



Office of the Mayor
Diane Wolfe Marlin

City of Urbana
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June 15, 2015

TO: Urbana City Council Members
FROM: Diane Wolfe Marlin *DM*
RE: Annual Staff Appointments

I am attaching my recommendations for staff appointments for the fiscal year 2017-2018 (July 1, 2017 to June 30, 2018).



FY 18 STAFF APPOINTMENTS

Executive Department

VACANT	Human Relations Officer
Todd Rent	Human Resources Director
Sanford Hess	Information Technology Manager
James L. Simon	City Attorney
Michael Monson	Chief of Staff
VACANT	City Administrator

Community Development Services Department

John Schneider	Community Development Manager
Lorrie Pearson	Planning Manager and Zoning Administrator
Kelly Mierkowski	Grants Manager
Brandon Boys	Economic Development Manager

Finance Department

Elizabeth Hannan	Finance Director
Elizabeth Beaty	Administrative Services Manager
Kristine Francisco	Financial Services Manager
Huong (Sophie) Pham	City Accountant

Fire Department

Brian Nightlinger	Fire Chief
Chad Hensch	Division Chief
Kyle Hensch	Division Chief
Derrick Odle	Division Chief
Phillip Edwards	Fire Marshall

Police Department

Sylvia Morgan	Police Chief
Bryant Seraphin	Deputy Chief
Robert Fitzgerald	Police Lieutenant
Harley Rutledge	Police Lieutenant
Joel Sanders	Police Lieutenant
Richard Surles	Police Lieutenant

Public Works

William Gray	Director of Public Works and City Engineer
Brad Bennett	Assistant City Engineer
Craig Shonkwiler	Assistant City Engineer
John Collins	Operations Manager
Anthony Arnold	Fleet Manager
Michael Brunk	City Arborist
Scott Tess	Environmental Manager
Bruce Cubberly	Arbor Division Manager
Vincent Gustafson	Facilities Manager



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TO: Urbana City Council
FROM: Diane Wolfe Marlin *DM*
RE: Appointments of Chief of Police, Deputy Chief of Police
DATE: June 19, 2017

I am pleased to recommend the appointments of Sylvia Morgan as Chief of Police and Bryant Seraphin as Deputy Chief of Police beginning July 1, 2017. Chief Morgan and Deputy Chief Bryant are highly respected leaders within the Urbana Police Department, the area law enforcement community, and the City of Urbana. Community-based policing and a commitment to public service and professionalism are priorities for this department. With almost 50 years of combined experience serving Urbana, these leaders will provide both the continuity and innovation that are essential to moving the department forward.

Chief Sylvia Morgan began work with the UPD on June 23, 1993. She was promoted to Sergeant on August 2000 and Deputy Chief in 2012. Chief Morgan has an extensive background in patrol, street crimes, investigation and administration. She also served as Adjunct Instructor at the University of Illinois Police Training Institute and attended the Federal Bureau of Investigations National Academy for leadership training. She served as President of the Fraternal Order of Police Lodge 70 from 2006-2012.

Deputy Chief Bryant Seraphin began work with the UPD as a Patrol Officer on October 6, 1994. He worked as an Investigator in the Criminal Investigations Division and was promoted to Sergeant in 2002 and Lieutenant in 2007. He served as Lieutenant in the Patrol Division from 2015 to 2017. His experience in investigation and patrol complements that of Chief Morgan. I am confident that this management team will provide exceptional leadership and dedication to public safety for the City of Urbana.



SYLVIA K. MORGAN

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PROFESSIONAL PROFILE

I have served the citizens of the City of Urbana for almost twenty four years. I have held a variety of different positions within the department, serving in a supervisory position for over eleven years and in a management position for five 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. While assigned to the Urbana Street Crimes Unit for two and a half years, I focused 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 have held a Fraternal Order of Police union board position for fourteen years and was FOP Union President for over six years prior to being promoted to Deputy Chief. During my time as the Deputy Chief of Police, I implemented the Performance Rating System in an attempt to improve the productivity of officers and measure their performance levels. In addition, I work closely with the Finance department on budget related issues for the police department. I also attend numerous community relation events in an attempt to better our relationship within the community.

PROFESSIONAL EXPERIENCES

City of Urbana Police Department	Urbana, IL	June 23, 1993 - present
<i>Deputy Chief of Police</i>		<i>March 11, 2012 - present</i>
<i>Sergeant, Street Crimes Unit</i>		<i>August 1, 2009 – March 10, 2012</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>

Deputy Chief of Police Key Responsibilities:

- Responsible for the day-to-day operations of the entire police department
- Decision maker regarding discipline of all employees
- Manage operational budgets for the department
- Operate and manage asset forfeitures for the department
- Internal Investigations
- Contract Negotiations for AFSCME and FOP

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 PSRs
- 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:

- Investigate serious and serial crimes including, but not limited to: homicide/attempted homicide, sexual assault, armed robbery, and burglary
- Participate in or act as lead investigator on multiple homicides or attempted homicide cases, in custody death cases, and officer involved critical incidents
- Prepare, plan, and execute 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
- Author search warrants
- Work with confidential informants
- Work 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

University of Illinois, Police Training Institute
Adjunct Instructor

Champaign, IL

October 2001 – December 2006

- 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:

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

Federal Bureau of Investigations National Academy <i>Graduate level Leadership Training</i>	January 2015
University of Illinois at Urbana-Champaign, Police Training Institute <i>Basic Law Enforcement Certification</i>	September 1993
Wichita State University <i>Bachelor of Science in Criminology</i> <i>Minor in Psychology</i> <i>Minor in Spanish</i>	August 1991

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Bryant D. Seraphin

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Objective To continue a career in police management and further the progression of the Urbana Police Department in both services and professionalism

Education **1994 – Bachelor of Arts – Sociology**
University of Illinois, Urbana-Champaign, Illinois

- Specialized in Criminology
- Graduated with distinction
- Completed 120 hour internship during summer 1993

Professional Experience

Sept 2015 – present **Lieutenant**
Patrol Division

- Oversee 24/7 coverage of the city by patrol sergeants and officers
- Supervise maintenance of patrol vehicle fleet
- Investigate citizen complaints
- Instruct, evaluate, and counsel staff
- Continue ongoing reviews of policy and procedure
- Review and approve payroll
- Oversee development and implementation of new practices as required by federal and state statutes
- Serve as Department's Freedom of Information Act content expert
- Possess a Master Firearm Instructor certification from the Police Training Institute and serve as Department's range master

March 2007 – Sept 2015 **Lieutenant**
Criminal Investigations Division

- Screened calls and constructed schedules for after-hours investigative resources
- Performed as the agency's primary public information officer
- Assisted with budgeting and resource allocation for staffing and equipment
- Reviewed and approved payroll
- Played an active role in two major revisions of the agency's policy and procedure manual
- Served as primary UPD contact for Champaign County Serious Use of Force Team
- Continued CID Sergeant duties listed below as needed

Dec 2004 – March 2007 **Sergeant**
Criminal Investigations Division

- Supervised and scheduled staff of six investigators and two civilians
- Assisted with case management, including assigning cases for follow-up
- Performed as a liaison with State's Attorney's Office and other local agencies, including conducting monthly county-wide investigators' meetings

- Instructed, evaluated, and counseled staff
- Oversaw all major cases
- Performed duties of investigator as needed

**Dec 2003 – Nov 2004 Sergeant
Street Crimes Unit – CID**

- Supervised and scheduled staff of three investigators
- Directed activities of newly formed unit, including basic training of new investigators
- Focused efforts at narcotics investigations with time spent on other problem solving projects, including serial crimes
- Coordinated efforts with other local narcotics groups

**Sept 2002 – Nov 2003 Sergeant
Criminal Investigations Division**

- Received temporary promotion September 11, 2002
- Appointed permanent CID Sergeant effective December 1, 2002
- Performed duties as referred to in CID Sergeant section above

**June 1999 – Sept 2002 Investigator
Criminal Investigations Division**

- Conducted investigations as assigned
- Participated in monthly bank security meetings
- Maintained membership in METRO; developed and maintained the physical training standards and testing program

**Oct 1994 – May 1999 Patrol Officer
Patrol Division**

- Hired October 6, 1994 – Attended Police Training Institute
- Conducted tasks assigned to patrol personnel
- Served as Field Training Officer for 2½ years, from Nov 1996 until assignment to CID in June 1999
- Appointed to METRO Team Nov 1996 (including completion of 40 hour basic SWAT school at Midwest Tactical Training Institute); served for seven years as a SWAT operator until assigned to Street Crimes Unit in Dec 2003
- Performed duties as a basic bicycle patrol officer

**Summary of
Qualifications**

I am experienced in the following work skills:

- Completing work under pressure and in high-stress environments
- Communicating effectively with the public and with other law enforcement, including both written and verbal communications
- Prioritizing tasks, activities, and follow-up to correspond to the workforce available
- Training new employees, as well as counseling and documenting the work product of veteran employees
- Developing new practices/procedures
- Leading by both example and ability to influence and direct others