



Office of the Mayor
Diane Wolfe Marlin

City of Urbana
400 South Vine Street
Urbana, IL 61801
Office: (217) 384-2456
dwmartin@urbanaininois.us

5 June 2017

Dear Maryalice, Eric, Aaron, Bill, Dennis, Dean and Jared,

I am pleased to recommend that Harley D. Rutledge be appointed to the position of Lieutenant in the Urbana Police Department. Mr. Rutledge currently serves as Sergeant, Criminal Investigations Division. He has 21 years of experience in Law Enforcement and has completed over 1800 hours of professional training. His educational background includes Certification from the Police Training Institute, University of Illinois at Urbana-Champaign, Associates in Arts, Criminal Justice, Parkland College, and BS in Law Enforcement and Justice Administration, Western Illinois University.

I am confident that Harley Rutledge will uphold the high level of professionalism and integrity for which the Urbana Police Department is known.

Sincerely,

Diane Wolfe Marlin
Mayor



HARLEY D. RUTLEDGE

400 South Vine Street, Urbana, IL 61801
(217) 384-2320
rutledhd@urbanaininois.us

PROFESSIONAL PROFILE

I am a results oriented, dedicated law enforcement professional with a 21-year career marked by promotions, special assignments, and proven supervisory, investigative, and administrative skills. As a result of my diverse assignments and current supervisory position, I have acquired an extensive working knowledge of the police department, the City of Urbana, and numerous surrounding local, state, and federal agencies. I have successfully managed my past and present duties with a high level of organization and commitment to integrity and professionalism. I am dedicated to upholding the high level of professionalism and integrity that the Urbana Police Department is well known for.

PROFESSIONAL EXPERIENCE

URBANA POLICE DEPARTMENT, URBANA, IL

1998 - Present

Sergeant - Criminal Investigations Division (CID):

2015 - Present

- Manage investigations assigned to the Criminal Investigations Division including, but not limited to: homicide, robbery, sexual assault, in-custody deaths, officer involved critical incidents, and accidents involving serious injury or death
- Review reports and arrests made by patrol sergeants and officers, assign follow up investigations as needed, and help identify any trends with criminal activity and suspects
- Manage a crime case load and take part in the detective's on call rotation on a regular basis
- Conduct thorough background investigations on individuals being considered for employment within the police department
- Act as the secondary public information officer, including but not limited to: speaking with the media, preparing monthly Crimestoppers reports for local news agencies, and authoring press releases concerning serious crimes
- Supervise and prepare annual performance evaluations for adult and juvenile detectives, school resource officer, and civilian financial crimes investigator

Patrol Sergeant - 1st and 3rd shift:

2008 - 2015

- Supervise patrol officers on 1st and 3rd shifts; as well as police services representatives (PSR)
- Respond for calls for service; manage, supervise, and investigate various crimes including; homicides, robberies, burglaries, domestics, and calls involving subjects with mental illnesses
- Address citizens' complaints and concerns about police procedure and practices
- Complete annual evaluations for patrol officers and weekly evaluations for probationary officers
- Approve reports written by patrol officers, street crimes investigators, PSR's, and the animal control officer
- Conduct shift briefing and weekly training
- Coordinate and manage all alcohol and tobacco compliance checks in Urbana, including but not limited to: gathering and maintaining data, compiling spreadsheets, and supervising the yearly liquor and tobacco compliance checks throughout the city
- Meet with Urbana businesses to verify compliance with their liquor licenses
- Conduct and supervise covert liquor and tobacco compliance checks at all Urbana businesses

Adult Crimes Detective - Criminal Investigations Division (CID): 2004 - 2008

- Investigated serious and serial crimes including; homicides, "cold case" homicides, sexual assault, robbery, burglary, sexual assaults, and child abuse/neglect
- Participated in or acted as the lead detective in numerous homicides, in custody deaths, officer involved critical incidents, and other violent crimes
- Was a member of the use of force response team, which included actively investigating several officer involved shootings and other critical incidents in Champaign County
- Prepared, planned, and executed numerous search warrants for crimes including homicides, weapon and drug offenses, sex crimes, robbery, and property crimes

Street Crimes Unit (SCU) - Investigator: 2003 - 2004

- Integral in implementing the Street Crimes Unit in the City of Urbana
- Trained new investigators how to safely conduct undercover operations and surveillance
- Proactively address serial crimes including property crimes, violent crimes, and drug and weapon offenses
- Conducted numerous controlled purchases of illegal narcotics
- Prepared, planned, and executed numerous search warrants for a variety of crimes and illegal activity
- Conducted covert surveillance and intelligence gathering both in person and electronically
- Developed operations plans for specialized and covert details

Illinois State Police Task Force X - Inspector: 2001 - 2003

- Primarily investigated criminal drug conspiracies, narcotics, and weapon offenses at both the state and federal level with numerous agencies throughout Illinois
- Worked with and supervised confidential sources to purchase narcotics and weapons
- Authored and executed hundreds of search warrants for drug and weapon offenses
- Worked undercover in order to collect intelligence, conduct surveillance, and purchase narcotics
- Addressed specific drug complaints in the City of Urbana

Field Training Officer (FTO): 2000 - 2001

- Trained and prepared new officers for solo patrol
- Monitored, graded, and evaluated probationary officers
- Completed daily and weekly progress reports on probationary officers

Patrol Officer - 1st, 2nd, and 3rd shift: 1998 - 2000

- Responded for a variety of calls for service throughout the city
- Investigated and followed up on various crimes
- Prepared reports for court and testifying
- Conducted suspect and arrestee interviews

Additional Departmental Assignments/Appointments:

Master Firearms Instructor (MFI) - Firearms Staff Member: 2015 - present

- Provide instruction in the proper use and handling of firearms to officers
- Plan and implement department wide firearms training on various tactics and range courses
- Instruct and/or assist with mandatory departmental firearms qualifications

Alcohol Enforcement Officer: 2006 - 2015

- Coordinate and manage all alcohol and tobacco compliance checks in the City of Urbana
- Oversee all liquor license holders and verify they are in compliance with the conditions of their licenses
- Compile data and complete monthly reports

Mobile Field Force Squad Leader:

2011 - 2015

- Selected as the Mobile Field Force Squad Leader for the Urbana Police Department
- Help organize ongoing training at (ILEAS) Illinois Law Enforcement Alarm System and other locations throughout the state
- Respond with members of the Mobile Field Force to all types of emergencies nationwide, including; natural disasters, major law enforcement emergencies, and large protests and riots

Internship Coordinator:

2009 - 2011

- Interviewed, hired, and supervised police department interns
- Coordinated intern schedules and monitored college requirements
- Authored a detailed evaluation for each intern at the conclusion of their internship

RANTOUL POLICE DEPARTMENT, RANTOUL, IL

1996 - 1998

Patrol Officer - 3rd shift:

- Responded for calls for service throughout the city
- Investigated and followed up on various crimes
- Prepared reports for court and testifying

COMMENDATIONS

- Illinois State Police Task Force X Certificate of Appreciation (2003)
- Illinois M.E.G. Directors' and Task Force Commanders Association Award (2002)
- Urbana Police Department Officer of the Year (2001)
- Urbana Police Department Certificates of Merit (1999, 2004, 2010, 2016)

PROFESSIONAL LAW ENFORCEMENT TRAINING

Throughout my 21 years of Law Enforcement, I have received over 1800 hours of professional training including:

- First Line Supervisor
- Advanced Homicide Investigations
- Homicide Investigations
- Officer Involved Shootings
- Master Firearm Instructor (MFI)
- Advanced Cyber Terrorism
- National Incident Management System (NIMS) Levels 100, 200, 700
- Juvenile Officer Course
- Mobile Field Force Operations

EDUCATION

Police Training Institute, University of Illinois at Urbana/Champaign

1996

- Basic Law Enforcement Certification

Western Illinois University

1995

- Bachelor of Science - Law Enforcement and Justice Administration
- Minor in Sociology

Parkland College

1993

- Associate in Arts - Criminal Justice