



Northeastern Illinois Regional Crime Laboratory
Executive Board Meeting
Kildeer Police Department
October 5, 2017 at 3:00 p.m.

Present: C. Herdegen (Libertyville PD), S. Balinski (Kildeer PD), S. Husak (Lake Zurich PD), J. Dunne (Wheeling PD)

Also Present: P. Kinsey (NIRCL), M. Milford (NIRCL)

Absent and Excused: R. Eddington (Evanston PD)

Call to Order:

The meeting was called to order at 3:00 p.m. by C. Herdegen.

Approval of Minutes:

April 17, 2017 – Executive Board Meeting

S. Balinski made a motion to approve the listed meeting minutes as presented as one action. The motion was seconded by S. Husak. The motion carried.

Software Licensing:

File storage and retention continues to be a challenge as discussed by P. Kinsey and M. Milford. It is requested that Cloud storage for reports would be the best option with a goal toward electronic report sharing. Porter Lee would be the chosen vendor. The 3-year contract is \$16,430, which is \$5,476.75 annually.

S. Husak made a motion to approve the contract as presented. The motion was seconded by S. Balinski. The motion carried.

Discussion of Instrument Maintenance Contracts:

The lab currently has one maintenance contract for a piece of equipment. A discussion was conducted detailing the positive and negative benefits and deficiencies of maintenance contracts versus T and M (time and material for breakdowns). Lab staff will bring forward recommendations at a future meeting.

Discussion of Submission Policy for Latent Prints for Evidence:

P. Kinsey has identified a severe backlog of latent fingerprints. Lab staff noted that some departments are better than others in their discretion on the number of submissions and the anticipated action by the lab of the submissions. Some departments submit “everything,” while others are more discretionary in their submissions.

The result of the discussion was direction from The Board for the lab staff to work with and coach those departments that are on the extreme end of the submission spectrum.

Schedule a Review of NIRCL By-Laws and Employee Handbook:

There was a general discussion about the various changes in policies amongst the various member police departments as well as changes to State and Federal laws. P. Kinsey will present to The Board his recommendations at the January 2018 for updated versions of both documents.

Other Business:

C. Herdegen formerly introduced and welcomed Philip Kinsey as the new Crime Director. P. Kinsey shared his professional background with The Board and elaborated on his management philosophies.

Adjournment:

Motion by J. Dunne, second by S. Husak to adjourn the meeting at 4:10 p.m.
Motion carried.

Approved: January 25, 2018