and interact with the Comfort Dog. Any Department or Village staff member may feed and/or walk the Comfort Dog in extenuating circumstances. These interactions are not considered deployments.
- C. The Comfort Dog Coordinator and Handlers are responsible for all other care of the Comfort Dog and, when appropriate, taking it out into the community on calls or community events. Only trained Department members may handle the Comfort Dog except in extenuating circumstances when another staff member or member of the public may be called upon to do so. The Comfort Dog shall not run loose or be off lead while in public.
  1. The Comfort Dog must have fifteen (15) minute breaks immediately after every forty five (45) minutes of work. Breaks may include things like a walk outside, bathroom break outside, or rest in a quiet space. Breaks should not include any child interactions and minimal, if any, adult interaction other than the current Handler.
- D. The Comfort Dog is not trained to defend itself, and will not be used as a less lethal tool for the Department. It shall not be asked to perform a task it is not trained in (such as drug recognition, patrol defense, crowd control, or tracking). Prior to deploying the Comfort Dog, the location must be safe and secure for the presence of a dog. Final approval for the deployment of the Comfort Dog, including location and time, will rest with the shift supervisor and/or Comfort Dog Coordinator.
- E. The Comfort Dog may be deployed at times and locations that provide optimal use of the Comfort Dog throughout the Village of North Aurora. The Comfort Dog will work the regular schedule of the primary handler with regular days off for rest. Requests to deploy the Comfort Dog outside the Village's jurisdiction or schedule should be coordinated through the Comfort Dog Coordinator, the Chief of Police or his/her designee.
- F. General Uses for the Comfort Dog:  
 In order for the Comfort Dog to be most effective, its use is designed for cases in which there are reasons to believe that allegations of abuse are present, during times of mental health crisis, or during or in the immediate aftermath of a critical incident.
  1. Investigation Where There is a Child Victim of Abuse:
    - a. In situations where a child is located at an active crime scene, the suspect is present or living in the child's home, when there is a prior history of the child not disclosing details of abuse, or there is evidence supporting the need for an immediate removal of the child, the Comfort Dog may create a positive distraction in order to remove the child without further trauma or increased anxiety.
    - b. Prior to a forensic interview, and with the approval of an Assistant State's Attorney, the Comfort Dog and trained Department member handling the Comfort Dog may meet with the child victim or witness in the lobby or waiting area of the building where the child will be interviewed, to reduce anxiety while the interviewer prepares for the interview. The trained Department member handling the Comfort Dog will also have the opportunity to engage the child in conversation, which will help the child feel more comfortable talking to an unfamiliar adult.
    - c. During the forensic interview aid of a child victim, at the interviewer's discretion, may be an option if the child becomes extremely upset while away from his/her parent(s). If the Comfort Dog is used in the interview, the trained Department member handling the Comfort Dog shall only perform the duties of handling the Comfort Dog and allow the interviewer to engage in communication with the child. The trained Department member handling the Comfort Dog should not be attired in uniform, and any police markings on the Comfort Dog's vest should be covered.
  2. Trial Testimony of a Child Victim or Witness:
    - a. Like the procedures for forensic interviews, the Comfort Dog may be used in the waiting area prior to testimony. If the presiding judge allows the Comfort Dog to be deployed, the trained Department member handling the Comfort Dog will not engage in communicating with the child and only perform the necessary handler duties.
  3. Critical Incident Mental Health Support:

- a. The Comfort Dog may be used to defuse a mental health crisis by distracting and refocusing the effected person to a positive interaction. The Comfort Dog can help bridge the gap between a traumatic event and the connection to mental health supports. A compassionate presence leveraging the human-canine bond will help restore a person's emotional and cognitive equilibrium. The first contact with an impacted individual is important. If managed in a respectful and compassionate way, it can help establish an effective helping relationship and increase the person's receptiveness to further help. The trained Department member handling the Comfort Dog should assess the scene to make sure it is safe to introduce the Comfort Dog.
4. Critical Incident Stress Management:
  - a. In situations of an active critical incident or immediate aftermath thereof, the Comfort Dog may provide a positive distraction and comfort to survivors, prior to mental health service involvement or the use of a Critical Incident Stress Management (CISM) Team.
5. School Support:
  - a. The Comfort Dog may be utilized to assist school officials during time of mental health crisis, bereavement counseling, general or educational visits or any other appropriate request from local school districts.
6. Community Relations:
  - a. Requests for demonstrations or visits will be routed to the Comfort Dog Coordinator. All requests will be made far enough in advance to ensure that the Comfort Dog and a trained Department handler will be available. All requests will be reviewed for suitability and subject to availability.
7. Grief, Loss, or Trauma:
  - a. The Comfort Dog may assist with the emotional support of Village staff members experiencing grief or loss from the death of a loved one or a traumatic event.

#### **IV. Selection of Comfort Dog**

- A. A dog to be utilized as a Comfort Dog should be selected based on the following criteria:
  1. Temperament.
  2. Medical history.
  3. Breed.
  4. Age.
  5. Background.
  6. Any other factor that is deemed suitable to the dog's specialized use.
  7. Recommendations from the organization(s) that provides Comfort Dogs.
- B. The dog may be acquired from a breeder, shelter, or other reputable resource. The Department will consult the advice of recognized specialists in the field of Comfort dogs, such as veterinarians, trainers, breeders, etc. to make informed decisions into Comfort dog resources.

#### **V. Training**

- A. Any dog selected as a Comfort Dog will undergo initial training prior to being placed in service, in accordance with a nationally recognized facility or crisis dog organization or other certifying association approved by the Chief of Police or his/her designee. There are currently no state training standards for law enforcement Comfort dogs. Handlers shall receive training in Facility obedience and care.
- B. Ongoing training will take place as needed or available, in accordance with a nationally recognized facility or crisis dog organization or other certifying association.
- C. Any required certifications for Comfort Dogs shall be maintained. The Comfort Dog shall undergo a demonstration of proficiency on an annual basis under the supervision of a nationally recognized facility or crisis dog organization.
- D. The Comfort Dog Coordinator is responsible for documentation of all training records of the Comfort Dog. The Department Training Database shall be used.

- E. All Department members who are trained as handlers are required to sign a Handler Agreement as part of the placement agreement with the Comfort Dog provider organization. The Department will send the Handler Agreement and an updated attachment of the placement agreement to the Comfort Dog provider.

## **VI. Care of Comfort Dog**

- A. The Village of North Aurora will appropriate funds for costs associated with owning a dog, including liability, feeding, upkeep, grooming, veterinarian costs, training, kennels, equipment, and temporary shelter, if needed. The Comfort Dog will be registered with a dog license (if necessary) and rabies vaccination as appropriate. The Comfort Dog Coordinator shall be responsible for the Comfort Dog attending regularly scheduled health check-ups, as recommended by a veterinarian, and receiving all immunizations required by law.
- B. The Comfort Dog will be housed within the home of the handling officer. The Comfort Dog coordinator and/or handler shall bear the responsibility for feeding, walking, and cleaning waste of the Comfort Dog. Additional care, such as bathing and grooming, will be the responsibility of the Comfort Dog Coordinator and/or Handler.
  - 1. Walking of the Comfort Dog shall not interfere with the provision of police service and shall not occur during heavy call volume.
- C. A kennel or safe place will be made available at the station for securing the Comfort Dog indoors. Water will be available for the dog while being kenneled or stored. The Comfort Dog may not be kenneled or stored any longer than four (4) hours without a break, except for cases of emergency. The Comfort Dog may be temporarily sheltered at an outside shelter if needed.
- D. Department members are prohibited from providing individual snacks or treats, or human food, for the Comfort Dog outside of regular feeding times, unless authorized by the Comfort Dog Coordinator.
- E. For safety reasons the Comfort Dog will not be permitted in the Evidence Processing Room or Property Control Room areas.

## **VII. Equipment**

- A. The Department will provide the following equipment for the care and use of the Comfort Dog:
  - 1. Collar and leash.
  - 2. Vest. The vest may be adorned with other appropriate patches, badges or mementos in relation to the Comfort Dog's service.
  - 3. Appropriately sized kennel or safe place to secure the Comfort Dog indoors.
  - 4. Food and water bowls.
  - 5. Toys.
  - 6. Vehicle safety equipment (kennel, temperature monitor/alarm system).
- B. Anytime the general public has access to the Comfort Dog it shall be equipped with and wear its collar, leash, and vest.

## **VIII. Transportation**

- A. Trained Department members/handlers transporting the Comfort Dog in a Department vehicle may carry refreshments for the Comfort Dog in the vehicle. The Comfort Dog shall not be left unaccompanied in any vehicle without proper safety equipment (kennel, temperature monitor/alarm).
- B. Detainees will not be transported with the Comfort Dog in the vehicle.

**IX. Deployment Records**

- A. Any time the Comfort Dog is deployed, the Department member deploying the Comfort Dog will complete the Comfort Dog Deployment Form (Annex I) and forward it to his/her supervisor. The supervisor will approve the form and forward it to the Comfort Dog Coordinator.
- B. The Comfort Dog Coordinator will compile records of the use of the Comfort Dog when the Comfort Dog is used on a call for service, attends a community event, or is otherwise deployed.

**X. Injuries**

- A. If the Comfort Dog is injured, it shall be taken to a veterinarian as soon as possible for treatment. The Comfort Dog Coordinator shall be notified by the shift supervisor.
- B. If the Comfort Dog injures any person, the trained Department member handling the Comfort Dog at that time shall ensure the following:
  - 1. The Comfort Dog is immediately secured in a safe area, kennel, or squad car if practicable, to prevent further injuries.
  - 2. Proper medical treatment is received by the person who was injured as soon as possible.
  - 3. The Comfort Dog should be placed in its kennel upon return to the police station until the Comfort Dog Coordinator can assess the situation.
  - 4. The Comfort Dog Coordinator shall insure Village liability insurance paperwork is completed.
- C. In any injury situation involving the Comfort Dog:
  - 1. The shift supervisor shall be notified. The Comfort Dog Coordinator shall be notified by the shift supervisor. The Comfort Dog Coordinator shall notify the Chief of Police or his/her designee.
  - 2. An Incident Report number shall be created.
  - 3. The Department member and shift supervisor shall examine all injuries.
  - 4. All injuries will be photographed (when applicable), regardless of the suspected nature of the injury. Photos will be submitted with the police report.
  - 5. Witness statements shall be taken.
  - 6. The Comfort Dog Coordinator shall investigate the incident and attach all supporting documentation, which is to be forwarded to the Chief of Police or his/her designee.

**XI. Retirement of Comfort Dog**

- A. Recommendations to retire a Comfort Dog for cause will be made through the chain of command. After consultation with the Departmental veterinarian and an approved trainer the Comfort Dog Coordinator will make the recommendation as to whether or not the Comfort Dog may be retired or stay in service. Retirement of the Comfort Dog is subject to any agreement with the Comfort Dog provider. Upon such retirement, the comfort dog may be purchased by the Primary Handler or Comfort dog coordinator for the sum of \$1.00 to the Village of North Aurora. In the event the Primary Handler does not purchase the Comfort Dog, the option may be offered to others at the discretion of the Chief of Police or his/her designee.

By Order of

Joseph DeLeo  
Chief of Police





**VILLAGE OF NORTH AURORA**  
**POLICE DEPARTMENT COMFORT**  
**DOG DEPLOYMENT FORM**

Date and Time: \_\_\_\_\_

Event Number: \_\_\_\_\_

Report Number (if applicable): \_\_\_\_\_

Location of Deployment: \_\_\_\_\_

Type of Usage (see section III.F of order):

- 1. Investigation Where There is a Child Victim of Abuse
- 2. Trial Testimony of a Child Victim or Witness
- 3. Critical Incident Mental Health Support
- 4. Critical Incident Stress Management
- 5. School Support
- 6. Community Relations
- 7. Grief, Loss, or Trauma
- 8. Other: \_\_\_\_\_

Description or Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Officer Deploying Comfort Dog: \_\_\_\_\_

Approved By: \_\_\_\_\_  
Supervisor



# Memorandum

To: Mark Gaffino, Village President & Board of Trustees  
 Cc: Steven Bosco, Village Administrator  
 From: John Laskowski, Public Works Director  
 Date: August 26, 2022  
 Re: Public Works Facility Options

Village staff continues to work with the architect and construction manager to develop concepts for an expanded or new public works facility. These options include: Option 1: an addition to the existing facility; Option 2: demolishing the existing facility and designing a new one in its place; and Option 3: swapping land with the Southern Kane County Training Association (SKCTA) and building the new facility on the adjacent property.

The table below summarizes each of the three options.

No.	Criteria	Option 1	Option 2	Option 3
1	Addition/Renovation	Yes	No	No
2	Phased Construction	Yes	No	No
3	Space Needs Met	No	Yes	Yes
4	Demolition of Existing Facility	Limited	Complete	None
5	Operational Efficiency Achieved	limited	improved	optimized
6	Staff Relocation During Construction	No	Yes	No
7	Cost High	\$22,191,913	\$21,905,526	\$22,055,676
8	Cost Low	\$14,417,302	\$14,407,815	\$14,630,757

In reference to Option 1, addition to existing facility, this option would eliminate the need to phase construction while staff would shuffle operations around the building. This reduction of the phasing of the project would shorten the overall construction time and reduce cost as a result. In this option the new building would “wrap-around” the existing building and not result in optimal operational efficiency. This option would also require the use of the old shop building, if all vehicles and equipment were to be stored inside. The

Construction Manger's estimate to construct this option based on the conceptual design ranges from \$14,417,302 to \$22,191,913.

If the Village selected Option 2, construct a new facility at the existing location, the existing facility would have to be demolished and there would also have to be some phasing to the construction while all of the equipment was removed from the facility. As a result the project cost would increase due to phasing as well as the cost of demolition of the existing facility. In this option the resulting building due to land constraints becomes long and narrow, roughly the length of a football field. This configuration would not optimize operational efficiency. The Construction Manger's estimate to construct this option based on the conceptual design ranges from \$14,407,815 to \$21,905,526.

Option 3 considers an alternate location for the project that would not have to be phased because Public Works would remain in the current building until the new one is constructed. This means operations would not be impacted. The design would allow the architects more freedom to design the facility on an empty lot. This would eliminate the constraints that would otherwise result in a building that would not optimally meet the needs of the Public Works Department. In this case there is no demolition cost of the existing facility because the new building and land would be transferred to the SKCTA for future use. The Construction Manger's estimate to construct this option based on the conceptual design ranges from \$14,630,757 to \$22,055,676.

Staff is seeking direction from the Village Board to identify its preferred option to move into schematic design. This design phase utilizes the preferred option and refines the concept design to provide more detail to the Construction Manager. After this phase is completed the Construction Manager will prepare a revised cost estimate that will be more accurate than that based on the conceptual design. After this design phase is complete, staff will return to the Village Board with the refined design and cost estimate and present it to the Village Board to determine if the project should advance to the next phase of design, Design Development.

# Memorandum



To: Mark Gaffino, Village President & Board of Trustees  
Cc: Steven Bosco, Village Administrator  
From: Brandon Tonarelli, Village Engineer  
Date: September 19, 2022  
Re: Proposed 2023 Road Program

Annually the Public Works Department prepares a presentation for the selection of streets for the road maintenance program. This year the road program will be continuing with the subdivisions on the east side of the Village. The streets targeted for the 2023 Road Maintenance Program are listed in the table below:

#	Street Name	From	To
1	Pine Creek Drive	Butterfield Rd	Feltes Ln.
2	Chesterfield Lane	Graham Rd	End
3	Carpenter Court	Chesterfield Ln	End
4	Hamilton Lane	Chesterfield Ln	Chesterfield Ln
5	Flynn Court	Chesterfield Ln	End
6	Graham Road	Pine Creek Dr	End
7	Stewart Avenue	Pine Creek Dr	Mitchell Rd
8	Erickson Court	Stewart Ave	End
9	Thompson Avenue	Pine Creek Dr	Stewart Ave
10	Gorham Court	Thompson Ave	End
11	Harding Court	Thompson Ave	End
12	Johnson Court	Stewart Ave	End
13	Schneider Court	Stewart Ave	End

The estimated 2023 road program is \$1.8 million and the Capital Projects Fund has an adequate fund balance to cover the program cost in 2023.