



CRYSTAL LAKE ELEMENTARY DISTRICT #47

300 Commerce Drive, Crystal Lake, Illinois 60014 (815) 788-5000

www.d47.org

/D47schools @crystallakeSD47

August 30, 2022

Ms. Denise Mercado
denisemercado73@gmail.com
Crystal Lake, IL.

Re: Freedom of Information Request

Dear Ms. Mercado:

On August 25, 2022 Crystal Lake School District No. 47 received a Freedom of Information Act ("FOIA") Request from you via email, in which you requested the following:

- Supply Information on selection process and applicants for the position of Director of Security Position recently filled. Including list of applicants and resumes, list of interviewed applicants, current selected applicant hired including resume, qualifications, education, certifications, licenses. Any information used to select current security director hire.

Attached are records responsive to your requests. The School District either does not possess or has withheld or redacted information pursuant to the following exemptions set forth in the Act:

5 ILCS 140/1 - FOIA only requires that a public body provide existing non-exempt records in response to requests;

5 ILCS 140/7(1)(b) – Private information as defined by the Act;

5 ILCS 140/7(1)(c) – Personal information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;

5 ILCS 140/7(1)(r) - Closed session meeting minutes.

The information provided fulfills our obligation to your FOIA. To the extent your request has been denied by the District FOI Officer, you may appeal this decision to the Illinois Attorney General - Public Access Counselor: 500 S. 2nd Street, Springfield, Illinois 62701, Phone: 1-877-299-FOIA or (1-877-299-3642), Fax: (217) 782-1396, E-mail: public.access@ilag.gov. You may also appeal this decision by filing suit for injunctive relief in the circuit court for McHenry County, Illinois.

If you have any questions, please feel free to contact me 815-788-5000.

Sincerely,

Clare F. Bourne
Freedom of Information Officer
Crystal Lake School District 47

REQUEST FOR ACCESS TO PUBLIC RECORDS
PURSUANT TO THE FREEDOM OF INFORMATION ACT (5ILCS 140)

Date of Request: 8.12.2022

FOIA Record # _____

Name: DENISE M.

Organization: _____

Address: CRYSTAL LAKE, IL.

Phone Number: _____

I HEREBY REQUEST ACCESS TO THE FOLLOWING RECORDS:

PLEASE SUPPLY INFORMATION ON SELECTION PROCESS AND APPLICANTS
FOR POSITION OF DIRECTOR OF SECURITY POSITION RECENTLY FILLED, INCLUDING
LIST OF APPLICANTS AND RESUMES, LIST OF INTERVIEWED APPLICANTS,
CURRENT SELECTED APPLICANT HIRED INCLUDING RESUME, QUALIFICATIONS,
EDUCATION, CERTIFICATIONS, LICENSES - ANY INFORMATION USED TO SELECT CURRENT
SECURITY DIRECTOR HIRE.

Within 5 business days of the District receiving your request, you are entitled to a response, or notice that the district is in need of additional processing time (not to exceed an additional 5 business days). When our response is complete, we will contact you.

The District's response, including all supporting documents, and FOIA request with all submitted information, will be posted online under "Freedom of Information" on the District 47 website. District 47 provides this service as a public courtesy for no fee. Documents will be posted within 10 business days from our response to your request.

Fees will apply after the initial limited amount of black and white copies are provided. Actual cost of color or abnormal size copies will apply.

FOR OFFICE USE ONLY:

The District's response and records were accessed by: In House Inspection Pick-up Mail Fax Email

Date: _____ Time: _____

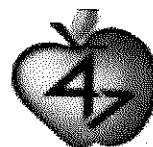
AMT REC'D: _____ Check# _____ Cash _____

FOIA Officer: _____

Witness: _____



Crystal Lake Community Consolidated School District 47
300 Commerce Drive, Crystal Lake, IL. 60014
Phone: 815-459-6070 Fax: 815-479-8566



Apply Online

Category: **Operations/Operations Administrator**

Date Posted: **6/16/2022**

Location: **District Wide**

Date Closing: **Until Filled**

District 47 currently has an opening for Director of School Safety. The Director of School Safety will oversee and maintain a safe and secure environment for students, employees, and visitors. He/She is responsible for coordinating a comprehensive school safety program, which includes working with local law enforcement agencies, first responders, and district staff to monitor and coordinate the school safety program at all district facilities. The Director of Security serves as the point person and liaison for the police and fire departments and implements all training programs pertaining to matters of safety. He/She will develop, establish and enforce safety policies, access control procedures, accident prevention efforts, support risk management efforts, fire, safety, emergency management, and asset protection.

DUTIES AND RESPONSIBILITIES:

- Coordinates a comprehensive school safety program, policies, and procedures by studying organization operations and schedules; establishing internal controls; conducting inspections as appropriate; reporting potential hazards to appropriate departments; creating and updating board policies and standard operating procedures
- Oversees the evaluation of the District Safety Program, including each school's emergency plan and safety assessments.
- Coordinates school safety compliance with federal, state, and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements.
- Coordinates safety planning and practice to support academic processes of each school by creatively implementing best practices in safety, security, and emergency preparedness with proper adaptation to the environment, creativity, and innovation so the process of education can be enhanced rather than impeded by safety efforts.
- Conducts and coordinates safety, security, and emergency preparedness training by developing, scheduling, and/or facilitating training for staff, students, and public safety officials relating to school safety, security, and emergency preparedness.
- Handle all visitor/volunteer registration and identification procedures
- Secures facilities, equipment, students, and personnel by working in conjunction with the appropriate departments in recommending safety and security equipment purchases and upgrades.
- Manages the safety planning, drills for fire and lockdowns, and works with building administrators for all 15 facilities.
- Develop and conduct training for District staff including administrators and staff.

- Revise, implement, and maintain the district's emergency preparedness plans and emergency drill schedule to ensure compliance or to exceed regulatory requirements, including violence prevention and program and other services related to school climate.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with established policies and procedures, and/or monitoring program components.
- Works with district administration to complete inspections and systematic audits of facilities through a developed safety and security check.
- Supervising and maintaining access control and key distribution.
- Serves as a liaison with local law enforcement agencies to monitor the daily operation of the School Safety Program and other security issues on the school campuses.
- Works with appropriate departments to meet operational safety needs within budget; works with the Business and Operations departments for capital improvements as needed.
- Assists in the development and implementation of safety plans for special events.
- Advises and assists administrators in matters involving criminal activities on school campuses.
- Prepares memos, reports, drawings, etc. related to safety and traffic issues on school campuses; presenting them to appropriate school directors.
- Works with the Director of Communications and Public Engagement on communication as it relates to school safety.
- The Director of School Safety participates in annual training to stay current on laws, policies, and procedures regarding school safety.
- Participates in professional organizations as well as various committees related to school safety.
- Performs other related work as required.

SKILLS AND EXPERIENCE REQUIRED:

- Hold a Bachelor's degree from an accredited college or university in a related field or have significant training and years of experience in law enforcement. Masters degree and school experience are preferred.
- RETA Security training preferred
- Have extensive work with law enforcement agencies.
- Be able to work collaboratively with police, first responders, and school district staff.
- Hold and maintain a valid driver's license with no serious violations.
- Proficient with technology and use of safety systems and software (Navigate, video surveillance, etc.)
- Have excellent integrity and demonstrate good moral character and initiative.
- Excellent communication skills to communicate with district staff, vendors, emergency responders, parents, and students.
- Problem-solving, analytical, and decision-making skills to address planning, evaluation, prioritization, delegation, and implementation issues.

- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
- Such additional or alternatives to the above qualifications as the board or superintendent may determine appropriate and acceptable
- Team-oriented with effective working relationships with district staff, regulatory compliance staff, and parents and students.
- Perform position responsibilities with limited supervision.
- Ability to help achieve a safe and secure environment.

PHYSICAL/MENTAL REQUIREMENTS:

- Demonstrate high levels of flexibility, have excellent interpersonal communication skills, articulation, concentration, confidentiality, organization and maintain a positive attitude

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Gary Snep

[REDACTED]

[REDACTED]

[REDACTED]

Contents:

1. 2. 3. Cover Letter

Online Attachment:

Application Resume

Attachment:

Prepared for: Kathy Hinz
Crystal Lake Community Consolidated School District #47
Aug 26, 2022 10:02 AM

Crystal Lake Community Consolidated School District #47 Online Application

Snep, Gary - [REDACTED] Date Submitted: 6/30/2022

Personal Data

Name: Gary Snep (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: (First) (Middle Initial) (Last)

Email Address: snepgary@gmail.com

Postal Address

Permanent Address Present Address

Number & Street: [REDACTED] Number & Street:

Apt. Number: Apt. Number:

City: [REDACTED] City:

State/Province: IL State/Province:

Zip/Postal Code: 60047 Zip/Postal Code:

Country: United States of America Country:

Home Phone Number: [REDACTED] Phone Number:

Cell Phone Number: [REDACTED]

Employment Desired

Position Desired: Experience in

Similar Positions

Operations

1. Operations Administrator - **Experience**

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position Employer Contact Information Supervisor/Reference Contact Information

Subcontractor- Self Employed (Leagues) [REDACTED]

Drug Testing Administrator [REDACTED] n/a

(Various Professional Sports [REDACTED])

current

Date From - Date To:

Reason for No

Leaving:

May we contact this employer? Responsibilities/Accomplishments at this Position

Collect samples from players and staff of Major League Baseball Clubs and send them to a Lab for analysis.

03/2017 - 06/2022 **Full or Part Time:** Part

Crystal Lake Community Consolidated School District #47 Online Application

Snep, Gary - [REDACTED] Date Submitted: 6/30/2022

Experience Continued

Previous Position Held Employer Contact Information Supervisor/Reference Contact Information

CUSD 95 832 South Rand Rd Lake Zurich,
Special Education Paraprofessional IL 60047 847-438-2831
and Substitute Teacher

Date From - Date To:

Reason for

Yes

Leaving:

**May we contact this employer? Responsibilities/
Accomplishments at this Position**

I have worked as a Substitute teacher and a full time
paraprofessional in Special Education over the past 4 years.

01/2017 - 06/2022 **Full or Part Time:** Part

current

Previous Position Held Employer Contact Information Supervisor/Reference Contact Information

Village of Palatine Police Officer 595 N Hicks RD Full Retired
Palatine, il 60067

Date From - Date To:

847-359-9000 Yes

Reason for

11/1995 - 11/2015 **Full or Part Time:** David Daigle

Leaving:

847-359-9002

May we contact this employer?

ddaigle@palatine.il.us

SWAT Team member-Trained all department personnel on force
options, Active shooter response, worked with team members to
formulate school safety plans- Threat assessments and
vulnerabilities, Patrol duties

Responsibilities/ Accomplishments at this Position

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Belleville East , Belleville, Illinois

Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location Dates Attended: From Minor area of study and **Date Conferred** or **Expected**
- To number of semester hours **Degree**

Major area of study and number of semester hours

IL - Western Illinois
University

08/[REDACTED] 08/[REDACTED]

Business Management

Law Enforcement

Hrs:

Administration Hrs:

B.S, 08/[REDACTED]

Language Skills

Do you know any language other than English? No

Generated at 8/26/2022 10:02:25 AM Central Page 2 of 6

Crystal Lake Community Consolidated School District #47 Online Application

Snep, Gary - [REDACTED] Date Submitted: 6/30/2022

Professional References

Reference 1 of 3 Reference 2 of 3

Name: [REDACTED] School/Org: [REDACTED] Current Position:
[REDACTED] Home Phone:
Cell Phone: [REDACTED] Work Phone: [REDACTED]
Mailing Address:
Email: [REDACTED]
Relationship to Candidate: Former Supervisor Former Supervisor Years Known: 25 20

Reference 3 of 3

Name: [REDACTED]
School/Org: [REDACTED] Inverness
Current Position: [REDACTED]
Home Phone:
Cell Phone: [REDACTED]
Work Phone:
Mailing Address:
Email:
Relationship to Candidate: Former Supervisor
Years Known: 20

Referrals

How did you hear about employment with us?

Other: Indeed

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

I have a unique background with my previous experience in Law Enforcement and working in a school. This gives me a unique perspective on the challenges of school safety.

Please state your desired salary for this position.

Crystal Lake Community Consolidated School District #47 Online Application

Snep, Gary - [REDACTED] Date Submitted: 6/30/2022

Disclosures

Contract Status

* Are you currently under contract? No If Yes, which district?

If Yes, when does it expire?

When may your present employer be contacted?

Professional Status

* Have you obtained tenure status in any other School District? No If Yes, where?

When?

* Have you ever been denied tenure? No If Yes, explain:

* Have you ever had a teaching certificate or teaching license revoked or suspended? No If Yes,

explain:

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid

No

termination, or terminated from employment?

If Yes, explain:

* Are you a relative of any board member, administrator, or supervisor who is currently

No

serving the School District?

Name:

Position:

Relationship:

* Can you perform all the essential job function(s) of the position(s) for which you are

Yes

applying, with or without reasonable accommodation?

List any accommodations:

* Have you ever worked for District 47 before? No If yes, list position(s) and school(s):

Generated at 8/26/2022 10:02:25 AM Central Page 4 of 6

Crystal Lake Community Consolidated School District #47 Online Application

Snep, Gary - [REDACTED] Date Submitted: 6/30/2022

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records.

* Are you legally eligible to work in the United States? Yes

* Have you ever been convicted of a criminal offense other than a minor traffic violation? No

If yes, explain, giving dates:

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

* Have you ever had any indicated finding of child abuse filed in your name? No

If yes, explain, giving dates:

* Does your name appear on any Sex Offender Database in any state or country? No

Equal Opportunity Employer

Crystal Lake School District #47 is an Equal Opportunity Employer. Crystal Lake School District #47 ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Crystal Lake School District #47 has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

Applicant's Acknowledgment and Agreement

By checking the box below, candidate authorizes the school district to conduct an investigation of candidate pursuant to The School Code to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. The School Code also stipulates that the School District perform a check on the Statewide Sex Offender Database. Candidate may not be employed unless such investigations have been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all

questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. Failure to provide requested employment or employment history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.

Generated at 8/26/2022 10:02:25 AM Central Page 5 of 6

Crystal Lake Community Consolidated School District #47 Online Application

Snep, Gary - [REDACTED] Date Submitted: 6/30/2022

I, Gary Snep, agree to all of the terms above. I agree

Dear Hiring Executive,

Attached is my resume in consideration for the Director of School Safety Position. I have deep background in development, training , and implementation of safety programs. I am also experienced in the assessment and site security vulnerabilities. After my Law Enforcement Career I have been Substitute Teaching and working as a Paraprofessional.

Thank you for taking the time to view my qualifications. I am excited about this opportunity and I can be reached at [REDACTED] I look forward to hearing from you.

Kind Regards,

Gary Snep

GARY B. SNEP

PROFESSIONAL SKILLS

Strong Leadership & Presentation Skills . Strong Teamwork . Training Program Development & Implementation Experience . Crisis Management . Public Relations & Community Representation . Crime Trend Analysis . Risk Focused Prevention . Security Resource Deployment . Operational Field Intelligence . Risk Detection & Classification . Interviewing & Investigation . Negotiation Skills

EXPERIENCE

CDT- Drug Testing Collector 2017-Present

Substitute Teacher/Special Education Para-Professional 2018-present Community Unit School District 95, Lake Zurich, Illinois

Substitute teaching for grades K-12 at Lake Zurich and Palatine schools. Para-Professional at Lake Zurich High School working with teens with learning and behavioral issues.

Licensed Life and Health Agent 2016-2018 Independent Agent

Business to business sales, private sales and marketing of individual and employer based financial services products.

Community Service Officer/Police Officer/Training Officer/NIPAS Sniper Team Leader/ ILEAS WMD Response Team/Commander/Range Officer 1995-2015 Village of Palatine, Palatine, Illinois

Police Officer (1995-2015)

Patrolled a high crime rate area of the city and responded to dispatch calls to enforce laws and ensure public safety. Investigated criminal activity and interviewed victims, witnesses, and suspects. Preserved crime scenes, gathered evidence, and arrested suspects. Enforced traffic laws and investigated vehicle collisions. Wrote accurate and complete reports, testified in court and educated public on crime prevention. Introduced Neighborhood Watch Program to areas in need; supported residents' efforts through education and quick response. Collaborated with BART Police Department to decrease violent crime rate around properties. Delivered monthly presentations on district drug arrests to supervisors and community leaders. Received Chief's Award of Merit, 2004, Department Commendation, 2000.

Training Officer (1999-2013)

Developed and implemented firearms and less lethal training programs. Researched and wrote curriculum content. Wrote and implemented Active Shooter Response Training and Scenario training for department and local school districts. Trained new officers on the street, responded to 9-1-1 emergency calls, investigated accidents and wrote compliant reports. Conducted traffic enforcement techniques in accordance with local and state law enforcement.

Range Officer (2000-2015)

Maintained Department Qualification Standards for department members and provided additional firearms training to officers on force options.

NIPAS Sniper (1999-2005) – Mastered the art of camouflage and concealment while providing long range protection during resolution of crisis situations.

NIPAS Sniper Team Leader (2002-2005)

Coordinated with Tactical Commander and other local, state and federal agencies to help ensure the successful resolution to different types of high risk and high threat situations. Partnered with Secret Service, Diplomatic Security Service and FBI on dignitary protection, site security for events categorized as high risk or high threat level.

NIPAS Commander (2005-2015)

Coordinated with team Leaders and other local, state, and federal agencies to help ensure the successful outcome of high-risk situations and high value target events such as dignitary protection, site security and threat assessment analysis, hostage/barricade situations, high risk search warrant planning and execution. Included managing weapons of mass destruction and counter terrorism prevention, detection and response situations.

EDUCATION, ADDITIONAL TRAINING/CERTIFICATIONS & EXPERIENCE

Western Illinois University, Macomb, IL

Bachelor of Science-Law Enforcement and Justice Administration 1991-1995

Division One Quarterback on Full Scholarship

Proficient in Microsoft Office, Word, Excel & Power Point

Threat Assessment Training and Experience

Incident Command Training and Experience

Field Training Officer

WMD Tactical Commander Training

F.B.I. Certified Range / Firearms Instructor

I.F.I.S.I, Hazardous Materials Operator

Less Than Lethal Weapons Instructor – Developed Training Curriculum

Tactical Command School

CPR/AED Certified

Firearms Instructor Train the Trainer School

Presented on In-Service Tactical Training Modules at ILEETA Conference 2000

Weapons of Mass Destruction & Counter Terrorism Training

REFERENCES AVAILABLE UPON REQUEST