

Park Ridge Police Department

POLICY & PROCEDURE MANUAL

Effective May 1, 2015



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Section 1 Introduction

The purpose of this manual is to state specifically for members of the Department standards of conduct such as will serve to amplify the Mission/Value Statement and, in addition, will provide an exemplification of its principles, i.e. the philosophical principle that every member of the department is expected to provide every citizen with the best possible service at all times.

The following policies and rules have the full force and effect of a direct order from the Chief of Police and--except for those which pertain exclusively to duties and responsibilities of sworn personnel--apply to civilian members of the department no less than to those who are sworn.

This Employee Manual in no way constitutes an employment contract. Furthermore, it does not replace the Civil Service Rules, the Park Ridge Employee Manual, or any labor agreements. Rather, this document is to be used in conjunction with the previously mentioned documents.

Each member will electronically sign a receipt acknowledgment form for this Manual, which will be kept on file by the department.

Frank Kaminski
Chief of Police

Section 2 Mission and Value Statement

The Park Ridge Police Department serving by honoring our oath to the community through professionalism, respect, pride, and dedication.



Section 3 Commitment to Excellence

The Park Ridge Police Department is committed to excellence in leadership, resource management, and service delivery.



To assist in the achievement of these aspirations, the department initiated participation in the accreditation process administered by the Illinois Association of Chiefs of Police.

The Association maintains a set of standards that guide law enforcement agencies in all of their major functional areas. Accreditation standards give the chief executive officer a management system of written directives, training, clearly defined lines of authority, and routine reports that support decision making and resource allocation. The standards require written directives and training to inform employees about policies and practices; facilities and equipment to ensure employees' safety; and

processes to safeguard employees' rights. The goals of the standards are to help law enforcement agencies to: (1) strengthen crime prevention and control capabilities; (2) formalize essential management procedures; (3) establish fair and nondiscriminatory personnel practices; (4) improve service delivery; (5) solidify interagency cooperation and coordination; and (6) boost citizen and staff confidence in the agency.

The Park Ridge Police Department was an early supporter of this accreditation program for law enforcement agencies.

The successful achievement of excellence and professionalism requires each employee to perform at professional levels of competence in their daily tasks, to create an organizational climate of excellence and professionalism, and to expect and encourage the same from fellow employees. Each member is responsible for maintaining compliance, in both the letter and the spirit, to the standards and for contributing to the achievement of accreditation goals.

Section 4 Partnership Policing: The Policing Style of the Park Ridge Police Department

The Park Ridge Police Department accomplishes its law enforcement mission through a balance of traditional and new policing methods. The fundamental view that shapes the Park Ridge Police Department's style of policing is that a community's crime and disorder problems are most successfully addressed by police working in a **PARTNERSHIP** with the community. By working cooperatively with all segments of the community to address specific crime issues endemic to Park Ridge, the police officers and civilian staff form a working relationship with the people and organizations they serve.

The specific programs, procedures, and services of the Park Ridge Police Department that support this relationship have evolved over a long history of efforts by Park Ridge police to find ways to reach out to and work with all members of the community. The particular nature and character of Park Ridge's community, in return, have shaped the types of policies and services adopted by the police department. What evolved is more than a program: It is a way of policing with the community, a **PARTNERSHIP**—one that is uniquely Park Ridge.

The **goal** of the **PARTNERSHIP** is to reduce and prevent the recurrence of criminal and disorderly incidents in Park Ridge by targeting the underlying conditions and repeat offenders that are most responsible for the chronic repetition of criminal and disorderly acts. The **primary tool** for achieving this goal is the process of problem solving.

Problem solving is an in-depth, analytical method of crime control that is designed to have a greater impact on crime and disorder than preventive patrol and law enforcement. At every opportunity, members throughout the department apply the problem-solving process to their daily tasks. Involving the community at each step, members solve problems by:

- Identifying neighborhood crime, disorder and fear problems;
- Understanding of the conditions that give rise to identified problems;
- Developing and implementing long-term solutions tailored to these problems; and
- Determining the solution's impact on the problems.

Applying problem-solving methods and involving the community in each step of the problem-solving process are the key components of the PARTNERSHIP and are the responsibility of each member of the department.

The Park Ridge Police Department is fully committed to continuously moving forward with the **Park Ridge Police/Community PARTNERSHIP**. We will do so by:

- Earning community trust and cooperation through high standards of ethics, integrity, professionalism, accountability, courtesy and service;
- Assuming a leadership role in promoting the **PARTNERSHIP** and community problem solving;
- Encouraging community participation by reaching out to all parts of the community and working openly and cooperatively to solve neighborhood and communitywide problems; and
- Balancing successful traditional policing methods and practices with creative innovation and problem solving.

The following personal values and attitudes are recognized as critical to the success of our **PARTNERSHIP** against crime:

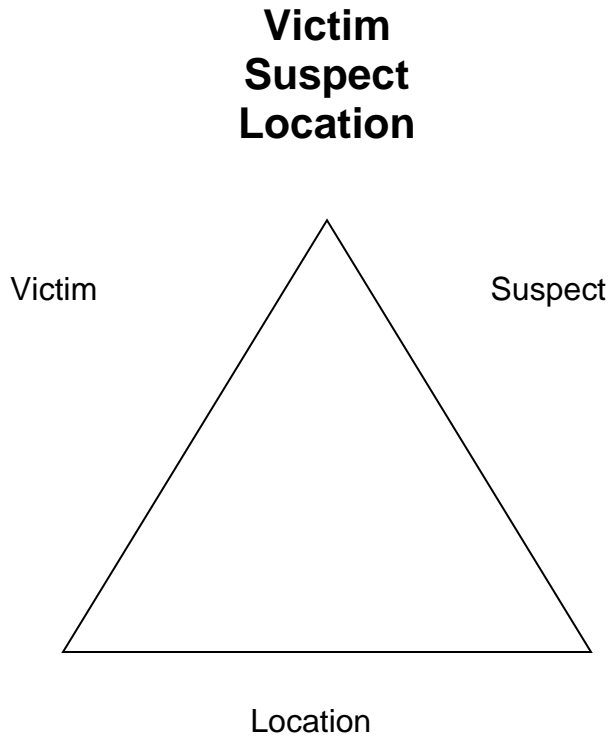
- A sense of personal responsibility for an area and its people.
- Belief in the importance of improving conditions within an area related to crime and disorder.
- Commitment to using in-depth problem solving as a primary tool for reducing and preventing crime and disorder.
- Respect for and appreciation of a culturally and ethically diverse population
- Commitment to understanding and serving the needs and concerns of citizens.
- Belief that the concerns of neighborhood residents and businesses matter.
- Belief that citizens possess information necessary for police to do their jobs well.
- Commitment to educating, empowering and mobilizing citizens to play a major role in solving community problems.
- Belief in establishing a working **PARTNERSHIP** with citizens to solve community problems.
- Belief in working with other government or community agencies to solve problems.
- Willingness to make "extra efforts," to go above and beyond what is normally expected.

Supporting the PARTNERSHIP and solving community problems are department-wide responsibilities among all employees in each unit.

SARA Model for Problem-Solving Model

Assemble	Reach out and gather interested parties together.
Identify and Prioritize	List crime and disorder problems; Rank crime and disorder problems in order of seriousness, ability to solve, time needed to solve, will to solve, etc.
Analyze	Research and understand conditions that cause or allow problems to occur.
Strategize and Implement	Brainstorm possible interventions and consider feasibility of both long-term and short-term action plans; Re-allocate responsibility for putting plans into action and monitor implementation in the field.
Evaluate	Assess implementation of the interventions and the partnership.
Celebrate and Next Steps	Acknowledge the accomplishments of the Partnership; Revise strategies and long-term and short-term action plans as necessary.

Crime Analysis Triangle



What is a Problem?

- A group of related crime, disorder, or public safety incidents
- Something that affects a number of people in the community and that a number of people have agreed to work on.
- Something that is unlikely to disappear on its own without intervention or resources
- Something not only or primarily caused by deeply rooted causes such as poverty, unemployment, homelessness

What is a Solution?

- Elimination of the problem
- Reduction of the harm caused by the problem
- Reduction of the frequency of the problem
- Strengthening of community partnerships

Section 5 Law Enforcement Code of Ethics

Members of the Park Ridge Police Department adhere to the standard of conduct put forward by the Law Enforcement Code of Ethics:

As a law enforcement officer, my fundamental duty is to serve mankind, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature, or that is confided to me in my official capacity, will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession.....law enforcement.

Section 6 City of Park Ridge Code of Ethics & Prohibited Conduct

City of Park Ridge Employee Manual, Policy Number 1

1.0 All City employees assume the obligation to maintain the highest standards of professionalism as public sector employees. **Employees who violate this code of ethics or any other policy or procedure of the City of Park Ridge contained in this manual or elsewhere will be subject to discipline, including and up to termination.**

As a condition of employment, each City employee agrees to:

- a) Effectively administer and implement the policies established by the Mayor and City Council, or their representative, and enforce laws and City ordinances.
- b) Maintain the highest level of honesty and integrity in all dealings with the public, other governmental agencies, outside parties, and other employees.
- c) Other than compensation and benefits as provided by ordinance, no employee of the City shall gain personal advantage either monetarily or otherwise for work as a City employee.
- d) Each employee shall embrace the mission of the City to provide excellence in City services in order to uphold a high quality of life so our community remains a wonderful place to live and work.
- e) Employees shall not grant special consideration, treatment, or advantage to any person or business entity and shall not receive anything in return for their work for the City of Park Ridge, which is beyond the availability of every other citizen. Special consideration that would create an atmosphere or perception of impropriety or favoritism shall not be granted or received.
- f) Employees shall not accept gifts from residents, contractors or other individuals with whom the City does business. Any employee having any knowledge about another employee's possible violation of this code of ethics, the established code of ordinances for the City of Park Ridge, local, state or federal law, City of Park Ridge Safety Manual, or this Personnel Manual, shall bring it to the attention of their Department Head or the City Manager immediately.

Employees who violate this code of ethics or any other policy or procedure of the City of Park Ridge contained in this manual or elsewhere may be subject to discipline, up to and including termination of employment from the City of Park Ridge.

Section 7 Law Enforcement Oath of Honor

On my honor,
I will never betray my badge,
my integrity, my character, or the public trust.
I will always have
the courage to hold myself
and others accountable for our actions.
I will always uphold the constitution and community I serve.

Honor means that one's word is given as a guarantee.

Betray is defined as breaking faith with the public trust.

Badge is the symbol of your office.

Integrity is being the same person in both private and public life.

Character means the qualities that distinguish an individual.

Public trust is a charge of duty imposed in faith toward those you serve.

Courage is having the strength to withstand unethical pressure, fear, or danger.

Accountability means that you are answerable and responsible to your oath of office.

Community is the jurisdiction and citizens served.

Section 8 Prohibited Conduct

The following rules of conduct expressly prohibit the acts set forth, to include:

- Rule 1 Violation of any federal, state, or local law or ordinance, or of any rule, regulation, standard operating procedure, policy, directive, training or order of the department, either written or oral. In the event of improper action, breach of discipline, or violation of law, it will be presumed that the employee was familiar with the law, rule, regulations, policy, training or order in question.
- Rule 2 Any action or conduct, on or off duty, which impedes the department's efforts to achieve its goals, mission or values, or which degrades or brings discredit upon any member or the department as a whole; or any action that impedes the operation or efficiency of the department and its members.
- Rule 3 Failure to exercise the responsibility or authority of the position to which a member is assigned in accordance with job specifications or work rules of that assignment.
- Rule 4 Failure to perform a duty.
- Rule 5 Failure to render a police service during an emergency situation.
- Rule 6 Incompetency or inefficiency in the performance of a duty or task.
- Rule 7 Engaging in any activity or personal business which could cause any member to neglect or be inattentive to duty.
- Rule 8 Leaving a duty assignment or designated patrol area without being properly relieved or without proper authorization.
- Rule 9 Reporting for a tour of duty, including all duty assignments:
- Failure to report for any duty at the time or place required by assignment or orders.
 - Failure to be neatly or properly groomed for duty.
 - Failure to be properly equipped for duty.
 - Failure to be cognizant of information required for the performance of duty.
 - Failure to be physically or mentally fit for duty.
 - Failure to be prompt at the time or place required by assignment.
- Rule 10 Beginning and terminating tours of duty:
- Failure to report to the member's supervisor, or the ranking supervisor on duty, as appropriate, at the beginning of tour of duty.
 - Failure to report to the member's supervisor, or to the ranking supervisor on duty, as appropriate, prior to terminating a tour of duty.
- Rule 11 Failure to keep a department vehicle in public view while working, except when authorized by a supervisory member for the performance of police duty.
- Rule 12 Any conduct or action taken, or attempted, to use the official position as a member of the department for personal gain or influence including soliciting or accepting a gratuity, gift, present, reward or any other thing of value, for any service rendered or sought to be rendered as a department member, or as a condition for not performing duties; and giving to, or receiving from, any other member any gift, present, gratuity, or other thing of value, in exchange for preferential consideration. Gifts from a member's relatives or friends upon appropriate occasions are permissible, provided they are not in exchange for preferential consideration or do not otherwise create an implication of impropriety.
- Rule 13 Recommending the hiring or patronage of any specific professional or commercial service for hire, other than approved city agents or resources, in connection with the execution of official duties.

- Rule 14 Seeking or soliciting while on or off duty, or otherwise under the guise of one's official capacity, contributions, or any other thing of value of any kind from anyone, by any means, for any purpose under any circumstance, including collections for charitable purposes by any member or his/her agent, or by any group of members or their agents, except as specifically authorized or sanctioned by the chief of police.
- Rule 15 Making inappropriate statements or promises regarding bonds to any person in custody.
- Rule 16 Giving an opinion as to fine or penalty.
- Rule 17 Failure to promptly or respectfully obey the orders of supervisory members, or other members acting in a supervisory capacity.
- Rule 18 Disrespectful behavior, willful maltreatment or abusive language towards any person, whether a citizen or a member of the department.
- Rule 19 Engaging in any unjustified physical altercation with any person or member.
- Rule 20 Failure to provide prompt, correct, or courteous service.
- Rule 21 Failure to conduct official business through channels, as indicated in the current organizational structure. Rank will not be disregarded in conducting official business, except where authorized by the Chief of Police, by law, or by a current labor agreement.
- Rule 22 Failure to maintain a professional bearing or an alert attitude and appearance, and/or failure to wear the prescribed uniform and designated headgear in the prescribed manner. Failure to keep on-duty clothing and/or equipment clean and in good repair. Failure to have hair, mustache, or sideburns clean and neatly cut, as prescribed.
- Rule 23 Wearing any unauthorized insignia or items on the police uniform and/or on one's person.
- Rule 24 Smoking, or any tobacco products, while specifically dealing with, or engaged in, any activity with the public.
- Rule 25 Failure to adequately secure, maintain, or care for department property, including property issued to a member, or knowingly using the department's equipment or property in an improper or unauthorized manner.
- Rule 26 Failure to promptly report lost, damaged, or defective equipment/property belonging to the department. This includes department issued keys and/or RF cards, and key fobs which authorize access to department property.
- Rule 27 Failure to operate a city vehicle in a careful or prudent manner.
- Rule 28 Permitting any person not on official police business to sit or ride in a department vehicle, except for official ride-alongs and humanitarian rides (e.g. elderly, sub-zero weather), unless authorized by the Chief.
- Rule 29 Using any department equipment or property for personal use or in any improper manner, unless authorized by the Chief of Police.
- Rule 30 Failure to promptly inventory or process recovered property or evidence.
- Rule 31 Failure to promptly answer a radio or computer communication.
- Rule 32 Failure to report back into service immediately upon the completion of an assignment.
- Rule 33 Failure to adhere to professional or proper radio or computer communication procedures.
- Rule 34 Failure to sign off properly when exiting the squad car or failure to keep the Communications Center advised of call status or activities.
- Rule 35 Taking excessive time for meals, breaks, or for personal reasons.
- Rule 36 Failure to promptly report any anticipated absence from duty.
- Rule 37 Being absent from duty without proper authorization.
- Rule 38 Failure to immediately report to a member's supervisor, as appropriate, any violations of

- the rules and regulations, or any improper conduct, or any information concerning any crime or other unlawful action.
- Rule 39 Failure to submit immediately a written report that any member, including oneself, is under investigation or has been arrested for an ordinance violation, a misdemeanor, or a felony charge by any law enforcement agency other than the Park Ridge Police Department.
- Rule 40 Making a false report or statement, written or oral, in connection with job-related responsibilities.
- Rule 41 Failure to submit all necessary reports on time and in accordance with established procedures of the department.
- Rule 42 Disseminating, releasing, altering, defacing, removing, or destroying any department records or information concerning police matters, except as provided by department orders or directives.
- Rule 43 Failure to treat official business of the department as confidential.
- Rule 44 Unlawful or unnecessary use or display of a weapon or other force.
- Rule 45 Failure of any member to immediately make a report to his supervisor whenever such member discharges a firearm in his/her official capacity, other than for training purposes.
- Rule 46 Carrying or using any unauthorized equipment, weapon, or ammunition.
- Rule 47 Intoxication on duty or a member's having any level of alcohol or controlled substance in his/her system while on duty or while working in a capacity that makes him/her representative of the department.
- Rule 48 Entering any tavern, bar or liquor store, while on duty or in uniform, except in the performance of a police duty.
- Rule 49 Drinking alcoholic beverages or taking controlled substances while on duty or in uniform, or transporting or possessing alcoholic beverages on or in department property, except in the performance of a police duty.
- Rule 50 Working in or engaging directly in the ownership, maintenance, or operation of a tavern or retail liquor establishment.
- Rule 51 Refusing to correctly or promptly give star number and/or name when requested by other members or private citizens.
- Rule 52 Engaging in off-duty employment which:
- a. Physically or mentally exhausts the officer to the point that performance may be affected.
 - b. Requires special consideration be given to scheduling of the officer's regular duty hours.
 - c. Brings the department into disrepute or impairs the operation or efficiency of the department or its members.
 - d. Has not been approved.
- Rule 53 Failure to keep the Chief of Police informed, in writing, of current residence address and telephone number. A pager or beeper number or an answering service is not sufficient.
- Rule 54 Failure to be prepared, or to testify, or to give evidence before any grand jury, medical examiner or court of law, or before any governmental, administrative, or investigative agency, when properly called upon to do so.
- Rule 55 Failure to appear at a required court hearing without a good cause.
- Rule 56 Failure to cooperate when called to give evidence or a statement by any investigative branch of the Park Ridge Police Department, when the evidence or statements sought

- relate specifically, directly, and narrowly to the performance of one's official duties.
- Rule 57 Publicly criticizing or ridiculing the department, its policies, or other members by speech, writing or expression that is defamatory, obscene, unlawful, and which undermines the effectiveness of the department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity, or is derogatory to the department or any member or policy of the department.
- Rule 58 Associating or fraternizing with any person known to have been convicted of a felony, either state or federal, except family members or persons authorized by the department.
- Rule 59 Engaging in political activity while on duty or while on city premises in any city-connected function, or use of the official city office or title while engaging in political activities while off duty.
- Rule 60 Holding a political office or being an officer of a political party within the City of Park Ridge while being employed by the City of Park Ridge.
- Rule 61 Participating in, encouraging the participation of others in, or otherwise supporting any strike, slow-down, concerted stoppage of work, or any other illegal interruptions of operations against the department or the city.
- Rule 62 Failure to aid, assist, or protect a fellow officer or employee in that officer's or employee's time of need, to the fullest extent of one's capabilities.
- Rule 63 Using the department's official address for receipt of personal correspondence and/or packages without prior approval of the Chief of Police; giving the department's official address as a place of residence unless otherwise prescribed by law.
- Rule 64 Excessive or inappropriate use of department telephones.
- Rule 65 Giving another employee's address or home telephone number to anyone other than authorized employees of the department.
- Rule 66 Failure to receive prior supervisory authorization to travel outside the city.
- Rule 67 Signing in or out for a duty/work assignment for someone else, or otherwise indicating the attendance or presence of another.
- Rule 68 Sleeping on duty, or giving the appearance of being asleep.
- Rule 69 Abuse of sick leave, based on false claims of illness or injury, or falsification of proof to justify such sickness or injury, or patterns of sick leave abuse.
- Rule 70 Making false statements, reports, or records of accrued compensatory or vacation time, or the misuse of compensatory or vacation time.
- Rule 71 Smoking is not allowed on City Property. City Property includes, but is not limited to, City vehicles or within 15' of entrances to any City buildings.
- Rule 72 Taking, or having in one's system, any substance--either illegal or prescribed--that would hamper the ability to perform one's duties.
- Rule 73 Subject any person or group, or allow any person or group to be subjected, to any form of harassment, discrimination, prejudice or bias on the basis of race, ethnic background, sex, age, religion or any other personal characteristic, belief, or affiliation.
- Rule 74 Names and/or addresses of complainants WILL NOT be given to citizens requesting this information.

Section 9 Sexual Harassment

It is and shall be the policy of the City of Park Ridge to prohibit harassment on the basis of sex. Such behavior by any employee or agent violates Title VII, Section 703 of the Civil Rights Act.

Sexual harassment is harmful because it negatively impacts on employee morale and performance, creating an atmosphere of anxiety, fear, and mistrust.

Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.
- Such conduct has the purpose or the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

The Police Department is committed to maintaining a workplace free of sexual harassment and intimidation. It is the responsibility of each and every member of the police department to maintain a work place that is free of sexual harassment and intimidation. Any member who has personally experienced sexual harassment/intimidation during the performance of City employment must report the sexual harassment/intimidation promptly and without undue delay to the Chief of Police or the Director of Human Relations.

Section 10 Employee Assistance Services

The Department maintains a number of social services for its employees. These services provide comprehensive counseling services to employees and their families for on or off the job problems. There is also a Peer Support Program comprised of a few sworn officers which all members of the department may utilize. Members can receive information on these services from their supervisors or the Chief of Police.

Section 11 Ethical Dilemma Test

Members should review the Ethical Dilemma Test as they perform their duties.

1. Am I acting out of anger, lust, peer pressure or greed?
2. Is my decision legal?
3. Would I do it if my family were standing beside me?
4. How will it make me feel in 20 years?
5. Is it worth my job and career?
6. What would I do if I were being videotaped?
7. Would my loved ones be proud or ashamed?
8. Am I following the Golden Rule?

Section 12 City Computer, Internet & Electronic Mail Policy

This is the policy and procedures of the City of Park Ridge regarding computer systems, email and Internet access. Department heads authorize access to the City's network, Internet and/or email systems for designated employees. The City views the legitimate use of the City's network, Internet and email systems as potentially enhancing a large number of its functions and services being provided to the public. Department heads authorize Internet access on an individual basis according to business need; getting access to the City's network does not automatically grant Internet access. The goal of this policy is to ensure the responsible and acceptable use of these resources. The safety and security of the City's network and resources must be considered paramount when using the City's network, Internet or email.

Definitions as used in this Policy:

City: City of Park Ridge

Computer system: A complete, working computer. The computer system includes not only the computer, but also any software and peripheral devices that are necessary to make the computer function. The computer systems at the City of Park Ridge include PCs, file servers, and network equipment.

Email: Electronic mail, the transmission of messages over the City's network. *Internet email* is the transmission of electronic mail to networks outside of the City's network.

Hardware: Refers to objects that you can actually touch, like disks, disk drives, display screens, keyboards or printers, boards.

Internet: A massive network of networks, a networking infrastructure, connecting millions of computers together globally which forms a network.

Internet access: Authorization given to a login ID to allow use of the Internet.

Login ID: A username and password which is required before the computer system will allow you access.

Network: A group of two or more computer systems linked together. The City's network includes connections to City Hall, Fire Stations, Public Works Service Center, Library, Public Works Pump Station, Dee Road Train Station, various government agencies and the Internet.

PC: Abbreviation for personal computer.

Programs: An organized list of instructions that, when executed, causes the computer to behave in a predetermined manner.

Software: Includes *systems* software which is the operating system and all the utilities that enable the computer to function and *applications* software which includes programs for the users such as word processors, spreadsheets, and database management systems.

User: Any individual having access to a computer system of the City.

This policy applies to all employees, contractors, interns, and other individuals who are provided access to these systems. The City Manager and Director of Information Technology reserve the right to change this policy from time to time.

The policies and procedures are as follows:

1. Every person using a City of Park Ridge computer must be an employee or authorized agent of the City of Park Ridge. All unauthorized users are strictly prohibited.
2. Each user must use a login ID created and assigned to him by an Information Technology Coordinator. A person may not use another employee's login ID to gain access to the computer system. Neither may any user offer the use of their privileges for another user's access. Doing so would make the system, the City, and the user vulnerable to undesired disclosure of information and is prohibited without authorization. If there is a need to access another user's files, you may contact the Information Technology Coordinator for access from your login ID.
3. Users should not leave their personal computer (PC) logged in and unattended. This creates an opportunity for unauthorized users to access the computer system, the Internet or send an email message under another login ID. Every user shall log off the computer every day at the close of their workday and as required for periods away from the PC to prevent unauthorized access.
4. A user requiring access to the computer system shall be referred to the Information Technology Coordinators by the user's supervisor or department head with an explanation of the access required and their written authorization. This should be done as a work order. Before issuing anyone a login ID, the Information Technology Department must get verification from the Human Resources department that the employee has signed this computer policy.
5. Maintenance of the user's access will remain the responsibility of the Information Technology Department in conjunction with departmental needs.
6. Each user's login ID is protected by a personal, confidential password to be determined by the user. The password is not displayed on the screen as it is typed and may not be disclosed to anyone in order to protect the user and the data. It is the user's responsibility to maintain the confidentiality of their password(s). Individual users can be held accountable for the use of their account by others. This password must be changed every twelve months (or in some more sensitive areas, every 30-90 days) and may be changed as frequently as desired.
7. Any person with knowledge of any password not his own, shall report this to his supervisor immediately. The supervisor will then notify the Information Technology Department.
8. Personnel are prohibited from encrypting or password-protecting computer files without the knowledge and consent of the Information Technology Department. At least two users shall have access to any protected or encrypted file.
9. Currently each of the City PCs has Windows operating system, Outlook for email and the Microsoft Office Suite which includes Word, Excel, Access and PowerPoint. There are other City owned programs on various PCs according to the function or users of the PC. All user files and copies of programs reside on File Servers so that backups are performed and within levels of security, multiple users can have access to certain files. For performance reasons, most programs, like the Windows operating system and the Microsoft Office Suite, are installed on the local PCs.
10. No settings or programs should ever be modified on the local PCs. This is the responsibility of the Information Technology Coordinators who should be contacted in the case of any problems or questions with programs or files.
11. All software used by the City will be properly licensed. The loading of software of any kind

(including games and screen savers) by any user on any City computer is strictly forbidden. Games or web games may not be played on any of the City computers. Software applications of any kind, including, but not limited to, Instant Messaging, (e.g., Yahoo, AOL Instant Messenger etc.), software may not be downloaded or used on any City computer.

12. Users shall not store files on the local hard drive. There are files stored on the local hard drive that are crucial for the operation of the PC and, if altered, could cause the PC to stop functioning. The files on the local drive shall not be altered.
13. City computers are to be used primarily to conduct City business. City computers may not be used for the creation and storing of personal documents and/or personal data files. City computers may be used for incidental and occasional personal use only during non-working hours with supervisory approval. No user may conduct a private business on any City computer. Any personal information or personal email sent or received on City computers may be subject to release in response to a FOIA request or a court order and may be reviewed at any time by IT Department staff.
14. Any programs, documents, files, or email created using the City's computers become the property of the City of Park Ridge. This includes all of the material and information created, transmitted or stored on this equipment. There should be no expectation of privacy for any of that material or information. This includes all information, including that which may be considered personal. All users must realize that material and information that has been deleted can be retrieved and viewed by others, including email that has been deleted.
15. No hardware or software (including portable equipment) will be loaned to non-City personnel or removed from City property.
16. No outside equipment, including but not limited to, MP3 players, non-City cell phones, and portable hard drives, may be plugged into any City computer equipment without prior authorization from the Information Technology Department.
17. In order to determine compliance with the City's Computer Policy authorized City officials, employees, or agents may monitor any employee's computer use, content of communications including any type of email, Internet access or files saved on a local hard drive or in private areas of the network, at any time. This will assist to maximize employee productivity and conserve network resources by monitoring network use.
18. Some users may need to connect to outside computers from the City's computers. The Information Technology Department must be advised of this necessity and give the user authorization. Under no circumstances are any files or programs to be downloaded from any other computer systems without the permission from and knowledge of the Information Technology Department. Due to the threat of viruses, this will only be done on a limited, controlled basis.
19. There shall be no use of subscription services without approval from the department head and Information Technology Department. Some Internet sites require that users subscribe before being able to use them. Users should NOT subscribe to such services without approval. Resources, of any kind, where fees are assessed may not be accessed without prior approval.
20. The selection and purchase of computer software, hardware and upgrades shall be the responsibility of the Information Technology department. Only City approved Internet providers may be used to access the Internet. The Information Technology Department must authorize any hardware or software required for Internet access. Hardware may not be relocated, connected or disconnected at any City facility without the prior knowledge and approval of the Information Technology Department.
21. Users must abide by copyright, contract, and other local, state and federal laws, City administrative directives and policies, as well as individual department guidelines. The City prohibits any users

from illegally duplicating or using illegally duplicated software on City computers. This includes but is not limited to bringing outside software to the City's computers, copying City software to portable media and taking it elsewhere, or downloading or installing on City computers software from the Internet.

22. Files are not to be copied from another user without those users' consent. Files or programs are not to be copied from one computer to another without the Information Technology Department's permission.
23. The City may use independently supplied software and data to identify Internet sites that contain sexual or other inappropriate content. The City may block access to such sites from within its networks. The failure of the City to block a particular site does not render the site necessarily appropriate for access. If a user purposefully or accidentally connects to a site that contains sexual or racially or ethnically offensive material, he or she must immediately disconnect from the site and notify the Information Technology Department. If a user believes that a site is being improperly blocked, he/she shall submit a work order to the Information Technology Department that identifies the website, explains why it is necessary for City business and why it should not be blocked.
24. Any user who attempts to disable, defeat or circumvent any City security mechanisms such as Windows policies, Internet screening programs, security programs, firewalls, or proxy will be subject to disciplinary action up to and including dismissal. This also applies to any user who creates, installs or knowingly distributes a malicious program.
25. Using the City's Internet and email systems or resources to deliberately propagate any virus, worm, Trojan horse or Malware program code is prohibited. Users must take precautions to avoid inadvertently importing such destructive instruments into the City's Internet and email systems.
26. Training in the use of the computer system will be conducted by the Information Technology Department or their contractors and also by members of the user's department more familiar with certain department specific procedures.
27. For the City network, Internet and email use there are a number of prohibited activities, which include the following. This list is not intended to be inclusive of all prohibited activities but only as general guidelines:
 - Any illegal, illicit, improper, unprofessional or unethical activity, or any activity that could reasonably be construed to be detrimental to the interests of the City
 - Unauthorized attempts to access another's email
 - Transmitting obscene or harassing messages to any other individual
 - Use for access to and distribution of indecent or obscene material, child pornography, inappropriate text or graphic files; or files dangerous to the integrity of the network, with the exception of law enforcement purposes
 - Use of Internet / email resources for commercial use or profit
 - More than minimal use of Internet / email resources for personal use
 - Frivolous email or announcements and the exchange of games, software, chain letters, or screensavers
 - Solicitation of funds
 - Political messages
 - Harassing or threatening messages
 - Messages that could be construed as sexually explicit or discriminatory based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs
 - Gaming, betting, gambling or wagering
 - Instant messaging and chat
 - Using the Internet to access personal email accounts with personal email providers such as AOL, Gmail, Yahoo or Hotmail, is not permitted. This includes using the Internet to retrieve any type of email account not provided by the City.

- Streaming audio or video unless it is directly related to the individual's business use of the Internet
28. All email messages must be businesslike, courteous, civil and written with the expectation that they could be made public at some time in the future. Each user is responsible to process received email appropriately. Confidential information (such as personnel or legal materials) shall not be communicated via email and must be communicated via a more secure method.
 29. Each user should limit the use of his City email address to business purposes. Since there is currently no state or federal law limiting spam, people are responsible for their own email address and its usage according to these policies.
 30. Email is not specifically backed up and therefore in the event it is deleted, may not be recoverable. If you send or receive an email that you need to maintain as a record, a hardcopy should be printed or a digital copy maintained in the network hard drive and that hard copy or digital copy maintained according to the Local Records Act. Where email communication is between two users of the City's email system, the sender of the email is responsible to maintain the email for Local Records Act purposes. If the email is between a user and a person outside of the City's email system, the receiver of the email is responsible to maintain the email for Local Records Act purposes. If in doubt regarding whether a particular email or type of emails need to be maintained, a user should consult with the City Attorney.
 31. All email messages are subject to state and federal rules and human rights acts.
 32. A wide variety of information is available on the Internet. Some individuals may find some information on the Internet offensive or otherwise objectionable. Individual users should be aware that the City has no control over and therefore cannot be responsible for the content of information available on the Internet or received in email.
 33. Users may not intentionally intercept, eavesdrop, record, read, alter or receive another person's email messages without authorization from the City Manager.
 34. Alterations or enhancements shall not be made to the City's web pages except by authorized individuals who are part of the City web support team according to established standards and procedures.
 35. Any unlawful use of the Internet, email, or use in violation of this policy may result in discipline up to and including dismissal. Unlawful use may result in referral for criminal prosecution.

Remote Access:

The City, in limited circumstances, offers remote access using VDI, Virtual Desktop Infrastructure. Use of remote access allows authorized employees of the City to securely access City network resources, offsite. Authorization to use VDI is granted to City staff by their department head or the City Manager and may be revoked at any time.

1. It is the responsibility of all City employees and authorized third parties with remote access privileges to ensure that unauthorized users are not allowed access to City networks and associated content.
2. All individuals and machines, including City owned and personal equipment, are an extension of the City network, and as such are subject to the City's Computer Policy.
3. All computers connected to City's internal network via remote access or any other technology must use a properly configured, up-to-date operating system and anti-virus software; this includes all personally- owned computers.

4. Redistribution of the City remote access information is prohibited.
5. All network activity during a remote access session is subject to City policies.
6. All users of the City remote access services shall only utilize resources for which they have been granted permission and rights to use.
7. Employees will not be compensated for their personal devices or services required for using remote access. Employees will not be reimbursed for their time when using remote access outside of their normal work hours.

Wireless Communications Equipment:

The City recognizes that wireless communications equipment (including cellular phones and data equipment such as Blackberry™ or iPhones™) and service is an important and necessary tool to assist City staff to perform their job duties. Therefore the City may provide wireless communications equipment and service to certain employees to assist in the performance of their job duties. This section of the policy applies to all employees who use City wireless communications equipment.

1. The City of Park Ridge provides wireless communications equipment and service to certain employees through the IT Department. This department will coordinate and arrange for such equipment and service in support of the City's business needs at the request of the employee's Department Head.
2. Requests for wireless communications equipment and service for City employees must be made to the City IT Department by a Department Head. The Department Head shall determine their employee(s) need for wireless communications equipment for the performance of the employee's job.
3. In considering the Department Head's wireless communications equipment request, the City IT Department will evaluate and determine the most cost effective service plan and equipment for each authorized City employee. City employees are not permitted to enter into an agreement or contract for wireless communications equipment or service, on behalf of the City. Employees are not permitted to access or download online features such as ring tones or games or purchase accessories for wireless equipment. Procurement and distribution of equipment, accessories and service plans shall be the responsibility of the City IT Department at the request of the Department Head. Individuals with smart phones should not download any applications except as set forth in this paragraph. If there is a business related application with no cost that will assist you in performing your job duties, you may download at your own risk. IT will not be able to support any such application. On the iPhones, you will be required to set up an account with a personal credit card on iTunes. The City has no ability to support such applications and will not pay for or reimburse you for them.
4. An employee should not use their personal wireless equipment for work related phone calls, text messages and/or email. If they should happen to do this, they are reminded that this usage is not reimbursable by the City; users should not assume that any such communications shall remain private and this use is not supported by the City. These communications, particularly business email, may be subject to release in response to a FOIA request or a court order. This paragraph is not in effect for any employee who has signed the City's Mobile Device Policy ("BYOD") and is therefore authorized to use their personal wireless equipment for business purposes. In that case, the Mobile Device Policy takes precedence over this policy.
5. Limited personal use of City wireless equipment is permitted as long as it does not interfere with the employee's job performance or productivity and the transaction of City business, consume significant resources, give rise to any additional costs or interfere with the activities of other employees of the City. However, it is important for all users of the City's wireless equipment to

understand that ALL communications transmitted, received and/or stored using any of the City's wireless equipment are subject to being reviewed by the City, regardless of the business or personal nature of the communication. Users should not assume that any such communications shall remain private and may be subject to release in response to a FOIA request or a court order.

6. Employees may be required to reimburse the City for personal usage even if their usage does not exceed the City's pooled plan's monthly allocation of minutes if it has been determined that there has been excessive personal use. Reimbursement of personal usage does not entitle the City employee to any expectation of ownership of that data and multiple occurrences will require discipline and up to and including termination.
7. The City cannot and does not imply, extend, or guarantee any "right to privacy" for voice calls and or electronic communications placed over City provided wireless equipment, including but not limited to call detail records, logs, voice mail messages, data storage, text messages, emails, and address books.
8. Employees must return their wireless equipment to the IT department when no longer required for their work assignment and/or upon separation from the issuing department or the City. City issued wireless equipment and cell phone numbers are the City's property. Outgoing City employees and those returning wireless equipment due to a job change may not take the City wireless equipment or cellphone number with them.
9. If the City Manager determines that the "fair market" value of wireless equipment is minimal, the City Manager can authorize an outgoing individual to pay that amount to the City to keep the City wireless equipment. However, under no circumstances may an employee continue on the City's wireless plan or take the cellphone number, even if purchasing the City wireless equipment.
10. The IT department reviews all monthly cellphone bills and notifications are sent to department heads if there are any anomalies or if requested by a department head. The department head makes the determination of excessive personal use or other issues of usage of City provided equipment and administers the appropriate discipline according to the City's policy.
11. Under all circumstances, employees are required to use the City provided wireless equipment in compliance with all laws and regulations. Employees using cellular telephones while driving are required to use a hands-free device or pull over to a safe location on the side of the road before placing or receiving a call. Employees using wireless equipment for text messaging while driving are required to pull over their vehicle to a safe location before reading or sending text messages.
12. Reasonable care should be taken to prevent equipment loss or damage. If assigned wireless equipment is lost or damaged, the same equipment or part may be ordered for the employee at the expense of the department upon approval of the Department Head. However, if the Department Head determines that the equipment was lost or damaged due to negligence or misplacement, the employee is liable for the cost of repair or replacement. Lost equipment MUST be reported immediately to the IT department; failure to do so could seriously compromise City data security and could result in discipline to the employee.

All users are cautioned that the use of the Internet for any purpose holds certain inherent risks. The Internet is a vast worldwide collection of networks that remain totally unregulated. Though the Internet provides excellent communications and research capabilities, there is always a possibility that information sent out on the Internet can be retrieved and redistributed. The City of Park Ridge will attempt to provide all available security to protect our users and information, but care should be used whenever using the Internet or Internet email on a City account.

No employee shall be given a login ID, use the Internet or email until they have read and signed a copy of this policy (done upon issuance of the City Manual). Human Resources will maintain a copy of the signed document in the employee's personnel file.

Section 13 Internet Web Pages & Social Networking

The Department has established policy concerning personal web pages or Internet sites when referencing the Park Ridge Police Department, to ensure employees use appropriate discretion in the use of references to the Park Ridge Police Department so as not to discredit or disrespect the department, to ensure that the release, either directly or indirectly, of information concerning crimes, accidents, or violations of ordinances or statutes to persons outside the department is not disseminated, and that all employees treat as confidential the official business of the department.

Professionalism, ethics, and integrity are of paramount importance in the law enforcement community. To achieve and maintain the public's highest level of respect, we must place reasonable restrictions on our conduct and appearance, and hold to these standards of conduct whether on or off duty. An employee's actions must never bring the department into disrepute, not should conduct be detrimental to its efficient operation.

I. POLICY

- A. It shall be the policy of the Park Ridge Police Department that employees of the department are prohibited from posting, transmitting and/or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the Park Ridge Police Department, on any personal or social networking website or web page, without the express written permission of the Chief of Police.
- B. Employees of the Park Ridge Police Department have a right to have personal web pages or sites. When reference is made to or about the Park Ridge Police Department, a review of that reference is needed to ensure that such reference does not compromise our integrity and thus, undercut the public confidence in this agency or this profession. Therefore, it shall be the policy of the Park Ridge Police Department that employees of the department are prohibited from posting, transmitting and/or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the Park Ridge Police Department, on any personal or social networking website or web page, without the express written permission of the Chief of Police.

II. PROCEDURES

- A. Employees having personal web pages or other types of internet postings which can be accessed by the public, shall not place or allow photographs or depictions of themselves dressed in uniform and/or displaying official identification, patches or badges.
- B. Photographs or other depictions of department uniforms, badges, patches, or marked units shall not be posted on Internet sites without the approval of the Chief of Police.
- C. Photographs of the inside of the police building as well as any crime or accident scene shall not be posted.
- D. Employees are prohibited from posting, transmitting, and/or disseminating any pictures or videos of official department training, activities, or work-related assignments without the express written permission of the Chief of Police.
- E. Employees wishing to use photographs or depictions, of Park Ridge Police Department must receive approval of the Chief of Police.
- F. Employees who post photos, comments, etc. of other department employees must inform and seek approval from the employee(s) before posting same.
- G. Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provisions of this policy shall notify his supervisor

immediately for follow-up action.

- H. Sites deemed inappropriate, whether an employment association or not, bringing discredit to this department or to a department employee, or promoting misconduct, whether on or off duty, may be investigated through a criminal or administrative investigation.
- I. All employees shall treat as confidential, the business of the department determined by law or by policy to be sensitive or confidential.
- J. No employee shall release, either directly or indirectly, information concerning crimes, accidents, or violations of ordinances or statutes to persons outside the department.
- K. No employee shall reveal any unauthorized information to any person not a member of the department or authorized to receive such information.
- L. If an employee indicates in any public forum any opinion on a police related issue, then that employee shall state that the views and opinions expressed are the employee's personal ones, and not those of the Park Ridge Police Department.

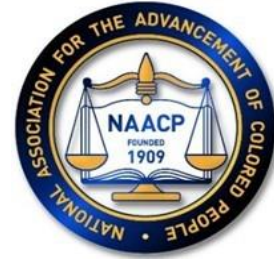
III. APPROVAL PROCESS

- A. An employee seeking approval to use references to the Park Ridge Police Department on a personal website, web page, or other public forum, shall submit a request for approval to the Chief of Police via the chain of command.
- B. The request shall describe the proposed reference and purpose.
- C. A list of the reference(s) and any media to be used shall be provided.
- D. A printed layout of the entire web page, posting, or site shall be provided.
- E. The employee will receive an approval or denial of the request.
- F. Any changes made to a previously approved posting must be submitted for re-consideration.

IV. LIMITATIONS

- A. No sexual, violent, racial, ethnically derogatory material, comments, pictures, artwork, video or other reference may be posted along with any department-approved reference.
- B. Employees shall not post any material on the Internet that brings discredit to or may adversely affect the efficiency or integrity of the Park Ridge Police Department.
- C. Employees should consider the possible adverse consequences of Internet postings, such as future employment, cross-examination in criminal cases, and public as well as private embarrassment.
- D. Employees are reminded to exercise good judgment and demonstrate personal accountability when choosing to participate on social-networking sites.

Section 14 Affirmation and Adoption of the 10 Shared Principles



Adoption of Shared Principles by Park Ridge Police Department

WHEREAS, on March 22, 2018, the NAACP Illinois State Conference and the Illinois Association of Chiefs of Police agreed to 10 Shared Principles designed to build trust between law enforcement and communities of color, and WHEREAS, the two statewide associations vowed “by mutual affirmation to work together and stand together in our communities and at the state level to implement these values and principles, and to replace mistrust with mutual trust wherever, whenever, and however we can,”

NOW BE IT THEREFORE RESOLVED that the Park Ridge, Illinois, Police Department adopts these same Ten Shared Principles as their own, and thereby adds its name to the historic agreement between the Illinois NAACP and the ILACP. These are the Ten Shared Principles:

1. We value the life of every person and consider life to be the highest value.
2. All persons should be treated with dignity and respect. This is another foundational value.
3. We reject discrimination toward any person that is based on race, ethnicity, religion, color, nationality, immigrant status, sexual orientation, gender, disability, or familial status.
4. We endorse the six pillars in the report of the President’s Task Force on 21st Century Policing. The first pillar is to build and rebuild trust through procedural justice, transparency, accountability, and honest recognition of past and present obstacles.
5. We endorse the four pillars of procedural justice, which are fairness, voice (i.e., an opportunity for citizens and police to believe they are heard), transparency, and impartiality.
6. We endorse the values inherent in community policing, which includes community partnerships involving law enforcement, engagement of police officers with residents outside of interaction specific to enforcement of laws, and problem-solving that is collaborative, not one-sided.
7. We believe that developing strong ongoing relationships between law enforcement and communities of color at the leadership level and street level will be the keys to diminishing and eliminating racial tension.

8. We believe that law enforcement and community leaders have a mutual responsibility to encourage all citizens to gain a better understanding and knowledge of the law to assist them in their interactions with law enforcement officers.

9. We support diversity in police departments and in the law enforcement profession. Law enforcement and communities have a mutual responsibility and should work together to make a concerted effort to recruit diverse police departments.

10. We believe de-escalation training should be required to ensure the safety of community members and officers. We endorse using de-escalation tactics to reduce the potential for confrontations that endanger law enforcement officers and community members; and the principle that human life should be taken only as a last resort.



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DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Written Directive System	Number GO 1.1	Revised Date April 13, 2016	Effective Date May 1, 2015	Page 1 of 7
Index As: Department Manual, Directives, Forms, Investigative Notices, Prohibited Notices, Manuals, Orders, Special Watch Request, Written Directives			Approved By Frank Kaminski Chief of Police	

POLICY: The Park Ridge Police Department will maintain a written directive system to achieve the following goals: to meet agency needs for effectively achieving agency goals and mission; to meet and comply with professional standards of the law enforcement community, as well as those of business and government; to delegate authority and responsibility; to establish a coherent set of policies, procedures and rules to effectively direct the activities of the department and its members; to provide clear guidance to all agency members in the performance of their assigned duties; to establish a basis for determining accountability for the use of delegated authority; and to establish a basis for evaluating performance and achievement. The written directive system will be comprehensive, accurate, up to date, flexible for revision, accessible and easy to use, functionally organized, and available at all times to those who are directed by it and the public. The Department's written directive system will not contain conflicting statements and will not be in conflict with directives written by external authorities to which the department is subject.

I. PROCEDURES

Description of the Written Directive System

A. Definition: Written Directive

A written directive is any statement written with proper authority that is used to guide or affect the performance and conduct of agency employees. Written directives include policies, procedures, rules, orders, instructional materials, contracts, laws and other types of documents described below.

B. Formal Directives

The Department's formal statements of policy, rule, regulation, and procedure are contained in the following directives and their related forms, which are individually numbered and authorized by the Chief of Police:

1. Written Directive Manuals

a. Department Policy and Procedure Manual

The Park Ridge Police Department Policy and Procedure Manual (a.k.a. the Department Manual) contains general orders which state the major policies and procedures that direct the activities of the Department and its members. Each general order addresses a specific topic and the manual organizes the general orders into sections or chapters based on general topical or functional areas.

b. General Order Distribution

- 1) Newly hired officers will be issued a General Order manual in electronic format (i.e. CD Rom or flash drive) prior to starting the police academy and field training program.
- 2) The complete up-to-date General Order manual will be available to all police personnel via the website www.powerdms.com (Site ID – "prpd" and then assigned login information).
- 3) An acknowledgment receipt is required on a General/Special Order acknowledgement form by all personnel every time there is a revision/update of any policy or when a new policy is implemented. This indicates the employee has read and understands the changes

Subject: Written Directive System	Number GO 1.1	Revised Date April 13, 2016	Effective Date May 1, 2015	Page 2 of 7
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or new policies. Revisions, updates, and new policies will be reviewed at roll call or with your supervisor.

- 4) All police personnel are required to have a working knowledge and understanding of the content of all General Orders. Exceptions are crossing guards, temporary workers, and the Police Chaplains.

c. Review after Issuance

All General Orders will be reviewed for accuracy with current case law, Accreditation Standards, State and Local Laws and other necessary changes under the following procedures:

- 1) If any department personnel learn of any new law, case law, procedural change or standard or practice that may impact department General Orders, policies, or procedures, they are encouraged to notify their immediate supervisor or the Deputy Chief of Administrative Services of such changes.
- 2) If a supervisor receives the notification he will forward it to the Deputy Chief of Administrative Services for updating.

2. Other Orders and Bulletins

Special Orders, Personnel Orders, Training Orders, and Departmental Bulletins are disseminated individually to all affected members and posted at designated information centers.

a. Special Orders

Special Orders are used to establish policies, procedures or instructions concerning a temporary circumstance or event, to be completed within a specific time period, or to temporarily introduce or amend a department written directive.

b. Personnel Orders

Personnel Orders announce the appointment, promotion, demotion or termination of personnel, the assignment or transfer of members from one unit to another, personnel status changes, personnel distribution, and other matters related to personnel within the department, including part-time and seasonal workers.

c. Training Orders

Training Orders are used to announce mandatory department training and disseminate police-related training information which enhances or updates the skills, knowledge, and abilities of department members in the performance of their duties. Training orders may explain or emphasize portions of previous orders, establish or modify procedures for (usually minor) functions not included in the Department's formal written directives, or explain or emphasize procedures established by outside authority (such as laws) or procedures for interacting with other agencies. Training orders are also used to inform members of important information related to the performance of their duties, such as names and phone numbers of persons or agencies, the availability or resources in the community, and other job-related information. Training orders are not used to establish or modify policies, rules or procedures covered by the Department's formal written directive system.

d. Department Information Board (Computer Forum)

- 1) The information board provides members with information that may be useful or interesting to members, and may be related to or necessary for

Subject: Written Directive System	Number GO 1.1	Revised Date April 13, 2016	Effective Date May 1, 2015	Page 3 of 7
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the performance of their duties. These include, but are not limited to, the following:

- i. Announcement of city services and programs available to members and/or citizens.
 - ii. Request for input to, or the announcement of the results of, department surveys, projects or programs.
 - iii. Announcement of position vacancies within the police department.
 - iv. Recognition of awards and commendations presented to the Department or its members.
- 2) Mandatory daily check by all officers and employees.
 - 3) The use of the forum is mainly for law enforcement purposes.
 - 4) Every police employee is responsible for all information posted within the forum.
 - 5) Employees should use the computer forum in conformance with the rules posted within the forum and in accordance with City and Department computer policies. Members will not post any inappropriate or unprofessional comments, nor will they editorialize about issues.

C. **Supplementary Directives**

Additional documents are written to supplement the formal written directive system, which include, but are not limited to, memos, plans, forms, checklists, job descriptions, training and instructional material. These directives are as binding upon department members as the formal directives.

D. **External Written Directive System**

The Department is subject to a variety of other written material that authoritatively directs the activities of its members, including, but not limited to law, City rules/policy/procedure, contracts, and mutual aid agreements.

II. **AUTHORITY TO ISSUE DIRECTIVES**

A. **Chief**

The Chief of Police has the sole authority to issue, modify and approve all formal written directives for the Park Ridge Police Department, namely General Orders, Standard Operating Procedures, Special Orders, Personnel Orders, Training Orders, Department Bulletins, their related forms and all other official departmental policy and procedure.

B. **Acting/Interim Chief**

A member serving as Chief of Police in the Chief's absence, or during the appointment process following a Chief's termination of employment, has the authority to add to or amend the written directive system, unless directed otherwise by the current Chief of Police.

C. **Command Staff and Supervisors**

The Chief of Police may authorize the command staff and supervisors to write directives within the scope of their delegated authority and responsibility, such as plans and memos. Such directives will not contradict directives written by the Chief of Police or other authorities.

III. **MEMBER RESPONSIBILITY**

- A. All members are individually responsible for the reading, understanding and carrying out all Department written directives that guide or affect the performance of their assigned duties, responsibilities and obligations. Responsibility for understanding includes seeking clarification or instruction from a member's immediate supervisor for any portion of a written directive that is not understood by the member.

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B. Other Orders and Bulletins

Supervisors are responsible for ensuring distribution of orders and bulletins to all affected members under their command. Individual members are responsible for being aware of, reading and understanding all orders and bulletins that pertain to their duties and responsibilities by checking postings daily on the department's computer information board.

IV. PREPARING WRITTEN DIRECTIVES

A. Responsibility

The Deputy Chief of the Administrative Division, as directed by the Chief of Police, is responsible for preparing and maintaining the department's formal written directive system.

B. Format

The Chief of Police will establish the format for all written directives.

C. Effective and Revised Dates

The effective date is the date the directive became effective when it was originally issued. The revised date is the date a revision to a directive becomes effective. Each directive will list its original effective date and the most recent revision date. New and revised directives will be issued to affected personnel before their effective and revised dates.

D. Cancellation

1. Written directives, which are not self-canceling, will remain in effect indefinitely unless canceled or amended by another written directive.
2. Each Special Order must indicate either (a) a specific cancellation date or (b) a specific cancellation event or (c.) a specified (by name and number) new or amended directive(s):
 - a. Each Special Order concerning a time-limited circumstance or event will state the specific date after which the special order will cease to be in effect (cancellation date); or
 - b. Each Special Order concerning a time-limited circumstance or event will state a specific cancellation event, such as the completion of a task, event or activity, after which the special order will cease to be in effect; or
 - c. Each Special Order that temporarily introduces or amends a written directive will clearly specify by name and number which written directive(s) is being amended. The special order is canceled when the written directive(s) is issued in final form and incorporated into the appropriate manual(s). Such temporary amendments will be issued in final form or reissued in temporary form within one year, or as soon as practicable.

E. Numbering

1. Written Directive Manuals. General orders and standard operating procedures will be uniquely numbered, using a decimal notation system, by chapter or section number and sequential order number, for example, General Order 5.1 reflects Chapter 5, General Order 1.
2. Other Orders and Bulletins. Special Orders, Personnel Orders, Training Orders, and other directives requiring sequencing, will be numbered consecutively with a prefix consisting of the last two digits of the year, such as 15-1, 15-2, and so on.

F. Indexing and Referencing

1. Written directive manuals will include a contents page to aid accessibility to directives. Contents pages will be amended and reissued when directives are added to or rescinded from directive manuals.
2. Whenever applicable, all written directives will carry notations directing attention to

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other published documents that are related. A directive that rescinds or amends another written directive will carry identifying notations necessary to connect them, such as an order number and effective date.

- G. Updating
 - 1. The Chief of Police will establish a process and schedule for regularly reviewing written directives to identify directives that need to be added, revised or rescinded.
 - 2. Any member may propose a new or revised policy or procedure to the Chief of Police in writing through the chain of command.
- H. Revising (Amendments)
 - 1. The Chief of Police will assign the preparation of draft directives.
 - 2. The Administrative Division, as directed by the Chief of Police, will prepare and issue all directives in final form, making sure the directive is in the proper format, properly numbered, referenced and indexed, not in conflict with other directives, in compliance with standards established by the Illinois Law Enforcement Accreditation Program, and ready for the Chief's signature.
 - 3. Review of Proposed Written Directive Changes

The Chief of Police will seek input, at the Chief's discretion, from appropriate department personnel when preparing to significantly change the written directive system. Such input may be sought orally at meetings or solicited in writing. The Chief of Police will make the final decision regarding all changes to department policies, procedures, rules, and other written directives.
 - 4. Authors of General Orders are encouraged to raise new concepts and issues and to use any available resources in the research and development of a new or revised General Order, including discussion with affected personnel.

The Chief of Police retains the authority to issue and modify General Orders, and will do so by his signature and distribution initiative.
 - 5. Written Directive Manuals
 - a. General Orders and Standard Operating Procedures may be temporarily amended by a Special Order.
 - b. Final additions, revisions and deletions to General Orders and Standard Operating Procedures will be formally issued and distributed by attachment to a Special Order specifying the change and effective date, and summarizing the nature of the change. These changes require signatures of receipt.
 - 6. Other Orders and Bulletins

Other orders and bulletins may be revised or rescinded by issuance of a subsequent order or bulletin of the same type.
- I. Disseminating to Affected Personnel
 - 1. Other Orders and Bulletins

The Administrative Division is responsible for preparing and issuing other orders to all members affected by the directive and for posting orders and bulletins.
 - 2. Computers (Power DMS)

The written directive manuals and other written directives will be disseminated to personnel through a computer system using an electronic acknowledgment of receipt and understanding.
- J. Storing

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The Administrative Division will maintain all original written directives as well as original electronically signed copies.

K. Acknowledgement Process

Members are required to acknowledge, the review and understanding of all General Orders, Special Orders, Personnel Orders, Training Orders, and Standard Operating Procedures presented to them.

L. Records

The Administrative Division will maintain the records of the written directive system, ensuring their security and preservation.

M. Forms

1. The Chief of Police will establish the format for all forms for departmental use.
2. All approved forms will include the name of this department and the name of the form, the form effective date or revision date. Where practicable, forms should include directions for form use, routing and filing.
3. All new forms must be reviewed and approved before being placed into use. Proposals for revising forms are subject to the procedures described below.
 - a. Proposals for new, revised or discontinued forms will be submitted in the form of a memo to the Deputy Chief of Administrative Services, through the chain of command for review and approval by the Chief of Police.
 - 1) Any Department personnel may suggest change(s) to any department report or form.
 - i. The suggestion(s) should be submitted to the Deputy Chief of Administrative Services, who will review it with the Records Bureau Supervisor, when applicable.
 - ii. When necessary, in order to receive input and other suggestions by department personnel, the new form with the suggested changes may be placed in the General Order Review portion of the Department Information Board.
 - b. The development and modification of all forms will ensure that information captured on departmental forms is not duplicated, that the review of proposed new and revised forms includes input from designated members that will use the forms, that a consistent departmental format is established and maintained, and that the format is consistent with the records maintenance and data-processing requirements of the agency.
 - c. The Administrative Division is responsible for reviewing, assessing, developing, and coordinating the preparation and use of departmental general-use forms (i.e., forms used by more than one bureau), including form content, format and use.
 - d. At the Chief's direction, the deputy chiefs, commanders, unit supervisors, and special function supervisors (e.g., forensic technicians) are responsible for developing and coordinating the content, format and use of unit- or function-specific forms (i.e., forms used only within one unit or function).
4. The Administrative Division is responsible, in coordination with the Records Bureau and bureau supervisors, for maintaining a list and master file of all approved department forms. Unit or function supervisors are responsible for maintaining a list and master file of all approved unit or function forms.
5. The Administrative Division is responsible for maintaining an adequate supply of general use forms to meet department usage needs. Unit or function supervisors are

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responsible for maintaining an adequate supply of unit- or function-specific forms.

6. The Administrative Division will establish the criteria for the proper completion/preparation (i.e., how to fill out and complete a form) and the use, routing, distribution, and filing of general-use forms. All electronically generated forms will conform exactly to their approved format and will not be altered or modified without prior approval. Duplicated forms must maintain their professional appearance that is legible, clear of blemishes, and within their appropriate margins.

V. OTHER INFORMATIONAL NOTICES

A. Crime Analysis Alerts, Bulletins and Notices

Crime analysis alerts, bulletins and notices are prepared by the crime analyst to identify potential and/or actual crime patterns and to alert members to pay special attention to specific areas of the city for criminal activity. Through the use of such notices, members can prepare operational plans to address the identified crime patterns. The crime analyst may publish other directives or reports as authorized by the Chief of Police.

B. Special Watch Requests

During the course of a member's daily activities, a member may learn of a condition or incident that bears police attention by members of the Department, such as threats or any situation with a potential for further violence. Special Watch Requests are prepared by submitting a Special Watch Request form through the chain of command. Special Watch Request forms are available at Post 1. Members are expected to issue special watches when safety concerns exist.

C. Investigative Notices

Supervisors may also approve the distribution of informational notices in reference to wanted subjects/offenders, composites and/or on-going criminal investigations. Any such notices will be distributed through the mailbox system for all Departmental members with supervisory approval.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Administrative Reporting System	Number GO 1.2	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Administrative Reporting System, Mailboxes			Approved By Frank Kaminski Chief of Police	

POLICY: The Department's administrative reporting system is designed to ensure the dissemination of operational information to all members as well as to provide for the administrative and managerial needs of the Department. It is also designed to facilitate Departmental communication both vertically and horizontally throughout the Department.

I. SHIFT SUMMARY REPORTS

A. Uniform Patrol

At the end of each patrol shift tour of duty, the senior and/or ranking shift supervisor will prepare an electronic submission of any major activities occurring during that tour. This report will be posted on the Police Information Board. The purpose of this report is to advise on-coming shifts and the Command Staff of major incidents that have occurred.

B. Investigative Division

If there are any major activities or incidents that the Investigative Division feels other officers should be aware of, they will ask the on-duty watch commander to include the information in their shift summaries.

C. The Chief of Police may require similar shift reports from other divisions or bureaus as needed.

II. CRIME ANALYSIS INFORMATION

The Records Bureau will perform the crime analysis function and prepare crime bulletins as needed. The purpose of these reports is to advise members on crime information. These reports will be distributed to department personnel who may be able to use the information in the performance of their duties.

III. MONTHLY REPORT

A. Division supervisors will prepare and forward to their Division Commander (or supervisor in charge of a functional area) a monthly report. The report will reflect the bureau's activities for the month.

B. Special problems, concerns, or accomplishments, etc. should also be included.

C. Division Commanders/designated supervisors will forward it to the Chief via the Administrative Assistant based on dates designated at the beginning of each year.

D. The purpose of the monthly report is to keep the Chief of Police and elected officials informed of Divisional activities for the month.

IV. ANNUAL REPORT

A. By City Ordinance, the Chief of Police must report annually to the City Council on the activities of the Police Department. The purpose of the annual report is to provide an official document of police activities for the designated year for public distribution.

B. Data used in the preparation of the Annual Report will be based, in part, on the Monthly Report and Crime Data from the Records Bureau.

C. The Annual Report will be distributed to the City Council, City Manager, and filed at the public Library. Copies will be made available to the public upon request.

D. The Chief of Police will designate the bureaus responsible for preparing the Annual Report.

Subject: Administrative Reporting System	Number GO 1.2	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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V. SPECIAL REPORTS AND STUDIES

The Administrative Section will assist in the research, review and preparation of special staff studies and projects as deemed necessary by the Chief of Police.

Special studies/reports may be assigned to members as directed by the Chief.

VI. DEPARTMENT MAILBOX

A. Mailboxes are assigned to employees in order to insure the proper distribution of departmental mail and other pertinent information. Mailboxes will be checked at the beginning and end of each tour of duty or shift. Members will review information in their mailboxes. Mailboxes are Department property.

B. Mailboxes will be kept free of unnecessary and out-dated materials. Mailboxes are for the use of departmental or work related information. Mailboxes will be purged by supervisors if they are not maintained in an appropriate manner. All full-time members will have a mailbox area.

VII. DEPARTMENTAL WRITTEN COMMUNICATIONS

A. Unless specifically directed, all Departmental matters in writing should be directed through the chain of command using the Departmental Memorandum format.

B. When a supervisor receives a memorandum, the supervisor will review it and provide comments to it. Supervisors will not merely initial or sign-off on memos.

C. All written communication will be as Departmental Memorandums using the To/From/Subject format. Each correspondence will be dated and signed by the author. All written communications will be professionally authored and prepared.

VIII. SHIFT CHANGES - INFORMATION TRANSFER

A. Divisions/Bureaus that have shift changes will ensure that there is an informational exchange between the out-going and in-coming shift as to major events and activities occurring during the shift. The on-duty supervisor will be responsible for ensuring this transfer occurs.

B. Shifts should also transfer information with other divisions and bureaus.

C. The on-duty patrol supervisor in charge of the shift on duty will meet with all other shifts on duty for any informational transfer.

IX. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject:	Number GO 1.3	Revised Date	Effective Date	Page 1 of 1
Index As:			Approved By Frank Kaminski Chief of Police	

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DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Public Functions	Number GO 1.4	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Articles for Publication, Meetings, Speaking Engagements, Ride Alongs, Tours			Approved By Frank Kaminski Chief of Police	

POLICY: Members of the Department will interact with the public through a number of authorized activities. These activities are designed to build the Department's Partnership philosophy. Members are encouraged to promote and initiate activities to further build the Partnership between the Department and all segments of the Community.

I. SPEAKING ENGAGEMENTS/PUBLIC ADDRESSES

- A. Any member intending to make a public address referring to Departmental activities will obtain the approval from their supervisor before presenting the speech to the public. The member making the public address will advise their supervisor after the address is given.
- B. The Chief of Police or designee may designate any member to make an approved address as needed.
- C. Members specifically designated to make public addresses by the Chief of Police are exempt from the approval requirement.

II. PUBLICATION OF ARTICLES

Any member wishing to publish an article in any publication regarding the Department or an activity of the Department must have it reviewed and approved by the Chief of Police before submitting the article for publication.

III. MEETINGS

- A. A member may be assigned to attend an approved meeting as a representative of the Park Ridge Police Department.
- B. The meeting must be approved by the member's supervisor.
- C. After the meeting, the member will provide the supervisor with any pertinent information regarding the meeting or conference.

IV. POLICE RIDE ALONGS

- A. All citizen ride alongs must be approved by a supervisor.
- B. Before a person may participate in a ride along, he/she must review and complete the Ride Along Program Waiver.
- C. Members participating in a ride-along will be courteous and professional to the ride-along. Members will adhere to the ride along protocol as outlined in the Ride Along Waiver.
- D. During the ride along, the safety of the ride along is priority to the member. The ride along will not be placed in any dangerous situations.
- E. The completed Ride Along Program Waiver will be forwarded to the Senior Administrative Assistant.
- F. The Chief of Police may authorize special ride alongs and exempt certain groups from the waiver, e.g. Chaplains, Citizens Patrol, or Parent Patrol.

V. STATION TOURS

Requests for tours of the station will be made and handled through the Community Strategies Bureau as designated by the Chief. A log will be maintained of all tours. Requests for tours may be directed to the Chief's Office.

Subject: Public Functions	Number GO 1.4	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink, reading "Frank Kaminski", is written over a horizontal line.

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Notifications – Police Staff	Number GO 1.5	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Notification, Notification – Members, Notification - Desk			Approved By Frank Kaminski Chief of Police	

POLICY: It is imperative that notification be made to the Chief and Command Staff after major incidents and related activities. The proper flow of this information ensures that the appropriate people know of events in the community. The rule of thumb -- When in doubt, make the notification.

I. NOTIFICATION PROCEDURES

A. Chief of Police (Deputy Chief)

It will be the responsibility of the on-duty ranking supervisor to notify the Deputy Chief of Field Operations and/or the Chief of Police of the occurrence of any of the following:

1. Emergency situations such as:
 - Disaster, or potential disaster situation
 - Riot, civil disorder, or any significant disturbances
 - Public transportation accidents or significant damage to a public facility
 - Major fire
 - Major accidents
 - NIPAS Call Out
 - MCAT Call Out
2. Major crime or significant investigations within Park Ridge to include:
 - Homicide, fatal accident or unusual death.
 - Crimes committed against any public official or prominent person.
 - Robbery, burglary, theft involving an unusually large amount of money or property.
 - Sexual assault.
 - A crime alleged to have been committed by a member of the Department, or public official.
3. Serious injury or death to:
 - Any victim/offender of a crime.
 - A member of the Department (on or off duty).
 - A public official or prominent person.
4. Significant arrest or police incident to include:
 - Multiple clearances.
 - Major on-going investigation.
 - Allegation of police misconduct.
5. Any situation which has gone beyond the control of the shift supervisor.
6. Any event involving, or the potential for, media attention.
7. Any incident that may cause discredit to the Department or is politically sensitive

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in nature.

8. When in doubt, call.

II. DEATH, SERIOUS INJURY, OR MINOR INJURY TO EMPLOYEE OR RETIREE

- A. The following protocol should be used in the event of the death of an employee or retired employee, death of an employee's immediate family member (spouse, child, parent, brother, sister), or serious injury of an employee:
 1. Employee notifies Post 1 or their supervisor if he/she is working.
 2. If needed, Post 1 notifies watch supervisor.
 3. Watch supervisor sends message to all police personnel via the City's employee notification system.
 4. Watch supervisor puts information on Police Information Board (blog).
- B. In the event of a minor injury to an employee, birth, or significant event, the following protocol will be used:
 1. Employee notifies Post 1 or their supervisor if he/she is working, if applicable.
 2. If needed, Post 1 notifies the watch supervisor.
 3. Watch supervisor notifies injured employee's immediate supervisor via phone.
 4. Injured employee's immediate supervisor may contact injured employee's shift personnel if appropriate.
 5. Watch supervisor puts information on the Police Information Board (blog).
- C. The Administrative Assistant will contact retirees and/or order flowers if applicable.

III. NOTIFICATION FOR VISITORS AT POST 1

- A. Members shall, as soon as possible, greet anyone entering into the front desk/Post 1 area and determine what it is they need, whether police service, information, or other assistance.
- B. Once determined, members will ensure the visitor(s) needs are either attended to or if involving other personnel, the appropriate personnel are notified as soon as possible.
- C. If a delay in response is expected, front desk/Post 1 personnel will do their best to determine what the delay will be and notify the waiting visitor of the delay.
- D. If a delay lasts longer than 10 minutes, front desk/Post 1 personnel will attempt to remind the person or their immediate supervisor that a visitor is still waiting at the front desk, determine what the newly anticipated delay is and notify the waiting visitor of the delay.
- E. This process of informing the waiting visitor of the expected delays and/or any additional information will continue until the waiting visitor is tended to.
- F. If the front desk/Post 1 personnel have any questions, a street supervisor should be contacted.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Inspectional Services	Number GO 1.6	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Inspections, Line Inspections, Staff Inspections, Annual Inspection List			Approved By Frank Kaminski Chief of Police	

POLICY: The inspection process will evaluate performance by comparing it to established goals, objectives, policies, procedures, directives, rules, and regulations. The inspectional process will serve as a quality control mechanism. The inspection process will include all organizational components, facilities, property, equipment, activities, and personnel. Primary aspects of the inspection process are:

Line Inspection - The testing or checking of persons, facilities, equipment, procedures, or other items by personnel who are in direct control of the elements being inspected.

Staff Inspection - The testing or checking of persons, facilities, equipment, procedures, or other items by personnel who are NOT in control of the elements being inspected.

I. LINE INSPECTIONS

- A. Line inspections are a primary responsibility of all supervisors at every level in the Department. Line inspections are an on-going activity to ensure that employees are adhering to requirements regarding appearance, use, and maintenance of equipment and facilities, as well as adherence to policies and procedures.
- B. Supervisors are responsible for the inspection of personnel, activities, and equipment under their supervision, and the initiation of suitable action in the event of failure, error, violation, misconduct, or neglect of duty by a subordinate.
- C. The frequency of an inspection depends on the purpose of the inspection. On a daily basis, an employee's appearance, demeanor, and use and maintenance of equipment are subject to inspection, but usually informally by way of roll call or observation by the supervisor.
- D. Less frequent inspections, such as monthly and annually, will be done on equipment, facilities, and organizational components or functions. Each inspection will be scheduled and initiated by the supervisor, and will require that a written report be given to the Deputy Chief of the respective division. A written report is also required for any inspection which results in the need for corrective action. Follow up inspections will be conducted and written reports submitted at least monthly until deficiencies are corrected.
- E. Supervisors will conduct both announced and unannounced line inspections. These inspections will be conducted according to the Department's established policy, and will be based on a predetermined list of items to be inspected. Supervisors will be responsible for identifying areas requiring correction, for establishing a realistic time period -- not to exceed 30 days -- in which correction is to be effected, and for ensuring that the correction is made.
- F. The frequency of line inspections will be established by the Deputy Chief of Field Operations or designated supervisor.

II. STAFF INSPECTIONS

- A. Staff inspections provide the Department with an objective means to evaluate its procedures, facilities, equipment, personnel outside the normal supervisory, line inspection procedures and the chain of command. Emphasis is on evaluating the system rather than the individual.
- B. The staff inspectional process will operate through the authority of the Chief of Police.
- C. The Chief's Office will be responsible for coordinating periodic inspection of each of the Department's organizational component's facilities, property, equipment, activities and personnel. Assigned staff inspections members will have full authority to discharge this responsibility, and will have access to all records, personnel, and equipment needed to fulfill this responsibility. The Chief of Police may designate and assign members staff inspectional assignments as needed.

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- D. The Chief of Police will determine inspectional priorities and establish an inspectional timetable on an annual basis.
- E. Staff Inspectional Procedures
 - 1. When feasible, inspection should be conducted at the mutual convenience of the staff inspector and the unit to be inspected.
 - 2. Prior to inspection, the inspector should meet with the unit supervisor and/or commander to specifically discuss what is to be inspected and the method to be employed. Due to the nature of the investigation, prior notice may not be feasible.
 - 3. Results of the inspection will be documented on a interdepartmental memo. A memo will be completed for each specific item inspected.
 - 4. Within thirty days following inspection, the inspector will elaborate on the findings of the inspection by completion of the memo. Included will be the inspection methods employed, and comments on the strengths and weaknesses observed in the operation of the unit inspected. When deficiencies are identified, recommendations for their improvement and/or correction will be added. An important focus of this narration will be the extent to which the inspected unit is achieving its articulated objectives.
 - 5. Any areas of noncompliance will be addressed by the supervisor of the inspected unit through a memorandum. The supervisor will also provide a written report on the areas of noncompliance, and on corrective actions required/effectuated. This report will be submitted within 60 days of the receipt of the memo.
 - 6. The Inspector will conduct a compliance audit no later than 6 months from issuance of the initial memo and complete a follow up memo. Follow-up inspections/reports will continue until deficiencies are corrected.
 - 7. A copy of all memos will be forwarded to the Chief of Police.
- F. The Chief will continually analyze information obtained as a result of inspections, in an effort to determine areas where the Department is weak and where remedial action is needed.
- G. The Chief of Police may authorize other methods to enhance the inspectional process.

III. SEMI-ANNUAL INSPECTION OF DEPARTMENT PERSONNEL/EQUIPMENT

- A. Each spring and fall, all sworn and uniformed personnel will be inspected.
- B. Each Deputy Chief or designated supervisor will conduct this inspection personally and will complete an Inspectional Checklist for each person under his command.
- C. Each Deputy Chief or designated supervisor will provide the Chief of Police with a written report of this inspection.
- D. The Inspectional Checklist will be maintained and distributed by the Office of Administration.

IV. ANNUAL INSPECTION LIST

In January of each calendar year, the Chief will issue an inspectional list to each Deputy Chief with audits and inspections to be completed by the end of the calendar year.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Breathalyzer Test – City Employees	Number GO 1.7	Revised Date June 17, 2020	Effective Date May 1, 2015	Page 1 of 1
Index As: Breathalyzer Test, City Employees			Approved By Frank Kaminski Chief of Police	

POLICY: The Department will serve as a backup for breathalyzer testing if the City medical facility is not available. As a secondary location, this Department will honor requests from other city departments to test city employees suspected of being under the influence of alcohol while working.

I. PRIMARY TESTING LOCATION

The primary location to send City employees suspected of being under the influence of alcohol while working is Advocate Outpatient Center, located at 5540 W. Touhy, Skokie IL., (847) 647-0355, unless it is a situation where criminal charges may result.

II. BACK-UP TESTING - PROCEDURE

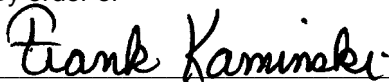
The following procedures will be followed when a supervisor of another city department suspects an employee of being intoxicated during working hours, and requests that a breathalyzer test be administered to that person, if Advocate Occupational Health is closed.

- A. The city department supervisor will transport the suspected subject to the station.
- B. The supervisor will ask an on-duty patrol supervisor that a breathalyzer test be administered to the suspected employee.
- C. The patrol supervisor will assign a licensed breathalyzer operator to administer the test.
- D. The subject will be ordered to take the test by employees' supervisor. The officer administering the test will act as an operator/observer, and will not participate in the directing/ordering of the suspected employee.
- E. If the employee agrees to take the test, the officer will run the test, which is to include the alcoholic influence report form.
- F. If the employee refuses to take the test, the employee's supervisor may request that the officer run several Alcoholic Influence Tests (Field Sobriety Tests). If this is requested, the officer will fill out the appropriate forms. If this is refused, the officer will note the employee's behavior and condition.
- G. The officer will give all the reports to the employee's supervisor and retain a copy as a matter of record and for possible future testimony.
- H. Test results may be used in disciplinary hearings, but may not be used for criminal proceedings. The administering officer may be called upon to testify at the disciplinary hearing.
- I. The patrol supervisor and officer will each complete an Interdepartmental Memorandum covering the actions performed in reference to this matter. These memos will be forwarded to the Chief of Police through channels.
- J. If the employee is the driver in a traffic accident where a citation for driving under the influence of alcohol or drugs is appropriate, procedures as required by traffic statutes and department policy for said offenses will be followed.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Media Releases	Number GO 1.8	Revised Date June 1, 2017	Effective Date May 1, 2015	Page 1 of 7
Index As: Media Releases, Press Information, Public Information Officer, Weekly Summary			Approved By Frank Kaminski Chief of Police	

POLICY: It is the policy of the Park Ridge Police Department to be responsive to any legitimate media inquiry for information regarding police/public safety incidents in Park Ridge. This policy, however, must be tempered with an understanding of the obligation resting with the Park Ridge Police Department to protect the rights and privacy of individuals with whom the department may become involved, be they victims, offenders, or police officers.

This General Order is not intended to deter the rights of the press regarding the publication of the news, nor is it intended to deter individual rights; however, it does set Park Ridge Police Department policies and it does regulate what information will be disseminated, when it will be, and by whom. Cooperation and courtesy will be extended to all persons and media in providing information about police events. For example, when press photographers are at the scene of a fire, major traffic accident, or other significant occurrence, our position will be to facilitate reasonable requests to take photographs providing that no violation of safety is allowed, or a possible crime scene is contaminated, or invasion of privacy occurs. The press personnel encountered should have valid credentials issued by the County Sheriff.

I. DEFINITIONS

- A. **FREEDOM OF INFORMATION ACT (F.O.I.A.)** Illinois Public Act 83-1013. All "public bodies" in Illinois (thereby including the Park Ridge Police Department) must comply with the Act's procedural and administrative requirements. A copy of the F.O.I.A. is located in the Records Section Office.
- B. **NEWS MEDIA.** Any legitimately authorized or licensed organization(s) which communicate current events, recent incidents or matters of public concern, etc., that reach or influence very large numbers of people.
- C. **PRESS RELEASE.** A written summation that briefly relates enough facts of an incident or event worthy of public interest sufficient for quick and easy understanding by the general public.
- D. **PUBLIC INFORMATION OFFICER.** A member of the department, usually a Deputy Chief, that has attended an approved media relations course.
- E. **WEEKLY SUMMARY.** The weekly summary will contain information such as crime trends/patterns, arrests, and traffic enforcements. This summary will be posted on the department's computer information board. This information will not be distributed outside the department without authorization from the Chief of Police.

II. PUBLIC INFORMATION FUNCTION

- A. The Park Ridge Police Department has established an overall public information function which is structured to accommodate the news media for potential situations that are newsworthy. To foster cooperation and mutual respect between the news media and the department, the public information function will include, but is not limited to:
 - 1. Providing assistance to news personnel covering news stories and responding to news media inquiries.
 - 2. Preparing department news releases and conducting press conferences.
 - 3. Authorizing and coordinating the release of information concerning suspects, victims, witnesses, confidential investigations, operations, etc.

Subject: Media Releases	Number GO 1.8	Revised Date	Effective Date May 1, 2015	Page 2 of 7
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4. Managing public information activities during disasters/emergencies.

B. News Media Liaisons

The news media liaison responsible for the above listed public information functions is the Chief of Police or the department's Public Information Officer (PIO). The Chief is generally available during normal business hours and can be contacted at all times at telephone numbers listed for him at Post One.

C. Responsibilities

1. Department members who are approached by members of the news media for information concerning official activities of the department are to refer all such inquiries to the Chief of Police or the department's Public Information Officer.

The on-duty shift supervisor will assist and cooperate with news media personnel. Release of information to the news media from agency files, records or reports may be done only after receiving authorization from the Chief. In special situations of immediate public concern such as disasters, i.e. tornados, severe wind or rainstorms, etc., or a working fire, the on-duty shift supervisor may issue a brief press release at his discretion.

2. All department members shall be familiar and knowledgeable with the department policy and procedures as it relates to the release of information to the community and the news media.

D. News Release Procedures

The Park Ridge Police Department recognizes the importance of open channels of communication with the news media and the community. However, the department also has a legal obligation as a law enforcement agency to protect the constitutional guarantee of privacy rights to its citizens. The release of information to the news media shall be governed by the following procedures as they relate to frequency, content, and media recipients:

1. News media personnel will be permitted to review a weekly summary of reports and arrests that have been approved and reviewed by the Chief or his designee. Reports that are made available in the weekly summary shall conform to the Illinois Freedom of Information Act.
2. A copy of all new releases will be forwarded to Post One and will be faxed to all news media members listed in the resource book to ensure its equal dissemination. In the event a public news conference is to be held, all area-wide electronic news media and local print news media representatives will be notified by the Chief of Police or his designee.

E. News Release Authority. Department personnel authorized to release information to the news media under the following categories are listed in order of authority:

1. At the scene of an in-progress incident:
 - a. Chief of Police
 - b. Deputy Police Chief
 - c. Commander
 - d. On-duty watch supervisor
 - e. Administrative Services Supervisor
2. From agency files (including recruitment, training, personnel questions):
 - a. Chief of Police
 - b. Deputy Police Chief
 - c. Administrative Services Supervisor

Subject: Media Releases	Number GO 1.8	Revised Date	Effective Date May 1, 2015	Page 3 of 7
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3. Concerning an ongoing criminal investigation:
 - a. Chief of Police
 - b. Deputy Police Chief
 - c. Investigative Division Commander
 - d. Administrative Services Supervisor
4. Formal written news releases will only be issued by the Chief of Police or Deputy Police Chief. Additional questions concerning the news release shall be directed to the issuing authority. Division Commanders may issue written news releases under the authority of the Chief or Deputy Police Chief. Prior approval must be obtained.
5. The Chief or his designee(s) are the only authorized persons who may release information regarding any incident, activity, or occurrence involving any member(s) of the department in situations where such member(s) are considered offenders, suspects, or victims.

This also includes situations in which the member(s) are the focus of an internal investigation. This includes sworn and non-sworn personnel and volunteers attached to the department.
6. News media identification. All members of the news media must present proper identification as a representative of a public news service to obtain information. The news media personnel encountered should have valid credentials issued by the Cook County Sheriff.
7. Denial of news media access. The Park Ridge Police Department shall deny access to an incident scene or to department files to any news media member who:
 - a. Interferes in an investigation while at the scene of an ongoing incident;
 - b. Interferes with the effective operations of Post One or Records Bureau;
 - c. Obtains and publishes restricted information; or
 - d. Otherwise violates established department procedures.
 - e. In the event any news media member is denied access for any of the above reasons, the following procedure may also be implemented:

The Chief of Police may make a timely notification to the Cook County Sheriff's Department Public Relations Division, Deputy Press Secretary. The Cook County Sheriff's Department Public Relations Division's policy is to investigate and review all complaints against news media personnel holding valid Cook County Sheriff press credentials and take appropriate action when necessary including, if warranted, the immediate revocation of the news media member's press credentials.
8. News media – at scene access:
 - a. Requests for information at the scene of an incident shall be referred to the ranking officer in charge of the scene. In some situations, the Chief may be present at the scene and may disseminate information.

Generally, the ranking officer will refer the news media to the Chief unless he has been given prior authorization by the Chief to release information.
 - b. Police lines may be established to prevent persons from entering the area of a serious police incident or crime scene. Dependent upon the tactical situation and the likelihood of jeopardizing police operations, members of the news media may or may not be allowed access; normally, a specific area for this purpose will be established in order to provide a cooperative

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flow of information concerning the incident.

III. RELEASE OF INFORMATION

A. General Guidelines and Restrictions

1. Any information to be released shall be done according to Illinois Compiled Statutes and the Illinois Freedom of Information Act.
2. The Illinois Freedom of Information Act enumerates specific exemptions to the release of information. The Act, in making these exemptions, clearly places the burden of interpretation as to implementation of the law in the hands of local authorities. The scope and content of each release of information must be determined according to the facts of each case.

B. Specific Guidelines. Although each case should be examined in relation to its particular impact upon individual citizens or the community, there will be specific guidelines for release of information or reports to the news media or other individuals by the Records Section or other command staff.

C. Prohibited acts:

1. Victim, complainant, or witness information such as identity, address, phone number, etc. WILL NOT be released for publication in the following instances:
 - a. The information is contained in an ongoing investigation whereby release of such information or reports may jeopardize successful resolution and/or prosecution of the case. This is subject to the discretion of the command staff.
 - b. The information is contained in a medical/mental related case report.
 - c. If a victim requests not to be identified, and they do not meet the above criteria, the department will make every effort to honor the request. The victim's right to privacy will take priority.
 - d. Identification of informants.
 - e. Identity of any deceased person UNLESS:
 - 1) The identity has been officially confirmed and,
 - 2) A concerted effort to notify the decedent's immediate family has been made.
 - f. The identity of the witnesses, testimony, or comments on the character or credibility of prospective witnesses.
 - g. Any opinion as to guilt or innocence of a defendant or suspect.
 - h. Any reference to the possibility of a plea of guilty or the possibility of a plea to a lesser offense.
 - i. Disclosure of inadmissible evidence.
 - j. The fact that the defendant has been charged with a crime unless a statement is included that the charge is merely an accusation and that the defendant is innocent unless proven guilty.
 - k. Any information concerning personnel matters and police procedures relating to personnel issues of the Park Ridge Police Department (including any on-going internal investigation).
 - l. Any information concerning litigation, complaints, charges, or other action pending against any member(s) or persons associated with the department.
 - m. No member will make to the media any derogatory statement about a

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member of the Department, or about a public official, such that it would serve to impair the operation of the Department.

- n. The Department will not comment to the media upon matters outside its control or jurisdiction. Media releases regarding incidents of multi-agency involvement will be made by the agency or department having primary responsibility for the activities at hand.
2. However, at the discretion of either the Chief or Deputy Police Chief the above information may be released.
 - a. In these situations, the department member will inform the individual making the request that the department will make every effort to protect their privacy but there is no absolute guarantee that this can be accomplished. The department member receiving such a request is also responsible for making the appropriate notation on the report. This can be accomplished by following EITHER of the following procedures:
 - 1) Reporting officer securely attaching a departmental correspondence to the report requesting report be stamped "confidential" or "not for publication" and indicating the requestor's name in the narrative, i.e., "victim wishes that this report remain confidential"; stating the name of the requestor, the reason for the request, and the date and name of the department member forwarding the request.
 - 2) If another city department employee requests that a report remain confidential, they will be referred to the Chief for approval. If approved, the Chief will forward such request to the Records Section.
 - b. The Records Section is responsible for excluding any applicable reports from dissemination or news media review.
 - c. Any requests for information included in such reports will be forwarded to the Chief.
 - d. The Chief, Deputy Police Chief or the Records Supervisor have the discretion to release the entire report or may release the report after the victim and/or witness information contained in the report is redacted.
 - e. Generally, requests for copies of reports by individuals not directly related to the incident will be denied
 - f. Requests for copies of reports by suspects will only be disseminated with the approval of the Chief and will have all victim/witness information redacted.
3. EXCEPTION to the specific guidelines enumerated in III.C. above. If the department is properly served with a legally obtained subpoena, court order, or motion of discovery, such information will be released.
4. The Department will not honor requests for privacy pertaining to traffic accident reports.
- D. Authorized Statements to the Media. Members authorized to release information are permitted:
 1. To announce the fact and circumstances of arrest, including the time and place of arrest, resistance, pursuit, and use of weapons. Agency arrests may be released.
 2. To announce the identity of the investigating and arresting officer and the length of the investigation.
 3. To make an announcement, at the time of seizure of any physical evidence limited to

Subject: Media Releases	Number GO 1.8	Revised Date	Effective Date May 1, 2015	Page 6 of 7
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description of the evidence seized, that does not jeopardize the investigation.

4. To disclose the nature, substance, or text of the charge, including a brief description of the offense charged.
5. To quote from, or refer without comment to, public records of the court regarding the case or the person arrested.
6. To announce the scheduling or result of any phase in the judicial process, including bond.
7. To request assistance in obtaining evidence.
8. To describe any program or activity of the department.

E. Individual Responsibilities of Members

1. A member queried about a procedure of the department may explain that procedure's content and purpose, or refer the person making the query to a department member having that information. Department members will not, however, release any information pertaining to confidential or tactical procedure, and will apprise the person making the inquiry of this restriction. When necessary, the member receiving a query regarding a matter confidential in nature should refer that person to the Public Information Officer.
2. Members of the department will not make official statements and appearances without the consent of the Chief of Police.
3. Nothing in this order precludes any member's replying to charges of misconduct that are made against him/her publicly, nor does it preclude any member's participation in a legislative, administrative or investigative hearing, nor does it supersede any more restrictive rule governing the release of information concerning a juvenile, or such other offenders and victims as the Chief of Police may designate.

F. Juvenile Records

In accordance with Illinois Compiled Statutes 705-405/1-7, Confidentiality of Law Enforcement Records, inspection and copying of law enforcement records maintained by law enforcement agencies which relate to a minor who has been arrested or taken into custody before his eighteenth (18th) birthday shall be restricted.

Specifically, law enforcement agencies may not disclose the identity of any minor in releasing information to the general public as to the arrest, investigation, or disposition of any case involving a minor. This does not prohibit the release of general information in regard to an incident involving a juvenile, as long as the juvenile's name and personal information are not disclosed.

G. Arrest and Conviction Records

1. Unless otherwise provided by law, these records may be released ONLY under the following circumstances:
 - a. To law enforcement agencies of any jurisdiction for law enforcement purposes.
 - b. To criminal justice personnel for purposes of executing the responsibilities of their position in a matter relating to the individual whose record is requested.
 - c. As directed by the Chief in compliance with laws, both state and federal.
 - d. To those involved in litigation, either civil or criminal, upon presentation of a Court Order requesting the same.
2. These rules do not prohibit the release of investigative information to law enforcement personnel for law enforcement purposes. Command staff will

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determine this, based upon the merits of the case being investigated. Juvenile officers may also release investigative information by virtue of their duties, for law enforcement purposes ONLY.

- H. In order to ensure that the department's specific guidelines are met, the Chief or his designee will work closely with representatives of the news media for daily and routine matters concerning the release and publication of information. The news media WILL NOT be allowed unrestricted review of police incident reports.
- I. For incidents that are deemed necessary to withhold information, the reasons shall be carefully explained to the news media with an attempt to seek their understanding and cooperation.
- J. Personal contact, rather than telephone contact, is preferred. Information may be disclosed by phone following positive identification of the caller and subject to all of the above guidelines.
- K. The Chief and the department PIO's must be immediately advised of any newsworthy events involving the department by the commanding on-duty supervisor. The Chief and department PIO's must also be advised in a timely manner of any press releases and their content so he can coordinate any necessary press conferences. Copies of all press releases and written information released by anyone other than the Chief will be forwarded to the Chief as soon as possible.
- L. Multiple Agency Incidents

For incidents involving multiple public service agencies, i.e. other police departments, fire departments, medical examiner's office, etc., the agency having primary jurisdiction will be responsible for coordinating the release of information.

 - 1. In these situations, if this department is the primary jurisdiction, press releases will be issued by this department according to the above guidelines unless such a release would directly affect the performance of the duties of another involved agency.
 - 2. Any information requests that affect other agencies should be directed to that particular agency.
- M. Liability

With the news media, as well as with any other citizen, no member of the department will verbally, or in writing, state that the department is liable or was negligent in any matter unless authorized to do so by the Chief.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Ceremonies/Special Events	Number GO 1.9	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: Ceremonies, Salutes, Special Events, Funerals, Memorials, Parades			Approved By Frank Kaminski Chief of Police	

POLICY: Members of the Department will present a uniform appearance and proper demeanor when representing the Department while attending ceremonies and special events.

I. PROCEDURE

A. General

1. If attendance is not part of their assigned duties, sworn personnel wishing to attend any ceremony or special event as a Department representative shall obtain the authorization of the Chief of Police. Officers attending in uniform are considered to be representing the Department.
2. Salutes will be rendered only when covered (while wearing caps, hats or helmets).

B. Parades

1. Uniform

- a. The uniform for officers working a parade detail or reviewing it as part of their assignment will be the uniform of the day to include the uniform cap or helmet for motorcycle officers or bicycle officers.
- b. Officers marching in the parade will be in uniform as prescribed by the special order assigning them to this duty.
- c. Officers riding in cars in the parade need not wear caps. Motorcycle Officers will wear the uniform as prescribed by the special order assigning them to this duty.

2. Salutes

Officers working a parade detail or reviewing it as part of their assignment will come to attention when the first U.S. flag is six paces away and salute it until it passes. An exception to this will be an officer who is actively engaged in an activity, such as traffic direction or crowd control, which would create a safety hazard if the officer's attention were diverted from such activity. Subsequent flags will not be saluted.

C. Memorial Ceremonies

1. Uniforms

Officers attending memorial ceremonies (e.g. police memorial) will wear the uniform designated by the Chief of Police in the Special Order assigning their attendance. Those officers attending the ceremony in uniform, but not assigned to do so, will wear a complete uniform to include cap or helmet for motorcycle officers. If there is an order for the ceremony, officers attending on their own will comply with the uniform as prescribed in the order for officers assigned to attend.

2. Salutes

- a. Officers will come to attention for the U.S. National Anthem and salute upon the first bar of music, when the flag is raised or presented, or upon command for a hand salute or present arms.
- b. During certain ceremonies (e.g. Police Memorial in Springfield, Illinois) a salute may be appropriate during the reading of names or at other times; generally, an officer-in-charge will give a command for a hand salute or

Subject: Ceremonies/Special Events	Number GO 1.9	Revised Date	Effective Date May 1, 2015	Page 2 of 3
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present arms. Officers will follow the conduct prevailing among those attending for guidance if no command is given.

- c. At certain events, foreign flags may be presented or anthems played. In general, officers shall show respect by coming to attention during the playing of foreign anthems, but shall not salute. For foreign flag passage or presentation, a salute may be commanded by the officer in charge, or rendered as appropriate by military courtesy.

D. Funeral Services – Fallen Officers

1. Uniform

- a. Officers attending funeral services in uniform will wear the complete uniform of the day to include cap or helmets on motorcycle officers or the uniform as designated by the Chief of Police in any special order for attendance at the funeral.
- b. Officers participating as pall bearers or assigned as an honor guard shall wear long sleeve shirts, ties and white gloves. Officers participating as honorary pall bearers, not carrying coffin, shall not wear white gloves.

2. Salutes

- a. A salute shall be rendered as a flag-draped casket is carried from the chapel to the hearse, from the hearse to the chapel and from the hearse to the gravesite.
- b. A salute shall be rendered during any gun salute being fired. Generally a command for present arms or hand salute will be given by an officer in charge.
- c. A salute shall be rendered during the playing of taps. Generally a command for present arms or hand salute will be given by an officer in charge.

3. Devotions

- a. During devotions at services indoors, officers shall remove their hats and bow their heads. If standing, officers will stand at ease.
- b. During devotions at services outdoors, officers shall wear their hats and bow their heads. If standing, officers will stand at ease.

4. Major Participation Requested for an Outside Agency or Department Member

- a. The Chief of Police will determine the type and range of participation for the funeral of a department member or when an outside agency requests major participation in a funeral service or memorial service for a law enforcement agency member or dignitary.
- b. The Chief of Police will designate a coordinator to handle all details regarding the funeral service or memorial service participation.

E. Other Special Ceremonies

1. Uniform

The Chief of Police will designate the uniform to be worn by officers attending other special ceremonies (e.g. awards, promotions) in the special order for the ceremony.

2. Coordination

The Chief of Police will designate a coordinator to handle all details for special ceremonies.

3. Salutes and Courtesies

The officer in charge at the ceremony will order salutes and courtesies as

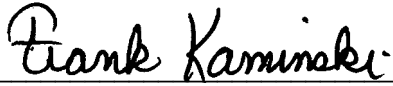
Subject: Ceremonies/Special Events	Number GO 1.9	Revised Date	Effective Date May 1, 2015	Page 3 of 3
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appropriate.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink that reads "Frank Kaminski". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Military Courtesies	Number GO 1.10	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Military Courtesies			Approved By Frank Kaminski Chief of Police	

POLICY: The Department recognizes it is a para-military organization. Therefore, officers are expected to render certain formal courtesies as they interact and perform their duties.

I. TITLES - PROCEDURE

- A. Officers will address each other using title (Officer, Sergeant, Lieutenant, Commander, Chief) and last name as a general practice.
- B. Officers will show like courtesy to personnel of other agencies, the military, or dignitaries and address them by title.
- C. It is accepted that in personal contact, out of the public eye or in an informal atmosphere where members are in agreement, the use of titles may be relaxed at times; but this in no way is to be done in such a manner that any insubordination or disrespect is shown.

II. SALUTES - PROCEDURES

- A. A salute will not be rendered to command officers of higher rank as a general practice. Special ceremonies or functions, as directed by the Chief of Police, may require salutes to command officers or as part of a ceremony.
- B. Salutes will be rendered by uniformed personnel during flag ceremonies, the passing of the national colors in parades, and the performance of the National Anthem or Pledge of Allegiance.
- C. Only officers in uniform and covered (wearing a head covering, such as a cap, hat or helmet) will render a salute. Salutes to personnel will only be given to those of a superior rank (beginning with Sergeant) and shall be returned by the officer saluted.

III. MILITARY HONORS

Military honors, including flag presentations, presentation of arms (incorporating salutes or weapons), funeral details, volleys of three, and other ceremonial renderings shall be done under the direction of the Department's Honor Guard and Honor Guard Supervisor, with the approval of the Chief of Police.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.
By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Employee Breaks	Number GO 1.11	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Employee Breaks, Coffee Breaks, Lunch Breaks			Approved By Frank Kaminski Chief of Police	

POLICY: Members receive relief in the form of lunch and/or coffee breaks. In order to consider the needs of all employees as well as the needs of the community, this relief must be handled in a professional and considerate manner, and be cognizant of the image portrayed.

I. DEFINITIONS

For purposes of this order, exempt and non-exempt members are as follows:

- A. Exempt Members - Chief, Deputy Chiefs, Commanders, CSO Manager, Senior Administrative Assistant, Records Supervisor
- B. Non-Exempt Members - All Union Employees

II. GENERAL PROVISIONS

- A. During the course of a full tour of duty, members will be allowed a lunch break, and if possible, a coffee break. Both break definitions and application may be subject to any labor agreements and job classification.
- B. Coffee breaks are considered duty time. Coffee breaks are not mandatory and need not be provided except as stated in work rules.
- C. Members will not congregate at locations for lunch and/or coffee breaks. No more than two police work units (marked and unmarked) are permitted off at the same time and/or place for such breaks without supervisor approval.
- D. Coffee breaks will not exceed 20 minutes, and no member will take a break until the member has worked at least one hour. Coffee breaks are not to be considered as, or in place of, lunch breaks. The purpose of a coffee break is to allow the member to have a refreshment or snack, bearing in mind the time restriction, and is not to be used for the purpose of attending to personal business, such as shopping and purchasing items not necessary for the performance of the police function.
- E. Lunch periods will not be placed at the end of the tour to allow member to leave early, unless special circumstances exist.
- F. Members will conduct themselves professionally and appropriately during coffee/lunch breaks.

III. LUNCH PERIODS

- A. Exempt Members. Exempt members are not required to record lunch or coffee breaks unless specified in a contractual agreement. Members will be permitted these breaks as allowed by their job assignment. Lengths and types of breaks may vary for assignment and approval of the Chief or a supervisor.
- B. Non-Exempt Members. All non-exempt personnel will have a recorded lunch period.
- C. Lunch Period Procedure -- Sworn Officers
 - 1. Every sworn officer will be scheduled a lunch period each duty shift as per the current labor contract. Sworn officers will be considered on-duty and available for emergency calls.
 - 2. A lunch period is part of the continuous employment during the tour of duty, and may not be used for purposes outside the scope of Department employment.

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3. If an officer is called to duty during his lunch, the officer will be rescheduled for another lunch period later in the shift.
 4. Officers may be allowed to workout on their lunch break with the permission of a supervisor. Officers will call out their location and be available for emergency calls.
- D. Lunch Period Procedure: Other Non-Exempt Personnel
1. Other non-exempt members will be scheduled for a lunch period each duty shift. See employee's contract.
- E. Reporting Lunch and Coffee Breaks -- Non-Exempt
1. Field members will report by radio the start and completion of their lunch or coffee break. Deputy Chiefs or the Chief may designate times for lunch periods for specialized job assignments if appropriate for the job assignment.
 2. Other members of the Department will report lunch and coffee breaks in accordance with their supervisor's instructions.

IV. TELECOMMUNICATORS RESPONSIBILITIES

- A. The telecommunicator will maintain a record of all units reporting out-of-service. That record will identify:
1. The unit
 2. The reason for out-of-service
 3. Location and/or phone number
 4. Time out-of-service
 5. Time back-in-service
- B. The telecommunicator will inform officers when they may take their lunch periods, as directed by the watch supervisor. The telecommunicator will advise officers requesting a lunch or coffee break of other units currently on break, and the approximate time they should be clear.

V. RESTRICTIONS AND EXCEPTIONS

- A. Members working less than a full tour of duty as a result of using requested time off will be entitled to the following coffee and/or lunch breaks.
1. Working less than one-half a regular tour of duty: One 20-minute break.
 2. Working more than two-thirds of a regular tour of duty but less than a complete tour: One 20-minute break and a lunch break.
- B. Exempt sworn members will observe the same time limits on lunch and coffee breaks as non-exempt sworn members, unless otherwise approved by their supervisor or Chief.
Time limits for lunches and use of time may vary for exempt staff.
- C. Sworn members of the Department will remain within the Park Ridge city limits while on lunch or coffee breaks, unless specific approved permission is received by a member's immediate supervisor for these purposes.
- D. Non-sworn members, either exempt or non-exempt, will observe the procedures for lunch and coffee breaks as indicated in the City of Park Ridge Personnel Rules.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Attendance Record	Number GO 1.12	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: accrued time off, attendance, DRT, leave, time off			Approved By Frank Kaminski Chief of Police	

POLICY: The Police Department procedures on scheduling conform to the City Employee Manual. This General Order defines police department policy on scheduling and timekeeping matters which are not covered by the Employee Manual.

I. WORK HOURS

A. Patrol Division Personnel

1. Work schedules for the Patrol Division will be arranged to allow for continuous street and desk coverage. The Patrol Division will maintain two (2) shifts divided into a day watch and a night watch to provide continuous coverage according to the following duty times:

Day Watch: 0600 to 1800 hours

Night Watch: 1800 to 0600 hours

2. To maintain continuous patrol coverage, one (1) marked patrol unit from the oncoming duty watch will begin thirty (30) minutes prior to shift change.

B. Support Services Personnel

1. Detectives work a forty (40) hour week, as designated by the Deputy Chief of Field Operations.
2. Traffic unit officers work a forty (40) hour week as designated by the Deputy Chief of Administration.

C. Administrative Section

1. Sworn Administrative Division personnel work a forty (40) hour week.
2. Non-sworn Administrative Division personnel work a thirty-seven and one-half (37.5) hour week. The hours are generally 0800 to 1630 hours, or as designated by the Deputy Chief of Administration or Chief of Police. The work week will be Monday through Friday, with one (1) hour lunch for each day.
3. Community Service Officers work a thirty-seven and one-half (37.5) hour week with a one-half (1/2) hour lunch, as designated by the Community Service Coordinator. Personnel are distributed accordingly on the following shifts:

0700-1500 hours

1500-2300 hours

2300-0700 hours

Community Service Officers with specialized assignments may have varied hours.

D. Command Staff

The hours of the Chief of Police and Deputy Chiefs will be determined by the Chief of Police. They will work a thirty-seven and one-half (37.5) hour week.

E. Part-time Personnel

Part-time personnel will work hours scheduled by their supervisors.

II. THE DAY OFF SYSTEM

A. Day Off Key and Calendar Week

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1. Day off schedules. Patrol officers working on a patrol shift will be assigned to one (1) of two (2) rotating day off keys. Assignments will be made based on operational needs and special training duties of the officers.
2. Members in the Investigative and Administrative Divisions will generally have fixed day off schedules as designated by the appropriate Deputy Chief or supervisor.

III. ADMINISTRATION AND PROCEDURE FOR OVERTIME, TIME OFF, SICK TIME AND DUTY REDUCTION TIME

A. Reporting Overtime

1. Overtime will be reported on the Compensatory Overtime Report or Monetary Overtime Report.
2. This report will be completed and submitted upon completion of the individual's tour of duty.
3. Information from reports will be recorded in the City's timekeeping system by a supervisor.
4. The maximum amount of compensatory time allowed to be accrued will be determined by the City Employee Manual and the Labor Agreement for each employee group, unless the Chief of Police or his designated representative permits accrual in excess of the maximum number of hours.

B. Recording Leave Time/Administrative Leave

1. Leave time use will be recorded in the City's timekeeping system and monthly schedule book.
2. Administrative leave time for supervisors shall be recorded as stated above.

C. Duty Reduction Time (DRT)

During a twenty-eight (28) day cycle, every officer assigned to a patrol shift works one hundred sixty-eight (168) hours. Consequently, an officer will have eight (8) hours per twenty-eight (28) day period that is deemed Duty Reduction Time. The officer can take the DRT at the beginning or end of the shift. The DRT will be decided upon at the beginning of the twenty-eight (28) day period, and the officer will request when the DRT will be taken. The DRT can be granted whenever manpower allows. DRT is similar to TC or leave time, if it is placed in the book ahead of time, the time is guaranteed. If for some reason the officer is unable to get the DRT during the twenty-eight (28) day period, the officer will be compensated as per the current Labor Agreement. All DRT used will be recorded in the City's timekeeping system.

D. Requesting Time Coming

1. Requests to take time coming will be submitted to the member's supervisor for approval. Members will request time coming at least twenty-four (24) hours in advance. Supervisors may make exceptions in emergency cases.
2. Time coming will be granted at the discretion of the supervisor. It will be his responsibility to ensure that staffing does not fall below the minimum authorized strength.
3. TC and DRT used will be recorded on an Absence Report, in the City's timekeeping system, and in the monthly schedule book.

E. Recording Sick Leave Usage

1. When a member calls in sick, the call taker will complete an Absence Report and ensure that the information is put in the "Red Book" at Post One, including the time such notification was received.

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2. The call taker will also notify the on-duty supervisor, who will ensure that the member's immediate supervisor is notified of the member's absence. Staffing levels may also be reviewed to ensure adequate manpower is maintained.
3. When a member is forced to go off-duty because of illness, the member's supervisor will report that member sick and state time excused on an Absence Report. Hours absent will be reported in the City's timekeeping system.

IV. SUPERVISOR RESPONSIBILITIES

All supervisors are responsible for the enforcement of all directives regarding overtime/time coming policy and procedures, maintaining time books and schedules and the department computerized e-calendar.

- A. Supervisory personnel will initiate appropriate action when violations of overtime/time coming policy occur.
- B. The following are examples of situations which may require justification or initiation of disciplinary procedures:
 1. Taking or granting of time coming when the member has no time coming balance, or
 2. Time coming balances in excess of maximum amount allowed.

V. ADDITIONAL SOURCE INFORMATION

The City Employee Manual and/or Labor Contract/Agreements are other source documents for these topics.

VI. ATTENDANCE

- A. Every member is expected to report for duty on time, ready to perform their duties.
- B. No member shall dismiss themselves from duty and may only be relieved or end their tour of duty with the approval of their supervisor.

VII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Secondary Employment	Number GO 1.13	Revised Date	Effective Date May 1, 2015	Page 1 of 4
Index As: off-duty secondary employment, police details			Approved By Frank Kaminski Chief of Police	

POLICY: The Department does not prohibit its members from holding part-time jobs, operating private businesses, or otherwise being gainfully employed during off-duty hours, provided that:

- The demands of that secondary/off-duty employment do not interfere with the efficient, effective, professional performance of the member's official scheduled public safety duties.
- The secondary/off-duty employment does not give rise to a conflict of interest with the member's duties and responsibilities as an officer.
- The secondary/off-duty employment does not cause the member to violate any written rules or regulations of the Department, any city ordinance, any state or federal laws.
- The secondary/off-duty employment doesn't present a liability to the Department, or in the Chief's opinion is not suitable.

I. DEFINITIONS

For purposes of this General Order and all matters related to secondary/off-duty employment, the following definitions apply:

- A. Secondary employment: Any employment engaged in by members during their off-duty time, whether for monetary or any other form of compensation, or certification including apprenticeships or internships (even if unpaid) including self-employment at a business owned or co-owned by the member, the member's spouse, or another relative. Secondary employment is categorized as:
 - 1. Police Details: Employment pertaining to requests for an extension of police service, e.g. traffic control (vehicle or pedestrian), parking and security services.
 - 2. Non-Police-Service Employment: Employment where the member's duties and responsibilities are not police-related.
- B. Prohibited Secondary Employment: Any employment the nature of which is such that it may give rise to a conflict of interest or perception of impropriety, e.g. the member receives or perceives pressure to utilize Department equipment, confidential police files, communications, or other resources for the benefit of the private employer. Such occupations include, but are not limited to, the following:
 - 1. Property repossession;
 - 2. Debt collection;
 - 3. Private investigation;
 - 4. Bail bonding;
 - 5. Employment where the primary business is the sale of intoxicating liquors;
 - 6. Other law enforcement agencies;
 - 7. A department member may not own or have part ownership in a private security business, including, but not limited to, security guards and investigations, that does business in Park Ridge.

II. PROCEDURES FOR POSTING AND AUTHORIZING SECONDARY/OFF-DUTY EMPLOYMENT

- A. Police Details

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NOTE: Any member receiving a singular request from a person soliciting the services of a police detail (secondary employment) should direct the requestor to contact the office of the Chief of Police. Members will not negotiate with citizens regarding details, nor personally arrange periodic service for themselves.

1. All police details will have prior approval of the Chief of Police.
2. If approved, a City notification system message will be sent to members regarding the special details.
3. Members will be selected on a first response basis.
4. A member is responsible for any police detail they are scheduled to work. Failure to show up for an assignment will be handled as any other failure to show for duty. If a member is unable to attend a police detail, the member is responsible for finding a replacement.

B. Non-Police-Service Employment

A member seeking to engage in non-police-service employment must obtain written approval from the Chief of Police by submitting an Off-Duty Employment Form prior to engaging in such employment.

C. Off-Duty Employment Form

1. The Off-Duty Employment Form must be completed for each specific employment, and then forwarded to the Chief of Police.
2. The information this form calls for includes name of employer, address, telephone number, nature of employment, specific details of job duties, and hours to be worked per day and per week. Additional information may be required, if needed to evaluate the request.
3. All members working an approved ongoing police detail or non-police-service employment must resubmit an Off-Duty Employment form, for each detail, through proper channels on or around January 31 of each year.

III. CONDITIONS TO SECONDARY/OFF-DUTY EMPLOYMENT

Conditions to secondary/off-duty employment may be set by the Chief of Police. These include, but are not limited to, the following:

- A. The Chief of Police may set a maximum number of hours of secondary employment a member may work per day/per week, taking into consideration the facts and circumstances of a particular case.
- B. A member's primary responsibility is to the Department. Members are subject to call at any time for emergencies, special assignments, or overtime duty. Secondary employment is not to infringe on this obligation.
- C. Members, whether sworn or non-sworn, will not be allowed secondary employment during their recruit or field training, nor during job orientation training periods. If required by the circumstances, the prohibition against secondary employment may be extended throughout any probationary period.
- D. As a condition to approval of any secondary employment, members are required to sign the following waiver.

"The undersigned, an employee of the City of Park Ridge, does hereby waive and release said City from any liability, expense, or costs because of any injury received or sickness contracted by reason of any employment accepted by me other than as an employee of said City. I also understand that Worker's Compensation benefits will not be rendered for off duty/extra duty related injuries. This waiver shall be binding upon my heirs,

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representatives, and assigns.”

- E. A member who is injured or who becomes ill as a result of their secondary employment is to promptly submit a detailed written report of the injury or illness to the Chief of Police.
- F. Any member working secondary employment at a location which is affected by a strike will immediately notify the Chief of Police of the strike, in writing. If required by the circumstances, the Chief of Police will order the member to suspend such employment until the strike is over.
- G. The rate to be charged in connection with a police detail will be the current rate, as established by union contract. These rates may be altered, if that is agreed upon and accepted by the officer.
- H. A member's secondary employment is limited by any other conditions imposed on it in writing by the Chief of Police.

IV. RESTRICTIONS TO SECONDARY/OFF-DUTY EMPLOYMENT

- A. No secondary employment will be worked by members of the Department without the knowledge and authorization of the Chief of Police.
- B. All members will be held responsible for adherence to the Department's policies, procedures, and standards of conduct while engaged in secondary employment.
- C. No Department equipment, vehicles, supplies will be used by members in connection with any secondary employment or for any outside purpose except upon authorization of the Chief of Police.
- D. Wearing the official uniform, or any part thereof, while engaged in secondary employment is prohibited, unless authorized by the Chief of Police. If uniform is approved, the patrol uniform of the day will be worn.
- E. Members will not in any way allow a normal tour of duty and secondary employment to overlap.
- F. Secondary employment necessitating interruption of the member's regular tour of duty will not be authorized unless some other contracted arrangement exists.
- G. Police details will be restricted to the City of Park Ridge, unless there are extenuating circumstances approved by the Chief of Police.
- H. An employee shall not engage in off duty/extra-duty employment between two (2) twelve-hour shifts separated by less than twenty-four (24) hours off.
- I. Secondary employment is not permitted when the status of the member is anything other than full-duty, e.g. injury on duty, or light-duty status. Members are not permitted to engage in any type of secondary employment while receiving any type of disability compensation as a result of their City of Park Ridge police duties.
- J. A member on suspension may not engage in secondary employment such that he wears the official uniform and/or carries a weapon, or may be called on to represent him/herself as a Park Ridge Police Officer.
- K. Members on administrative leave or on leave of absence may not work police details.
- L. If paid through a private vendor, the member is responsible for obtaining payment. The Department will negotiate payment of details.

V. MAKING ARRESTS AND SETTING COURT DATES

- A. Members engaged in secondary employment and acting as employees/agents for an employer will at all times identify themselves as an employee or agent of that employer. No member is to identify himself/herself as a Park Ridge officer, or to display his/her Park Ridge police credentials (not applicable to an officer working an approved uniform detail).
 - 1. The exception will be those instances wherein a member becomes involved in the effecting of an arrest for felony, misdemeanor, or ordinance violation. Under these

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circumstances, the member is to proceed with the arrest as a Park Ridge police officer.

2. All benefits afforded an on-duty member by the city will apply at such time as the member becomes involved in the effecting of an arrest for felony, misdemeanor, or ordinance violation.
 3. The secondary employer is responsible for compensating the member for time worked during the arrest and until it is completed.
- B. Arrests made by members while working secondary employment will be scheduled for court according to the member's court key assignments. Compensation for such scheduled court appearances will be in accordance with the current labor agreement in effect.

VI. TERMINATION OF SECONDARY/OFF-DUTY EMPLOYMENT

- A. The Chief of Police may at any time terminate a member's permission to engage in secondary employment.
- B. Supervisors will be watchful that the off-duty employment activities of members under their command do not interfere with on-duty performance. Supervisors who discover conditions which indicate that secondary employment may be having an adverse effect on the member's performance are to discuss the situation with the member. If the member's performance does not improve satisfactorily, the supervisor will document the facts and send a written report through the chain of command to the Chief of Police. The Chief of Police will take steps designed to correct the situation and may, if he/she deems necessary, suspend or terminate permission for the secondary employment.

VII. MEMBERS ON SUSPENSION

All policies and procedures set forth in this General Order apply to members on suspension seeking Departmental approval for, engaging in, or terminating secondary/off-duty employment.

VIII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Training	Number GO 1.14	Revised Date	Effective Date May 1, 2015	Page 1 of 7
Index As: academies, advanced training, civilian training, in-service training, lesson plans, new employee training, outside training, pre-service training, remedial training, specialized training			Approved By Frank Kaminski Chief of Police	

POLICY It shall be the policy of the Park Ridge Police Department to develop, support, and advance the skills, knowledge, and abilities of each employee through the training function. It is the ultimate goal of training to prepare employees to: (1) act correctly and decisively under a broad spectrum of situations and (2) to work with greater productivity and effectiveness. The purpose of this General Order is to establish guidelines for the delivery of timely, effective training that meets the needs of the Park Ridge Police Department.

I. GUIDELINES

A. Department Training Goals

As a general statement, the training goals of individual programs shall be consistent with the goals and objectives of the Department and shall include, but not be limited to, training designed to achieve the following:

1. Increase and develop the technical skill levels of employees;
2. Increase and develop the job-related knowledge and abilities of the employee;
3. Increase and develop the survival skills and safety of the officer;
4. Improve upon job performance so as to provide a higher level of service to the community;
5. Facilitate the development of selected personnel in advanced areas of training that include instructor, management, or specialized in nature.

B. Training Function

The Commander of the Administrative Services Division also acts as the Department Training Officer. He reports directly to the Deputy Chief of Administrative Services. It is the Training Officer's responsibility to coordinate training for all sworn and non-sworn personnel in accordance with the goals of the agency. The specific duties of the Training Officer are:

1. Planning, developing, implementing, and coordinating training programs,
2. Notifying personnel of required training and of training that is available,
3. Maintaining training records,
4. Ensuring that required training programs are attended,
5. Selecting instructors (where applicable), and
6. Evaluating training programs based on feedback received from those who attended.

II. TRAINING COMMITTEE

A. The Training Committee's function is to properly identify and evaluate training needs within the department and to serve as an input mechanism for various departmental components. A committee comprised of four (4) department members will assist the Training Officer in developing and evaluation training needs of the department. Members of the Training Committee shall be responsible for evaluating the training needs of their units and the personnel under their control, themselves included, on an annual basis. The committee will be comprised of the following personnel:

- a. Deputy Chief of Administrative Services,
- b. Commander of Administrative Services (Training Officer),

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- c. Investigations Division Commander, and
 - d. Deputy Chief of Field Operations
- B. The Deputy Chief of Administrative Services is the chairman of the committee.
- C. Appointment of committee members shall be automatic upon their assuming any of the command level positions within the department. Replacement shall be automatic upon any change of personnel in these assignments.

III. EVALUATION AND REVISION OF AGENCY TRAINING PROGRAMS

- A. The Training Committee shall meet in October of each year to perform an evaluation of all training conducted to date.
- B. The evaluation will provide for updating and revising departmental training. The Training Officer shall be responsible for the annual review.
- C. The process may include any or all of the following:
 - 1. Training Committee summary of strengths and weaknesses in programs;
 - 2. Review of new laws, court decisions, and departmental directives;
 - 3. Evaluation of in-house and outside department training;
 - 4. A review of attendance and the training received;
 - 5. Identification of any problems with physical facilities, materials, and scheduling; and
 - 6. Prior consultation with command staff and supervisors of specialty personnel programs to ensure training meets or exceeds operational needs.

IV. DEVELOPMENTAL RESOURCES

- A. The Training Officer will use various sources of information to provide a legitimate measure of training needs. Training programs are to be developed utilizing all available resources, including but not limited to:
 - 1. Inspection reports,
 - 2. Staff reports and/or meetings,
 - 3. Consultation with field personnel and field observations,
 - 4. Training Committee reports,
 - 5. Training evaluations,
 - 6. Participation and approval by the Chief of Police,
 - 7. Internal affairs investigative reports, and
 - 8. Annual training evaluation.

V. ATTENDANCE REQUIREMENTS

- A. The attendance of department personnel at department authorized or sponsored training shall be mandatory and consistent with the following guidelines:
 - 1. Instructors of all agency-sponsored training, as well as instructors for training provided by outside vendors, will document attendance.
 - 2. Exceptions to mandatory training will be allowed under the following circumstances:
 - a. Personnel with prior vacation approval;
 - b. Reasonable excuses such as illness, court appearances, personal emergencies, police business emergencies;

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- c. In those incidents where a court appearance or an emergency extends to such a period of time that pertinent information in class cannot be made up, then an employee will return to duty and report the lack of completion to the Training Officer. The Training Officer will schedule a make-up class as soon as practical; and
- d. Unexcused absences from training programs shall be treated in the same manner as if the employee has an unexcused absence from work.

B. Certificates may be issued to all employees completing training courses.

VI. EMPLOYEE CONDUCT AT IN-SERVICE AND OTHER TRAINING PROGRAMS

- A. Department personnel attending training classes shall conduct themselves in a manner that is consistent with the professional image of the Park Ridge Police Department.
 - 1. The proper attire for training classes held outside of the Park Ridge Police Department is casual wear unless specified by order.
 - 2. Members are required to be in attendance at all times that the training program is in session unless specifically excused by the Training Officer or their Deputy Chief.
 - 3. Conduct that is disruptive, distracting, or is otherwise inappropriate shall be prohibited.
- B. All personnel are expected to be prepared to attend assigned training, which shall include, at a minimum, notepaper and writing instruments as well as any other requirements that have been previously requested.
- C. All members attending department training programs shall complete instructor evaluations as requested.
- D. Departmental training officers and supervisors attending training have the authority and responsibility to maintain a professional training atmosphere during instructional periods.
- E. If an employee at a training function fails to maintain a professional demeanor or is disruptive to the learning process, the training officer or attending supervisory staff may remove them from training.
 - 1. If an employee is removed from training, they shall be considered on administrative leave, pending an AR being completed.
 - 2. The dismissing training officer or supervisor shall prepare written documentation of the incident requiring removal to be submitted no later than the beginning of the next business day.
- F. Employees attending training, whether off site or done within the department, are expected to complete all required course work and maintain a passing grade level. Employees who fail to do so may be subject to remediation, re-assignment, or disciplinary measure upon completion of a review of the situation by their supervisor, Deputy Chief of Field Operations, Deputy Chief of Administrative Services, the Training Officer, and the Chief of Police.

VII. TRAINING COSTS REIMBURSEMENT

Reimbursement for mileage, meals, housing, fees, and books or materials provided to employees attending training programs inside or outside the department shall be governed by the City of Park Ridge Employee Manual, Section 1, Travel Policy 13.

VIII. TRAINING AFFILIATION WITH COLLEGE OR UNIVERSITY

Several of the department's training programs are affiliated with colleges or universities. These affiliations include provisions for instruction on and off campus and, in some instances, college credit is given for the training that is successfully completed.

IX. INTER-AGENCY TRAINING

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The Training Officer will encourage, promote, and coordinate the sharing of training between the Park Ridge Police Department and other criminal justice agencies. This practice of sharing will help eliminate duplication of training efforts and increase operations and/or administrative effectiveness. Sharing will also improve inter-agency cooperation and coordination and promote better understanding between criminal justice agencies.

X. IN-SERVICE TRAINING

- A. In-service training is defined as training provided that is in addition to recruit/entry level training. In-service training is periodic and ongoing, and is intended to refresh or develop personnel.

In-service training may include periodic refresher training, specialized training, career development training, promotional training, advanced training, computer assisted or roll call training, and quarterly management meetings.

Individual supervisory personnel shall be responsible to ensure the specialized career development of personnel assigned to their command.

- B. Sworn members will receive a minimum of 8 hours of annual in-service or refresher training.
- C. In-service training may be provided to personnel in a variety of formats. Acceptable formats include, but are not limited to, computer assisted training, videotape presentation, lecture, discussion, proficiency based training or in any other format capable of providing quality training to the officer, including Training Bulletins.

In-service training may be provided by qualified agency instructors or by outside instructors as approved by the Training Officer or Chief of Police.

Personnel shall be selected for specialized or advanced in-service training based upon an assessment of the needs of the department as well as the compatibility of the individual to the special assignment or position.

- D. Members will be annually trained in legal up-dates and firearms re-qualification.

E. **Roll-Call Training**

1. Roll-call training will be used to keep members informed on pertinent topics.
2. Roll-call training may be formalized and presented by the Training Officer or informally presented by shift/division supervisors or designated members. Lesson plans will be prepared as directed by this order for formal roll-call training. Lesson plans are not required for informal training, such as announcements, reading department and training bulletins, and similar information.
3. All roll-call training will be documented by all supervisors as directed by the General Order on written directives.

XI. SPECIALIZED IN-SERVICE TRAINING

- A. Specialized training is any training provided that is designed to provide skills, knowledge, and ability in addition to those taught in Recruit or In-Service Training Programs.
- B. Specialized training is frequently provided by agreement or contract with outside agencies.
- C. Specialized training will be provided to personnel when promoted or assigned to a position requiring specialized skills. Pre and post-appointment specialized training will be provided depending on the needs and requirements of the position in question.
- D. Specialized training provided to personnel may include but is not limited to one or more of the following types of training:
1. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization.

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2. Management, administration, supervision, personnel policies, or the provision of support services to any function or component.
3. Supervised on-the-job training.
- E. Upon promotion, the Department shall provide career specialty training in management techniques, supervisory techniques and other skill development and job related training.

XII. ADVANCED TRAINING

Advanced Training is training designed to impart higher level supervisory and management skills to selected personnel.

- A. Advanced Training may be considered to be the type of training as provided for the FBI National Academy, Northwestern Traffic Institute, SPI, or similar institute.
- B. Personnel shall be selected to attend Advanced Training courses by virtue of their assignment within the agency and as directed by the present needs of the agency as determined by the Chief of Police.

XIII. CIVILIAN PRE-SERVICE AND IN-SERVICE TRAINING

- A. The following civilian personnel shall receive pre-service or in-service training as appropriate to perform their job function. The responsibility for the provision of civilian in-service or pre-service training rests with their immediate supervisor or the Administrative Services Commander.
 1. Records Bureau personnel shall receive on the job pre-service training, and shall receive in-service or specialized training at the discretion of the Records Bureau Supervisor.
 2. Community Service Officers, Info Techs, Property Management Technicians and Parking Enforcement Officers shall receive pre-service job specific training relative to the functions of their assignment, and shall receive in-service or specialized training at the discretion of the CSO Coordinator.
 3. School crossing guards, if any, shall receive pre-service training, and shall receive refresher training on traffic direction and control on an annual basis.
- B. Training for these positions shall be coordinated by the Records Supervisor or Community Service Officer Coordinator, in association with the Training Officer.
- C. Pre-Service Civilian Training shall address:
 1. Legal issues, powers, or responsibility where applicable.
 2. Safety concerns or issues related to the position.
 3. The importance of the link they provide between the Department and the citizen in the community.
 4. The importance of their position to overall organizational effectiveness.
 5. Other training approved or required for effective job performance.

XIV. GENERAL TRAINING PERFORMANCE OBJECTIVES

- A. All training programs will have specific performance objectives.
 1. Programs will focus on the elements of the job task analysis for which formal training is needed.
 2. Provide clear statements of what is to be learned.
 3. Provide the basis for evaluating the program participants.
 4. Provide a basis for evaluating the effectiveness of the training program.

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- B. The use of these objectives acquaints the training participant with what he is required to know, the skills he must demonstrate, and the circumstances under which the skills will be used. This approach enables the instructor to relate training directly to the job performance that will be expected by supervisors.

XV. LESSON PLANS

- A. The Department requires lesson plans for all trainings conducted by the Department, including in-service, remedial, on-the-job, specialized, roll call, promotional and advanced.
- B. Lesson plans will adhere to the following guidelines and format:
1. Components
 - Heading (course title and instructor)
 - Time of instruction/target audience
 - Equipment needed
 - Setting
 - Reference/handout material
 - An identification of the tests/examinations to be used in the training process
 2. Statement of performance objectives and the relation of the training to critical job tasks.
 3. Outline of the content of the training to be provided, as well as information regarding the instructional techniques to be utilized in providing the training.
- C. The Training Officer, under the direction of the Deputy Chief of Administrative Services will be responsible for the approval of lesson plans. This is to ensure lesson plans are consistent with department guidelines for lesson plan development, other department policies, and existing state requirements.

XVI. TESTING PROCEDURES

- A. Test development should be a cooperative effort between the instructor and the Training Officer.
- B. Competency-based testing that uses performance objectives and measure a participant's knowledge, skills, and/or abilities to apply job-related skills should be used in most training programs.
- C. Test questions may be written as true/false, multiple choice, matching, essay, or any other approved format. Questions shall be based on the instruction presented, have validity, and be job-task related.
- D. A seventy (70) percent grade will be necessary to pass a training program in most cases. If an employee cannot demonstrate a competency in the testing process, it shall be documented by the instructor and forwarded to the Training Officer and/or Administrative Services Commander for consultation and/or referral to remedial training efforts or disciplinary measures.

XVII. REMEDIAL TRAINING

In order to ensure that all employees are performing to the best of their abilities, it is essential to offer remedial training in those areas where an employee exhibits a lack of knowledge or poor performance. Remedial training shall be provided as needed. The Training Officer is available to develop resources for remedial training.

Individual shift and/or bureau supervisors and commanders shall be responsible to conduct and/or request remedial training for personnel assigned to their command in those cases where questionable performance, job knowledge or other concerns indicate the need for additional training.

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Members may submit requests for training through the chain of command for areas they feel need to be addressed.

XVIII. OUTSIDE TRAINING ACADEMIES

- A. The Department will use training academies that provide programs that address the training needs of the Department, e.g. recruit in-service and specialized.
- B. The Training Officer will be the liaison for all outside training academies used by the Department, and monitor the working relationship between Department members and the particular training academy. Members attending an outside training academy are considered on-duty members. The Training Officer will review programs provided by the training academy to ensure that the programs meet the needs of the Department. The Training Officer will handle all complaints or issues related to the training academy and process all financial obligations.
- C. Members will receive training in Department policies, procedures, rules and regulations from Department sources, e.g. FTOs, Training Officer, Supervisors, unless specifically a part of the outside academy program.

XIX. TRAINING RECORDS

- A. Training records of all personnel are maintained and updated by the Training Officer and include:
 - 1. Dates of attendance,
 - 2. Type of training, hours, and course content,
 - 3. Attendance (not always provided by instructors),
 - 4. Test scores, if applicable, and/or performance results, and
 - 5. Certificates received.
- B. Training Record Release
 - 1. The Training Officer will be responsible for the documentation, administration, and control of all records related to the training of departmental personnel.
 - 2. Records shall remain strictly confidential and shall be released to outside agencies only upon court subpoena or with permission of the Chief of Police.

XX. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Recruit Training/Field Training and Evaluation Program	Number GO 1.15	Revised Date May 8, 2015	Effective Date May 1, 2015	Page 1 of 7
Index As: FTO, field training, recruit			Approved By Frank Kaminski Chief of Police	

POLICY: Recruit training generally consists of training completed at a State certified academy. A recruit officer is a newly hired, sworn member that must attend an academy to acquire State certification. The Field Training and Evaluation Program (FTEP) has been designed to improve the overall quality of performance of newly hired sworn members by providing a structured training and evaluation system consisting of post academy training. An Officer in Training (OIT) is a newly hired member that has completed a State certified academy and begins his/her training in the Field Training and Evaluation Program. This General Order serves to explain the different segments of training for the newly hired police officer.

I. RECRUIT/OIT INTRODUCTION

- A. Recruit/OIT Requirements:** All newly hired sworn members must comply with the State's mandatory basic training requirements, regardless of prior experience or training.
 - 1. In accordance with the Illinois Compiled Statutes, Chapter 50, Section 705/8.1, no person shall receive a permanent appointment as a law enforcement officer unless that person has been awarded within six (6) months from their initial date of full time employment, a certificate attesting to successful completion of the Minimum Standards Basic Law Enforcement Training Course as prescribed by the Illinois Local Government Law Enforcement Officers' Training Board, or
 - 2. Received a waiver of the basic training requirement as a result of the officer having already successfully completed a basic training program prescribed by the Training Board.
- B. Orientation:** Recruit officers/OITs reporting for duty with the Park Ridge Police Department shall be under the direct supervision of the Field Training Coordinator (FTC). The Field Training Coordinator or his designee shall arrange for Recruit/OIT orientation in departmental policies and procedures and City personnel policies.
- C. Recruit/OIT Standards:** During the orientation, the recruit training phase (if applicable) and Field Training and Evaluation segments, Recruits/OITs shall be expected to follow Department regulations governing appearance and conduct. Questions regarding duty hours, scheduling, manner of dress, etc. shall be clarified by the Field Training Coordinator or his designee.
- D. Uniforms and Equipment**
 - 1. Recruit officers/OITs shall not be issued uniforms until authorized by the Field Training Coordinator.
 - 2. Recruit officers/OITs shall be furnished with their initial uniform needs through the Department's quartermaster system. Thereafter, maintenance of their uniform shall be in accordance with the current employees' contract.
 - 3. Recruit officers shall not wear any portion of their department issued uniform while off-duty, including driving to and from work, that would alert the general public of their profession while assigned to the Field Training Program.
 - 4. Recruit officers/OITs shall not carry weapons, including off-duty, until they are given written authorization by the Department's range master or by an authorized person of their Police Academy after fulfilling mandatory State requirements.

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E. Duty Assignment

1. Newly sworn officers may be assigned to unarmed station duty prior to attending a basic recruit academy and/or complying with the State's mandatory basic training requirements.
2. No newly sworn officer will be assigned to any duties that would place the officer in a position to make an arrest until the requirements in A.1. or A.2 above are met.

F. Psychological Counseling Services for Recruit Officers: During orientation, recruit officers are advised of the City offered Employee Assistance Program should they need assistance during their adjustment to a new profession and lifestyle. During the recruit academy process, the Field Training Coordinator acts as a resource person and contact for the recruit in the event he or she requires these services.

II. RECRUIT TRAINING

- A. The Park Ridge Police Department will utilize the services of an Illinois Law Enforcement Training and Standards Board approved basic training academy.
- B. The Field Training Coordinator (FTC) and Lead Field Training Officer (L/FTO) shall maintain a close liaison with the staff of the Chicago Police Academy or other applicable academy to ensure that they stay current with each respective academy's training curriculum, and to offer input to the academies for needed change.
- C. The Department will make available to the training academy and other outside agencies its facilities, staff instructors, and resources when requested through the Chief of Police.
- D. Liability for any training related physical impairment of any Department member at the recruit academy shall be borne by the Department. The academy shall be responsible for the administration of the prescribed training programs and provide for the fair and non-discriminatory testing of each student. Liability for said administration will be borne by the academy.
- E. The basic recruit academy utilized by this Department shall provide a handbook to all new recruit members at the time academy training begins. The information contained in this handbook will include:
 1. The organization of the academy,
 2. The academy's rating, testing, and evaluation system,
 3. Physical fitness and proficiency requirements,
 4. Daily training schedules, and
 5. The academy's rules and regulations.
- F. The Park Ridge Police Department shall utilize recruit training in only those academies that offer the State Mandated Program. The curriculum of these programs will be based upon job task analysis of the most frequent assignments in required skills, knowledge, and abilities.
- G. Officers attending recruit school shall be expected to observe all rules and regulations set forth by the course director and must maintain passing grades on recruit school examinations.
- H. Serious violations of training academy rules or failure to maintain a passing grade shall result in dismissal from the Department. The Chief of Police shall recommend final discharge to the Board of Fire and Police Commissioners.
- I. Recruit officers shall maintain a liaison with their Lead Field Training Officer during their training academy sessions. Lead Field Training Officers shall ensure that they keep the Field Training Coordinator or his designee informed of their recruit's progress and/or any problems encountered. The Field Training Coordinator will ensure that the Deputy Police Chief is

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regularly informed of each recruit/OIT's progress.

III. FIELD TRAINING AND EVALUATION PROGRAM

- A. Chain of Command: The following chain of command is to be adhered to as long as the business being conducted relates to the program and its objectives.
1. The Field Training Coordinator (FTC) has ultimate responsibility for the Field Training and Evaluation Program. The FTC maintains all training records, the Officer in Training's file folder and acts as the liaison to the Deputy Police Chief of Field Services.
 2. The Field Training Manager (FTM) is the first point of contact for the Officer in Training (OIT). The FTM is responsible for reviewing the Daily Observation Report (DOR) for each OIT, direct supervision of the Field Training Officers and preparing the Weekly Manager's Reports. The FTM is also responsible for preparing schedules for the Officer in Training and coordinating FTOs.
 3. The Lead Field Training Officer has all of the duties of FTO with some added responsibilities. The L/FTO will act as the liaison between a specific Officer in Training and the FTC or FTM. In addition, the L/FTO will be ultimately responsible for the progress of their assigned Officer in Training. This may include meeting with other FTOs to identify areas in need of remedial training. The L/FTO should make every effort to keep in regular contact with their assigned OIT through phone calls, brief meetings between shifts or possibly a visit to the training academy.
 4. The Field Training Officer (FTO) is responsible for conducting the daily training of OITs and completing a DOR. FTOs will also assist in the instruction of the City School component and be required to attend regular FTO meetings. In addition, at least one FTO will be assigned as liaison to the police recruit training academies and will be responsible for maintaining a relationship with those academies.
 5. The Recruit Officer/Officer in Training (OIT) is the newly hired member of the Police Department with the intention of becoming a solo patrol officer. The OIT's requirements are listed in the *Officer in Training Manual*. OITs shall be referred to as such only within the context of the Field Training and Evaluation Program. When preparing reports or working with the community they will be referred to as "Officer".
 6. Should minor issues develop during the training period, it is the responsibility of the FTO currently assigned to the recruit to bring those problems to the attention of the OIT's Lead FTO. If the Lead FTO cannot rectify those issues, or more serious problems present themselves during the training period, it is the responsibility of the FTO currently assigned to the OIT to work with the Lead FTO and bring the matter to the attention of the FTM. When this course of action insufficiently addresses the issue or an even more significant problem occurs, the FTM will immediately notify the FTC who will then notify the Deputy Police Chief of Field Services.
- B. Assignment to Position
1. Field Training Coordinator
 - a. The Deputy Police Chief of Field Services will appoint a coordinator responsible for the administration of the program.
 - b. The Field Training Coordinator will be of the rank of Commander or above.
 2. Field Training Manager
 - a. The FTC will appoint a program manager who will be responsible for immediate supervision of the program.
 - b. The FTM will be of the rank of Sergeant or above.

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3. Field Training Officer

- a. Applications from eligible patrol officers will be submitted to the FTC and appointment will be based on the following criteria:
 - 1) Positive attitude
 - 2) Knowledge
 - 3) Motivation
 - 4) Initiative
 - 5) Patrol Techniques
 - 6) Personal appearance/uniform grooming
 - 7) Loyalty
 - 8) Cooperation
 - 9) Dependability
 - 10) Resourcefulness
 - 11) Application of Laws
 - 12) Knowledge and practice of traffic enforcement
 - 13) Interpersonal skills
 - 14) Versatility
 - 15) Respect for and appreciation of authority
 - 16) Decisiveness
 - 17) Communication skills
 - 18) Vision
 - 19) Adherence to Department policy
 - 20) Teamwork
- b. Applicants may be required to participate in an interview process to assist with determining their suitability for this position.
- c. All assignments to the position of FTO will be made at the discretion of the Chief of Police.

C. Training Methods

1. Field Training Officer

- a. Officers appointed to the position of FTO will attend a State approved FTO course as soon as practical.
- b. In service training will be offered on an ongoing basis.
- c. FTOs will be sent to refresher courses regularly.
- d. Evaluation of the Field Training Officer: Completed by each OIT for each of the FTOs he was trained by during the program. The evaluation will serve as feedback for the FTO regarding the training effectiveness

2. Officer in Training

- a. Daily Observation Report (DOR): Daily evaluation of the OIT's performance.

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- b. Weekly Manager's Report: A summary of the OIT's performance for a specific week. The report will be based on the DOR's for that week and will be forwarded to the Deputy Police Chief via the FTC or FTM.
- c. Evaluation meetings: FTOs will meet regularly to discuss the progress of OITs in the program.
- d. Performance Improvement Plan (PIP): An action plan designed to assist an OIT with overcoming specific difficulties or deficiencies.
- e. Field Training Scenario: Practical exercises designed to provide the OIT with real world experience in a safe environment.
- f. Quizzes and exams.

D. Program Structure

- 1. The Field Training and Evaluation Program is 14 weeks in duration. The program length may be extended for a variety of reasons.
- 2. The program is divided into five segments:
 - a. City School: Held during the first two (2) weeks of training, consisting of basic orientation to the City of Park Ridge and the Police Department. It is during this period that the OIT completes basic certifications, computer training such as NIMS, and video training such as domestic violence.
 - b. Phase I: During this phase, the OIT acts primarily as an observer and may begin to perform some tasks.
 - c. Phase II: As the OIT becomes more familiar with Department procedures, he will begin to perform more of the daily tasks with direct supervision by an FTO.
 - d. Phase III: The OIT will perform the majority of daily tasks with little or no assistance from the FTO.
 - e. Shadow Period: To ensure the OIT is adequately prepared for solo patrol, he will perform the last two weeks of the program as if he were alone. The OIT will ride with the FTO they trained with in Phase I. The FTO will dress in civilian clothing, will act solely as an observer and will offer little or no guidance during the shift unless circumstances dictate otherwise.
- 3. Rotation of Field Training Personnel: OITs will be trained by no less than three different FTOs while in the program. In addition, every effort will be made to ensure each OIT is exposed to as much of the City's geography as possible.

E. Evaluations

- 1. One of the important aspects of this program is the evaluation of the OIT's progress. It is through evaluation that the strengths and weaknesses of the OIT can be determined and problem areas, if any, detected. If problems or issues become evident, early detection will enable the FTO to discuss them with the OIT. The OIT, having been made aware of the situation, can then concentrate his efforts on improving in these specific areas.
- 2. The evaluation can also serve as an incentive for the OIT. An evaluation which indicates that improvement is being made or that a consistent level of satisfactory performance is being maintained, will generally encourage the OIT and help to enhance his confidence as he progresses through the training period.
- 3. By the end of each working day, or as soon as is practical, the FTO will complete a Daily Observation Report (DOR). The FTO will complete the front of the form using the Standardized Evaluation Guidelines as a means of program standardization and

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parity in training. These guidelines can be found in the FTO Manual. The FTO will complete the reverse side ensuring that the most acceptable and least acceptable performance areas are covered, if necessary.

4. The additional comments and planned or implemented training sections will be used where necessary. The FTO will sign the report and review this report with the recruit who will then sign it. It is not required that the recruit approve this report. The OIT's signature will only attest to this report as having been reviewed.
5. Each of these reports will be numbered consecutively and turned into the Field Training Coordinator or his designee. These evaluations will be kept in the trainee's file. These reports are to be kept confidential and available only to the Chief of Police, the Deputy Police Chiefs, and field training personnel unless otherwise directed by the Chief of Police.
6. Each category on the Daily Observation Report is accompanied by a set of Standard Evaluation Guidelines (SEGs). Park Ridge utilizes the "Sokolove Model" of recruit training. The Park Ridge Police Department uses a rating scale with ten (10) points. All recruits are evaluated utilizing the Solo Patrol Officer Standard as "Not Responding to Training (NRT)", "Meets Standards" or "Exceeds Standards".
7. The FTO's role is to examine the OIT's performance and to choose the appropriate description as provided in the relevant SEG. The FTO selects the description that "fits" the behavior they are evaluating, i.e., "Not Observed", "Meets Standards", "Exceeds Standards", "Not Responding to Training" (NRT) anchors. FTOs must rate the OIT pursuant to the language in the manual guidelines if the OIT's performance is consistent with the language of that manual guideline. FTOs shall have no discretion in this matter. It is the only way an objective measure of the OIT's competency in the required skills, knowledge and abilities can be ensured.
8. If, in the opinion of the Field Training Coordinator and the field training staff, the OIT's progress in the program is unacceptable by program standards and would not improve with additional remedial training, a termination of employment recommendation will be forwarded to the Deputy Police Chief of Field Services. This recommendation will be reviewed by the Deputy Police Chief and forwarded to the Chief of Police for final determination. Copies of the OIT's entire training file, including all pertinent Departmental correspondence, will accompany any termination of employment recommendation.

F. Field Training Guides

1. Field Training Coordinator Manual- This manual serves as a reference for the administrators of the program. It contains the information necessary to maintain and administer the program.
2. The Field Training Officer Manual- This manual consists of guidelines and requirements for the FTO. The manual ensures that each FTO is consistent in their instruction and rating. Each FTO is issued their own copy of the Manual upon acceptance into the program.
3. The Officer in Training Manual has been devised to assist the FTO in organizing and planning their daily instruction. It also provides a record of the OIT's performance upon which the FTO can base an evaluation. While the guide cannot cover all aspects of police work that the OIT will be faced with, it does attempt to cover subject matter which will enable the OIT and the FTO to attain the goals of this program. The manual is issued to the OIT when he begins the program and a copy is made for the OIT to use as a reference when he successfully completes the program.
4. The Field Training Coordinator and Field Training Manager maintain copies of each Manual.

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IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink that reads "Frank Kaminski". The signature is written in a cursive style and is positioned above a horizontal line.

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Prohibition Against Bias-based Profiling	Number GO 1.16	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Bias-based Profiling			Approved By Frank Kaminski Chief of Police	

POLICY: Profiling based solely on a common group trait is strictly prohibited. Members of the Park Ridge Police Department will respect and protect all legal and civil rights of all persons with whom they come in contact.

I. DEFINITIONS

- A. Profiling is the selection or identification of individuals who have been, are, or are about to be engaged in criminal activity based on a person's conduct, specific descriptors or investigative or intelligence information.
- B. Bias-based profiling is the selection or identification of individuals based solely on a common group trait or characteristic, including, but not limited to, race, color, ethnic background, national origin, language, gender, sexual orientation, religion, creed, social status, economic status, age, mental or physical condition, or cultural group.

II. ACCEPTABLE PROFILING METHODS

- A. Members will use only proper and acceptable criteria and methods and lawful authority when selecting, approaching, stopping, interrogating, ticketing, frisking, searching, detaining, and arresting an individual or group or subjecting an individual or group to any other law enforcement action or legal process.
- B. Members will focus on a person's conduct, specific suspect descriptors or investigative or intelligence information.
- C. Members will follow Department directives and training, federal and state laws in conducting traffic stops, field contacts, searches, and asset seizures and forfeitures.
- D. One or more group traits or characteristics may be part of a legitimate suspect descriptor when it is based on a specific, credible report.

III. PROHIBITION AGAINST BIAS-BASED PROFILING

- A. Bias-based profiling is strictly prohibited. Members will not initiate field contacts, traffic stops, searches, or any other contact with individuals solely based on, or solely motivated by, race, color, ethnic background, national origin, language, gender, sexual orientation, religion, creed, social status, economic status, age, mental or physical condition, cultural group or any other common group trait or characteristic.
- B. One or more group traits or characteristics may be part of a legitimate suspect descriptor when it is based on a specific, credible report.

IV. TRAINING

- A. Training in the proper uses and prohibited methods of profiling will be included in field training of new officers.
- B. Additional profiling-related training will be provided by the Office of Administration, as needed. Training may include refresher training on profiling techniques, cultural diversity and sensitivity, discrimination, individual rights, community concerns and legal updates.

V. DISCIPLINE AND CORRECTIVE MEASURES

- A. Supervisors are responsible for monitoring the use of profiling methods and taking appropriate corrective actions when allegations of biased activity are reported or discovered.
- B. Any member who observes or has reliable knowledge of any alleged bias-based profiling or

Subject: Prohibition Against Bias-based Profiling	Number GO 1.16	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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other discriminatory action will follow procedures in the General Orders governing internal investigations and the disciplinary process. Failure to report observed or known violations of this order may result in disciplinary action.

- C. All alleged violations of this order will be documented and investigated by the Chief of Police according to the Department's General Orders.
- D. Bias-based profiling, and other discriminatory actions, undermine legitimate law enforcement efforts, foster distrust of the law enforcement community and, therefore, will not be tolerated. Corrective actions may include but not limited to remedial training, counseling, disciplinary actions.

VI. ANNUAL ADMINISTRATIVE REVIEW

- A. The Chief will include the category of bias-based profiling in its recording and reporting of internal investigations.
- B. The Chief will conduct an annual administrative review of agency practices, internal reports and investigations, corrective actions taken, and community concerns related to bias-based profiling. The report should determine whether there are issues of policy, procedure, training or discipline that need to be addressed.

VII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Department Planning, Goals and Research	Number GO 1.17	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Administrative Reporting, Budget, Goals, Planning, Research			Approved By Frank Kaminski Chief of Police	

POLICY: It is the policy of the Park Ridge Police Department to utilize a Planning and Research function. The Deputy Chief of Administration has the primary responsibility for the Planning and Research function, including the coordination of the planning process throughout the department. He/she shall have access to necessary information resources as well as access to the Chief of Police for his input.

The purpose of this General Order is to establish guidelines for the Planning and Research function of the department. The purpose of the Planning and Research function is to develop strategies on a regular basis to better utilize the limited personnel, equipment, and resources of the department in ways that will favorably effect management of current police services and anticipate future needs.

I. PROCEDURES

- A. Requests for planning or research needs may be submitted to the Chief of Police in writing via departmental correspondence or may be raised as a topic of discussion at department meetings.
- B. The Chief of Police will assign requests for planning and research needs to the Deputy Chief of Administration for evaluation and research.
- C. The Deputy Chief of Administration may assign the appropriate personnel needed for the completion of the research and submission of a written report.
- D. The Deputy Chief of Administration will forward the completed report, including proposals, recommendations and solutions, to the Chief of Police.
- E. The Chief of Police will review the report and the recommendations. The alternatives will be discussed with appropriate department members as part of the planning review process.
- F. Any plans, procedures, etc., initiated through this process will be evaluated for effectiveness and suitability through staff meetings and future operational analysis.

II. ACTIVITIES

The activities of the Planning and Research function of the department shall include, but are not limited to the following:

- A. Provide periodic operational activity analysis reports to facilitate accurate and timely decision making in the allocation and deployment of department resources and personnel.
- B. Conduct research on specific issues as determined by the Chief of Police.
- C. Provide a system for keeping track of all issued General Orders and Special Orders to keep them current and consistent, and to reduce the opportunity for policy and procedure conflict.
- D. Maintain a close working relationship between all divisions and operating components of the police department.
- E. Perform and coordinate activities necessary to achieve and retain accredited status for the police department.
- F. Assist with policy and procedure development by preparing General and Special Orders, as directed, and to seek input from other components of the department via the established General Order review process.

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- G. Assist in the annual review of the various evaluations and appraisal systems utilized.
- H. Provide staff support for budgeting, operations, planning, personnel allocation, contingency planning, etc.
- I. Maintain a liaison with other state and national planning organizations in an ongoing effort to provide proactive and progressive approaches to planning in the Park Ridge Police Department.
- J. Annually review and update the department's organizational chart.
- K. Formulate and/or delegate short and long-range operational plans.

III. DISSEMINATION OF STUDIES

- A. Analytical reports and other studies will be distributed to the Chief of Police, Deputy Chiefs and all affected supervisory members.
- B. It will be the responsibility of all supervisors to disseminate relevant information to affected members.
- C. All department members are encouraged to make suggestions or comments via departmental correspondence on observations made during review of these reports/studies.

IV. DEPARTMENT GOALS AND OBJECTIVES

- A. The City's budget preparation process requires the formulation and annual updating of written goals and objectives for the department and each major program element within the department (i.e., each major organizational function or component). The budget and objectives preparation process is coordinated by the Chief and the Office of Administration. The resulting objectives are published annually in the City of Park Ridge Budget report, which is available to all City personnel and citizens.
- B. It is the responsibility of Deputy Chiefs and supervisors to periodically monitor and report on the progress of these objectives in their monthly administrative reports. In addition the City budget process requires a midyear report on the progress of department objectives.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Administration and Direction	Number GO 1.18	Revised Date Aug. 24, 2016	Effective Date May 1, 2015	Page 1 of 5
Index As: Administration, Authority and Responsibility, Authority of the Chief, Chain of Command, Command Protocols, Conflicting/Unlawful Order, Coordination of Functions, Delegated Authority, Direction, Joint Operations			Approved By Frank Kaminski Chief of Police	

POLICY: The Park Ridge Police Department is managed to achieve its mission and goals, using basic and effective administration and management principles, such as organizing by function, ensuring unity of command, stipulating span of control, delineating responsibility, delegating authority, and establishing supervisory accountability. The PRPD organizational chart and description are available to all interested parties from the Office of the Chief of Police and on the City of Park Ridge website.

I. FUNCTIONAL DESCRIPTION

The Department is divided into two basic functional divisions: Field Operations and Administrative Services. Each division is headed by a Deputy Chief, who reports directly to the Chief of Police.

II. ORGANIZATIONAL CHART

A department organizational chart represents the department's functional organization and reflects the department's formal lines of authority and communication. This chart will be posted annually via Special Order.

III. ADMINISTRATION

A. Unity of Command

1. Each employee shall be accountable to only one (1) supervisor at any given time.
2. All on-duty personnel are accountable to the on-duty watch supervisor or his designate, unless a supervisor from their component is on duty and available.
3. Occasions may arise requiring a supervisor to issue an order to an employee outside the supervisor's immediate responsibility. Nothing in this General Order will prevent such action.
4. Component/Supervisor's Ratio. Each organizational component shall be under the direct command of only one (1) supervisor.
5. The authority, unity, and continuity of the Department's chain of command are officially established and revised by the monthly Post Lists issued regularly by the Department.
6. Span of Control

The limits for the number of personnel under the immediate control of command and supervisory staff members, under normal day-to-day operations, at all levels of the organization, are established by the Chief of Police in the Department's Post Lists. It is the responsibility of the Chief of Police to set a reasonable limit to the span of control under any one person to ensure adequate supervision, guidance, and coordination. Exceptional situations may occur during urgent situations and emergencies that may require larger than normal spans of control.

B. Authority and Responsibility

1. Command and Supervisory Authority
 - a. Command and supervisory personnel have the authority and responsibility to lead, direct, and otherwise control the activities of subordinate members under their command as indicated by the Department's organizational chart, post lists, and shift assignments.

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- b. Ordinarily supervisors should not exercise command authority over an employee outside their unit of responsibility unless:
 - 1) An emergency situation exists that requires immediate supervisory attention.
 - 2) The supervisor observes improper action or behavior on the part of the subordinate and the circumstances are such that immediate corrective action is required.
 - 3) When routine operations involve the joint efforts of subordinates from different components, the supervisor or the component initiating and/or assigned to the operation shall be the officer in charge, e.g., when assisting detectives with a narcotics arrest, patrol officers shall be under the command of the Investigations supervisor; likewise, detectives assisting patrol officers at the scene of a burglary shall be under the command of the patrol supervisor. In those situations where the initiating/assigned unit's supervisor is not immediately available, the highest ranking officer at the scene may assume command.
 - 2. Delegation of Authority. Each employee within the organization shall be granted all the necessary authority to execute the responsibilities and duties of their assignment.
 - 3. Accountability
 - a. Each member of the Department shall be held accountable for the use of delegated authority, as well as for the failure to use it.
 - b. Command and supervisory personnel are accountable for the performance of employees under their immediate control.

IV. DIRECTION

Guiding the organization is a system of direction and supervision that identifies the authority and responsibility of the Chief of Police, then establishes a chain of command, authority for directives, internal coordination and communication, and a written directive system.

A. Authority of the Chief of Police

The Illinois Compiled Statutes (ILCS) and the City of Park Ridge Municipal Code designate the authority and responsibility of the Chief of Police.

B. Command Protocols

1. Day-to Day Operations

The chain of command for normal day-to-day operations is established by the current organizational chart and post list.

2. Acting Chief of Police

- a. Deputy Chiefs will periodically be required to act in the Chief's capacity when the Chief is absent or otherwise unavailable. The Deputy Chief designated as Acting Chief will have the same authority as the Chief.
- b. A schedule of Acting Chief assignments for Deputy Chiefs will be posted annually via Special Order. The Deputy Chiefs will rotate this assignment on a monthly basis so that the responsibilities are distributed fairly.
- c. At all times, including while off-duty, such as weekends and holidays, Deputy Chiefs will still be responsible for monitoring the activities of their respective Divisions. While they will not be required to make periodic station checks, they will be available to provide command level supervision when necessary. This may be accomplished by way of cell phone or any specific instructions to the on-duty supervisor on how to contact the Deputy Chief if needed. A Deputy Chief may designate these responsibilities to their

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respective commander(s) or sergeants if the Deputy Chief will be unavailable.

- d. As Acting Chief, the Deputy Chief will be notified by the on-duty shift supervisor of any major or unusual occurrences, personnel problems, or any other matter affecting their respective Division that would normally be brought to the immediate attention of the Chief.
- e. The Deputy Chief or their designee will make the decision to contact the Chief of Police on any matter.

3. Exceptional Situations

- a. By City ordinance and State statute, the Chief of Police is in charge of any unusual occurrence, except in cases where authority is assumed by military forces in the face of insurrection or declared martial law, or when authority is transferred the City's Emergency Management Coordinator.
- b. The Chief of Police may delegate the command role in specific situations, as needed. The normal chain of command will be followed, unless changed by a higher authority.

4. Joint Operations

- a. For anticipated and planned operations, or planned responses to emergency operations, where personnel of different functions are engaged in a single operation, the command protocol will be predetermined in a written plan or directive.
- b. At the scene of a crime, an accident or any other unscheduled or unplanned incident, the highest-ranking officer will assume command and direction of police personnel, until or unless a higher authority appoints a specific person to take charge. When two or more officers of equal rank are present, the officer whose primary assignment is most closely associated with the nature of the incident will assume command, until or unless a higher authority appoints a specific person to take charge.

C. Subordinate Responsibility

Police personnel are required to obey any lawful order or request of a superior, including any order relayed from a superior by an employee/designee of the same or lesser rank.

D. Conflicting/Unlawful Order

- 1. Upon receipt of an order that is in conflict with any previous order, instruction, or external authority, whether from the same or another superior, the affected member will respectfully advise the person issuing the superseding order of the conflict. Responsibility for countermanding the original instruction then rests with the individual issuing the superseding order.
- 2. If the superseding order is held in force, it will be obeyed, thereby rendering the relevant previous orders(s) ineffective. Orders will be countermanded only when to do so is patently in the best interests of the Department.

E. Chain of Command

All formal communications regarding police activities will be forwarded through the designated chain of command. No member will disregard this chain unless authorized by a higher authority. Members will not direct police-related matters or queries to other city departments or outside agencies unless authorized by the Chief of Police or a designee.

F. Coordination among Police Functions

- 1. All Department members, especially the command and supervisory staff, are responsible for promoting communication, coordination, and cooperation among all Department functions, as well as the functions of other City departments.

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2. Command and supervisory staff are responsible for:
 - a. Informing other police department units (divisions/bureaus) of their goals and activities.
 - b. Informing other units of how their activities and goals may have an impact on their activities.
 - c. Seeking cooperative assistance from other units for achieving division/bureau goals.
 - d. Seeking information about other agency functions/operations and their affect on their own unit activities.
 - e. Seeking ways of working coordinately to enhance Department functions, services, mission, and goals.
 3. Command and supervisory staff are responsible for using existing means of communication to coordinate Department functions, such as the daily bulletin, the administrative reporting system, electronic mail/message systems, and attending command staff meetings, divisional staff meeting, roll calls (shift briefings) and interdivisional meetings.
- G. Written Directive System
1. The Chief of Police is responsible for establishing and maintaining a departmental written directive system to provide members with a clear understanding of the direction, purpose, constraints, and expectations relating to the performance of their duties.
 2. The Chief of Police, or the authorized Acting Chief of Police, has the sole authority to issue, modify, or approve official departmental written directives.
 3. Under the Chief's direction, the system will include:
 - a. Agency values and mission statement;
 - b. A policy statement that vests in the Chief of Police the authority to issue, modify, or approve departmental written directives;
 - c. Identification of the persons or positions, other than the Chief of Police, authorized to issue written directives;
 - d. A description of the written directive system format;
 - e. Procedures for indexing, purging, updating, and revising directives;
 - f. Statements of agency policy;
 - g. Rules and regulations;
 - h. Procedures for carrying out agency activities;
 - i. Procedures for staff review of proposed or revised policies, procedures, rules, and regulations prior to their promulgation to ensure they do not contradict other existing departmental directives or applicable law; and
 - j. Procedures for the dissemination and storage of agency directives in hard copy, computerized storage, and/or in electronic media, including
 - 1.) Dissemination of existing, new, or newly revised directives to all affected personnel and placed at specified locations for reference by all affected personnel,
 - 2.) Storage of written directives at specified accessible locations for reference by all affected personnel, and

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- 3.) Documented acknowledgement indicating receipt and review of disseminated directives by affected personnel (hard copy and/or electronically).

V. AREAS OF RESPONSIBILITY

Annually the Chief of Police will issue a list of the Program Areas of Responsibility for the command staff.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Department Logos	Number GO 1.19	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: department logos, department shield logo, graphics, logos			Approved By Frank Kaminski Chief of Police	

POLICY: Logos of the Park Ridge Police Department may be used by members of the department to represent the department on authorized documents, materials, and items when such representation depicts the honor and integrity of the department and its members. Only logos authorized by the Chief of Police may be used to represent any aspect of the department or its members.

I. PERMITTED USES

- A. The following uses of authorized PRPD logos are acceptable when used in accordance with department policy.
 - 1. Department documents, such as forms, reports, bulletins, letters, notices, envelopes, brochures, and similar paper documents, including notices distributed to community organizations
 - 2. Materials and items for use by department members or authorized nonmembers, such as clothing, equipment, banners, etc.
 - 3. Department sponsored or authorized websites
 - 4. Business cards of current police department employees

II. PROHIBITED USES

- A. Department logos may not be used to imply any endorsement, sponsorship, or affiliation of the Park Ridge Police Department that is untrue, misleading, or unauthorized.
- B. Department logos may not be used to identify or endorse any political party, candidate, or point of view.
- C. Department logos may not appear on documents, materials, or items of other organizations or enterprises.

III. PERMISSION FOR USE

- A. Department members may use authorized department logos as needed on paper documents used for department purposes, as described above. Department logos may be used as needed on business cards by current PRPD employees only.
- B. Obtain permission to use authorized department logos on professionally-printed paper items (such as brochures and folders) and non-paper items (such as banners, pens, and clothing).
- C. When permission is required, submit requests to use an authorized PRPD logo in writing to the Chief of Police before any item is imprinted with a department logo. Include a thorough description of the document or item to be imprinted; a sample, picture, or draft of the item; the purpose of the document or item (including any intention to sell the product and how the proceeds will be used); and the intended recipients or users of the document or item. Submit separate requests for each intended use of a logo or set of logos.
- D. When permission is required, items bearing a PRPD logo may not be produced, sold, or distributed until permission is granted in writing by the Chief of Police.
- E. The Chief of Police may deny permission for any use of a department logo that may be deemed in any way unprofessional, demeaning, defamatory, false, misleading, misrepresentative of department values, policy, or goals, or not in the best interests of the Park Ridge Police Department or the City of Park Ridge.

Subject: Department Logos	Number GO 1.19	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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- F. PRPD logos may be used only for the purposes requested and permissions granted.
- G. The Chief of Police may, at any time and without cause, withdraw or suspend any permission granted for department logo use.

IV. GUIDELINES FOR USE

- A. To preserve the integrity of department logos, import all graphic reproductions directly from the original high-resolution files available for download from department sources (see below).
- B. The proportions, color, elements, type, or other appearance features of department logos may not be altered in any way.

V. SOURCE OF LOGOS

- A. Department Logos
 - 1. Authorized Park Ridge Police Department logos are located on the department Intranet on the "Y" Drive [everyone\$ on 'blockhead' (Y:\)] in the folder titled Y:\Clip Art\PRPD Shields 2010. Select the appropriate file containing the graphic that best suits your intended use. Do not try to open the graphic file; simply import it into a graphic box.
- B. Other Agency Logos
 - 1. Logos of other agencies associated with the PRPD also may be located at Y:\Clip Art (when available). These logos may be used only in manner consistent with the values and integrity of the organizations they represent.

VI. NEW LOGOS

Members may design and propose new or modified logos to represent the department, a department program, or a unit or group within the department. New logo designs, including modifications of authorized logos, must be submitted to the Chief of Police for approval before use on documents or non-paper items.

VII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Outside Vendor Services	Number GO 1.20	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: tow service complaints, vendor complaints			Approved By Frank Kaminski Chief of Police	

POLICY: The Department uses a number of external private vendors to provide for towing services, body removal, radio and hazardous material cleaning services. As a contractual vendor, the vendor is required to provide a professional service as a representative of the Department. Members will document complaints regarding any representative of a contracted vendor.

I. PROCEDURE

- A. In an effort to provide the best possible services to the community and to the department, it is important that members provide regular feedback as to the quality of these services. It is important to remember that these organizations represent our department when conducting their services.
- B. Members will submit a memorandum to their immediate supervisor any time notification is to be made regarding any of our service vendors. These notifications may identify exceptional work or areas in need of improvement. These reviews will serve to identify the appropriateness of maintaining our partnership with each vendor.
- C. A department member receiving a complaint or compliment regarding a contract service vendor, or his/her employee, will document the complaint/compliment in a memo forwarded to the Deputy Chief of Administrative Services through the chain of command.
- D. A file on all such complaints/compliments will be maintained in the office of the Deputy Chief of Administrative Services. The Deputy Chief of Administrative Services or his designee will investigate each complaint and determine the appropriate disposition.
- E. The Deputy Chief of Administration will conduct an annual inspection of vendor services.
- F. Taxi services operating in Park Ridge

Department members will respond to service calls of complaints, where taxi services operating in Park Ridge are alleged to be operating in violation of the Chauffer Licensing section 10-3-1 of the local ordinance, which requires that taxis operating in Park Ridge have met all licensing, background, and inspectional requirements to operate within the City of Park Ridge. In cases where officers encounter an alleged taxi/operator, and the taxi is not in transit, the officer will prepare a report with the following information:

- 1. The date, time, and location of the encounter.
- 2. The taxi firm's name and taxi number.
- 3. The identity of the driver.
- 4. The pick-up and destination of the fare (if the vehicle is not at an approved stand).

Forward the report to the CSO Manager for review and follow-up enforcement if necessary.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Serious Injury/Line of Duty Death Protocol	Number GO 1.21	Revised Date 2014	Effective Date Dec. 14, 2012	Page 1 of 16
Index As: death honors, death notification, emergency notification, employee death, funerals, line of duty death			Approved By Frank Kaminski Chief of Police	

POLICY When a currently active sworn officer is seriously injured or dies while performing a police related function (either on or off duty and regardless of whether the injury or death was unlawful or accidental), the department will provide liaison assistance (clarification of survivors' benefits, emotional support, etc.) to the officer's immediate family survivors. Funeral arrangements will be decided by the family.

NOTE: The Chief of Police may apply portions of this order to officers who die a natural death.

I. RESPONSIBILITIES/DEFINITIONS

The Chief of Police or his designee will appoint a Notification Officer and four liaison officers to provide service/support to the deceased officer's family. The appointed officers will be responsible for delegating tasks related to the death-notification to other members of the department.

- A. Notification Officer: An officer/senior member of the department designated to notify the deceased member's family.
- B. Hospital Liaison Officer: An officer/senior member of the department assigned to act as liaison between the hospital and the department.
- C. Family Liaison Officer: An officer or supervisor assigned to act as liaison between the family and the department.
- D. Benefits Liaison Officer: An officer assigned to act as liaison between the family and the Director of Human Resources.
- E. Department Liaison Officer: A staff officer assigned to coordinate the department's response to the family and to the news media, as well as to coordinate the funeral and related activities.

II. SERIOUS INJURY NOTIFICATIONS

When a member is seriously injured in the line of duty, the following procedures are to be followed:

- A. The shift supervisor immediately will notify the Chief of Police, Deputy Chief of Field Operations, Deputy Chief of Administration, the Peer Support Program Manager, and the Clergy Team.
- B. The notification team will notify the injured member's next of kin.
- C. Only after the next of kin have been notified will the name of the injured member be released to the news media.
- D. A member of the Notification Team immediately will review the injured officer's Personal Data sheet and the officer's Employee Emergency Notification for Serious Injury/Death form. Should either of these indicate (or should the department otherwise have knowledge) that an immediate survivor has a medical problem, medical personnel will be dispatched in tandem with the Notification Team.

III. DEATH NOTIFICATIONS

- A. When an officer dies in the line of duty, the following procedures are to be followed:
 - 1. The shift supervisor immediately will notify the Chief of Police, Deputy Chief of Field Operations, Deputy Chief of Administration, the Peer Support Program Manager, and the Clergy Team.
 - 2. The Notification Team will notify the deceased officer's next of kin.

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3. Only after the next of kin have been notified will the name of the deceased officer be released to the news media.
 4. A member of the Notification Team immediately will review the deceased officer's Personal Data sheet and the officer's Employee Emergency Notification for Serious Injury/Death form. Should either of these indicate (or should the department otherwise have knowledge) that an immediate survivor of the officer has a medical problem, medical personnel will be dispatched in tandem with the Notification Team.
- B. Notification will be made in person, never by a lone officer, and never on the doorstep. Family members will know that something is wrong as soon as they see the Notification Officers. However, the Team will delay notification until family members are gathered together indoors. Then the Notification will slowly and clearly tell the survivors what has occurred, sharing all available information. The family should hear about the event from the department, not from the news media.
 - C. The Team should anticipate that during notification family members may display a range of reactions, including hysteria, anger, violence, fainting, etc. It also is to be expected that the officers comprising the Notification Team themselves may be affected to the point of displaying emotion.
 - D. If family members wish to go to the hospital, they should be transported by police vehicle. It is highly recommended that family members not drive themselves to the hospital. If the family insists on driving, an officer will accompany them.
 - E. If there are small children at the residence, the officers should assist the family with decisions regarding childcare.
 - F. Prior to leaving for the hospital, the Notification Officer should advise the Hospital Liaison Officer by telephone—NOT over the radio—that the family is en route.
 - G. Whenever possible the parents of a severely injured or deceased member should be afforded the courtesy of a notification.
 - H. If in-person notification is impractical because the immediate survivors live at a distance, the Chief of Police or his designee will direct the Shift Supervisor to ask the survivors' local police department to make the notification. In this event, the Park Ridge Police Department will assign a telephone contact person to the family.

IV. ASSISTANCE FOR AFFECTED OFFICERS

- A. Officers who arrived on the scene or who arrived moments after a fellow officer was critically injured or killed should be relieved as soon as possible.
- B. Officers who witnessed their fellow officer's serious injury/death may be emotionally affected, as may other members of the department. These officers/members will be debriefed via the city's Employee Assistance Program, as appropriate.
- C. To facilitate a Peer Support call-out, the manager of the Peer Support Program should be notified.

V. ASSISTANCE FOR THE FAMILY AT THE HOSPITAL

- A. Before going to the hospital the Hospital Liaison Officer (HLO) will review a copy of the injured/deceased officer's Emergency Notification for Serious Injury/Death packet.
- B. The HLO will coordinate the following activities of hospital personnel, fellow police officers and other departmental personnel, the injured/deceased officer's family and the press:
 1. Arrange for the hospital personnel to:

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- Provide appropriate accommodations for the family, the Chief of Police, the Notification Officer, and whatever people the surviving family may want with them during their vigil.
 - Provide a second area in which police officers/friends of the fallen officer might assemble to comfort each other.
 - Provide a media staging area.
 - Ensure that medical personnel update the family on a timely basis and before releasing medical updates to others.
2. Notifying (during normal business hours) appropriate hospital personnel that all medical bills relating to the injured/deceased officer are to be directed to the Human Resources Director, City of Park Ridge. The family is not to be billed for any hospital services to the injured/deceased officer.
 3. Arranging—if at all possible—for hospital personnel to allow family members to visit with the officer before death. Prepare family members for what they may see in the emergency room and arrange for them to be in the company of an officer, should they request that. Be aware that family members not only may feel the need to be present when death occurs, but also may wish to touch/hold the body while life is still present and even after death has occurred. In the event of death, alert the family to the need of an autopsy.

NOTE: Officers should NOT withhold information from family in a misguided effort to be protective. Specific information should be shared, including how the member met his/her death.
 4. The HLO and Notification Team will remain at the hospital as long as the deceased member's family is present.
 5. The HLO will take custody of the deceased officer's service weapon, ammunition and other equipment that can be released prior to the member's remains being transported to the morgue.

VI. SUPPORT FOR THE FAMILY DURING THE WAKE AND FUNERAL

- A. Before going to the hospital the Family Liaison Officer (FLO) will review a copy of the injured/deceased officer's Emergency Notification for Serious Injury or Death packet.
- B. Responsibilities of the FLO will be as follows:
 1. Ensuring that the needs and wishes of the family take precedence over those of the department.
 2. Reviewing the Employee Death Honors (Appendix B) with members of the family and determining the type of funeral they desire.

NOTE: If the family elects to have a line-of-duty-death funeral, explain the procedure, e.g., presentation of the flag, "Taps," etc. Alert the Department Liaison Officer to the options chosen by the family.
 3. Maintain a detailed record of assignments/duties associated with the wake and the funeral.
 4. Updating the family concerning investigation into the death of the officer.
 5. Providing as much assistance as possible to the family, e.g., making travel/lodging arrangements for out-of-town family members.
 6. Notifying Concerns of Police Survivors (COPS) of the fallen officer's duty-related death. COPS is a support group comprised of survivors of officers who die in the line of duty.

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7. Working closely with the Department Liaison Officer.

VII. DEPARTMENT LIAISON OFFICER

- A. Before going to the hospital the Department Liaison Officer (DLO) will review a copy of the member's Emergency Notification for Serious Injury or Death packet.
- B. The responsibilities of the Department Liaison Officer include:
 1. Working closely with the Family Liaison Officer to ensure the family's needs are addressed.
 2. Mediating between the family and the media. Should the family want this service and should they agree to an interview, screen the questions they will be asked.
 3. Coordinating funeral activities/itinerary among the:
 - Chief of Police and senior staff
 - Honor Guard coordinator
 - Funeral director/funeral home
 - Clergy
 - Cemetery director
 4. Assuring that the activities of the department and the visiting police departments conform to the wishes of the family.
 5. Issuing a LEADS message that includes the following information:
 - Name of the deceased officer
 - Date and time of death
 - Circumstances surrounding the death
 - Funeral arrangements (specifying whether the service will be private of police)
 - Uniform to be worn
 - Expressions of sympathy in lieu of flowers
 - Name/telephone number of the Park Ridge liaison who visiting agencies are to contact regarding their desire to attend the funeral and/or obtain further information.
 6. Obtaining an American flag (sworn) or a City of Park Ridge flag (civilian). If the family wants the Chief of Police to present the flag, notify him/her of that fact.
 7. Selecting an officer to obtain a uniform and leather and deliver them to the funeral home, if in fact burial in uniform is what the family desires.
 8. Assigning members of the department to usher at the church.
 9. Coordinating (with the Family Liaison Officer) release of the officer's personal property, as stipulated on his/her Personal Property Disposition sheet.
 10. Ensuring that the Chief of Police is briefed on arrangements and that members of the department are made aware of their duties (as outlined in Appendices B and C).
 11. Ensuring that surviving parents are afforded recognition and that seating is appropriately arranged for them during the wake and funeral.
 12. Maintaining a roster of all visiting departments, to include:
 - Name and address of the responding agency

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- Name of the agency's chief of police
- Number of officers attending

13. Acknowledging visiting departments.

14. Making arrangements for routine checks of the survivors' home for a period of six to eight weeks following the funeral. Survivors will be particularly vulnerable to predators during this time, a period during which a considerable amount of money will be passing through the residence and the family frequently will be away, tending to legal matters.

NOTE: If the survivors do not live in Park Ridge, arrange for the agency having jurisdiction for their area of residence to check routinely on the wellbeing of the family and the residence.

VIII. BENEFITS LIAISON OFFICER

- A. Before going to the hospital, the Benefits Liaison Officer (BLO) will review a copy of the injured/deceased officer's Emergency Notification for Serious Injury or Death packet.
- B. The BLO will be responsible for the following:
 1. Assisting the family in completing the paperwork requisite to applying for Worker's Compensation.
 2. Coordinating with the Police Pension Board and the director of Human Resources to assure that paperwork associated with survivors' benefits is filed correctly, i.e., that the officer's survivors receive all monies due to them.
 3. Prepare a printout of benefits available to the named survivors and whom the survivors should contact regarding each of the various benefits.
 4. Meeting with the survivors a few days after the funeral to discuss the benefits they will receive and to provide them with a copy of the printout (item 3 above). If there are surviving children from a previous relationship who did not reside with the deceased member, they also should be informed of any benefits due them.
 5. Making sure the family is aware that, in the event the officer's death/serious injury resulted from his/her participation in a fresh pursuit, or a situation he/she reasonably believed to be an emergency, or an unlawful act perpetrated by another, or during the investigation of a criminal act, the city will pay the entire health coverage premium for the officer, for the spouse and for each dependent child until said child reaches the age of 25 if the child continues to be dependent for support or is a full-time or part-time student dependent for support (820 ILCS 320/10).
 6. Making sure, in the event the officer's death/serious injury did not result from participation in a fresh pursuit, or a situation he/she reasonably believed to be an emergency, or an unlawful act perpetrated by another, or during the investigation of a criminal act, that the family is aware medical benefits will cease within 30 days and, in conjunction with the Director of Human Resources, outlining for the officer's survivors the provisions of COBRA.
 7. Meeting with the family approximately six months after the funeral to ascertain whether they have received all benefits due them.

IX. CONTINUED SUPPORT FOR THE FAMILY

- A. Grief has no timetable. Know that survivors may experience a complicated grief process and that members of the department must remain sensitive to the needs of survivors long after an officer's on-duty death. More than 50% of surviving spouses develop a post-traumatic stress reaction to on-duty death.

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- B. Survivors should remain part of the "police family" and be invited to departmental activities as part of its ongoing support.
- C. Members of the department should arrange to visit from time to time, as long as the family appears to enjoy such contacts.

X. SUPPORTING THE FAMILY AS IT AWAITS TRIAL OF THE OFFENDER(S)

- A. The Chief of Police will appoint an officer to keep the family advised of all legal proceedings.
- B. Although family members should be encouraged to represent the slain officer's interests by attending the trial, the final decision must be theirs.
- C. An officer should be assigned to accompany the family throughout the trial, explain proceedings to them, and reassure them should testimony upset them.
- D. Members of the department should be encouraged to attend the trial, not only in support of the family but also as a comfort to themselves.

XI. POST-INCIDENT STRESS OF DEPARTMENT PERSONNEL

Although officers deal every day with man's inhumanity to man, the loss of a peer very well may be the most traumatic experience of an officer's career. Counseling for all employees is available through the city's Employee Assistance Program, as well as through other resources that may be coordinated by the Peer Support Manager.

XII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

APPENDIX A

EMERGENCY NOTIFICATION FOR SERIOUS INJURY OR DEATH FORM



Park Ridge Police Department Emergency Notification for Serious Injury or Death

Personal Property Disposition Sheet

NOTICE: This form is confidential and is to be placed in a sealed confidentiality envelope.
The confidentiality envelope will only be opened in the event of a Line of Duty Death
or Line of Duty Serious Injury in which survivability is improbable.

In the event that I, Officer _____, sustain a fatal, or probable fatal injury in the line
of duty, it is my wish that my personal property located at the Park Ridge Police Department be
gathered and released in accordance with my specific instructions below:

Date: _____ Officer Signature: _____

Is there anyone specific who should gather your belongings prior to releasing them to your next
of kin or beneficiary?

_____ No, I would prefer that my belongings be gathered by my next of kin or beneficiary.

_____ Yes, I would prefer that a member of the PRPD gather my belongings prior to their
release.

_____ Yes, I would prefer that the individual(s) named below be granted authorization to gather
my personal belongings and release them appropriately.

Name: _____

Name: _____

Name and Star Number (Printed): _____

Signature: _____



- Address: _____ Phone: _____



Park Ridge Police Department
Emergency Notification for Serious Injury or Death

Should your spouse be at home alone or with young children, is there someone you want us to contact to be with them when the notification is made? If so, who:

Name	Address	Phone	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Survivors To Be Notified (In Order Of Notification):

Name	Address	Phone	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

(Please include work or cell phone number, or any number that may be of assistance)

Ex-Spouse Information

If you are divorced, please provide information about your ex-spouse only if you want him/her notified by PRPD.

Name: _____ Phone: _____

Address/City/State: _____

Do you have children that reside with your former Spouse/Significant Other? () Yes () No

Are you a veteran of the US Armed Forces: () Yes () No

If entitled to a military funeral, as determined by the Department of Veterans Affairs, do you wish to have one? () Yes () No If yes, please provide a copy of your DD-214.

Do you wish to receive full Police Honors at your service? () Yes () No



Park Ridge Police Department
Emergency Notification for Serious Injury or Death

Do you have a living will? () Yes () No

If yes, where is the original located, or what is the name/contact information for the person entrusted with its care? _____

Does it include pre-arranged funeral details such as Funeral Home Preference, Cemetery, Place of Worship, Open/Closed Casket, Cremation, etc? () Yes () No

If no, please indicate your preferences below:

Place of Worship: _____

Funeral Home: _____

Cemetery: _____

Other Location (Memorial Site, etc): _____

Are there special instructions/information in regards to the service, such as readings or music you would like? If so, please list below:

Clergy Title: (Father, Pastor, Rabbi, Reverend, etc.): _____

Name Address Phone Number

If we are unable to reach the above listed Clergy Member, who could we contact that might know how to reach them?

Name Address Phone Number



Park Ridge Police Department
Emergency Notification for Serious Injury or Death

Is there anyone you would like contacted to assist your family, or to assist with funeral arrangements, or related to matters that is not listed above? Please list them below:

1. _____
Name Address Home/Work/Cell Phone Numbers
2. _____
Name Address Home/Work/Cell Phone Numbers
3. _____
Name Address Home/Work/Cell Phone Numbers

If you have a preference, indicate up to eight people who could serve as Pallbearers. Provide the name, address, and telephone numbers should they not be a department member:

1. _____
Name Address Home/Work/Cell Phone Numbers
2. _____
Name Address Home/Work/Cell Phone Numbers
3. _____
Name Address Home/Work/Cell Phone Numbers
4. _____
Name Address Home/Work/Cell Phone Numbers
5. _____
Name Address Home/Work/Cell Phone Numbers
6. _____
Name Address Home/Work/Cell Phone Numbers
7. _____
Name Address Home/Work/Cell Phone Numbers
8. _____
Name Address Home/Work/Cell Phone Numbers



Signature: _____ Date: _____

APPENDIX B. EMPLOYEE DEATH HONORS

Sworn officer killed or dies in the line of duty

- Casket Watch
- Draping and folding of U.S. flag by Honor Guard and Pallbearers
- Rifle squad (three-round volley)
- Taps
- Emerald Society (or other similar, specified group)
- Motor Escort

Sworn officer off duty or non-duty related

- Casket Watch
- Draping and folding of U.S. flag by Honor Guard
- Rifle Squad (three round volley)
- Motor Escort

Regular retired sworn officer

- Casket Watch
- Honor Guard posted at doors
- Pre-folded U.S. flag presentation in case

Sworn Officer Suicide

- Honor Guard posted
- Pre-folded City of Park Ridge flag presentation in case

Civilian personnel killed or dies in the line of duty

- Honor Guard posted and assists with funeral services
- Pre-folded City of Park Ridge flag presentation in case

Civilian personnel off duty or non-duty related

- Honor Guard posted and assists with funeral services

Civilian personnel Suicide

- Honor Guard posted

APPENDIX C. FUNERAL PROTOCOL

I. GENERAL PROCEDURES

A. The Honor Guard Coordinator will be responsible for coordinating and directing the activities of the Honor Guard, Casket Watch, Pallbearers, Rifle Squad, Bugler, and Flag Presentation and will be under the direct supervision of the Department Liaison Officer.

B. Uniforms and Appearances

1. Spring and Summer – Long sleeve shirt, tie, Dress Hat with Hat Shield
2. Fall and Winter – Long sleeve shirt, tie, Dress Hat with Hat Shield, appropriate outerwear.
3. Dress Uniforms – Members who have purchased dress coats may wear the dress uniform as outlined in Departmental General Orders.
4. Members of the Honor Guard and Pallbearers will also wear white gloves.
5. A black sash will be worn over the badge.

C. Wake

All members of the Department who attend the wake will, regardless of assignment, dress in the appropriate uniform.

D. Casket Watch

The Casket Watch is usually comprised of officers from the Honor Guard. However, volunteers may stand watch at the discretion of the Honor Guard Coordinator. Officers assigned to the casket watch must present an excellent uniform appearance and will conform to all Department regulations on grooming and appearance.

1. All members standing Casket Watch will arrive at the funeral home at least thirty minutes prior to the start of the wake for inspection, briefing, and assignment
2. The dress uniform will be worn to include white gloves. The watch will be divided into shifts with two officers standing watch for 30 minutes at a time.
3. If the family wishes, an informal watch can take place after the viewing has ended for the day.
4. The Casket Watch moves in slow cadence. This includes all marching movement and saluting. The Honor Guard Coordinator will post the watch and the officers will position themselves at or near the head and feet of the deceased officer.

E. Honor Guard

1. The Honor Guard will comply with the Park Ridge Police Honor Guard Standards of Protocol.
2. Members of the Honor Guard will assemble at a location near the service (church, funeral home, or cemetery) for inspection by the Honor Guard Coordinator 30 minutes prior to the beginning of the services.

3. All commands in regards to the rendering of honors will be issued by the Honor Guard Coordinator.

F. Pallbearers

When Police pallbearers are being requested by the family, the department will utilize department members as pallbearers. The department will use those members outlined in the deceased members *Park Ridge Police Emergency Notification for Serious Injury or Death* packet. If the deceased member has not listed anyone to be used as pallbearers, the Honor Guard Coordinator will select members to serve in that capacity. When possible and practical, the pallbearers should be officers that the slain member worked closely with, regardless of rank. Pallbearers will be under the direct command of the Honor Guard Coordinator.

II. FUNERAL PROCEDURES

- A. Members who attend the funeral services will report to a pre-designated assembly point near the place of services for inspection and briefing.
- B. From the assembly point, members will proceed to the place of service, timing their arrival to permit immediate entry upon the arrival of the deceased officer.
- C. Upon entering the church or synagogue, members will remove their uniform hats and place them under their left arm, hat brim forward, and will move in an orderly manner to the place that is reserved for them.
- D. Members wearing the dress coat and members wearing a uniform but no dress coat will be seated in two groups.
- E. Members will remain standing until all members are in their places, at which time the command "BE SEATED" is given.
- F. Members will sit with their hats upright in their laps, and will maintain a military bearing throughout the service.
- G. At the end of the service, upon receiving the command of "OFFICERS RISE," members will rise in unison and place their hats under their left arm and prepare to file past the casket. Members will hold their hats in this position until they pass the casket and walk outside.
- H. Upon leaving the building, members will replace their hats and assemble in formation at right angles to the hearse.
 1. Two ranks will be formed facing each other, leaving an aisle through which the pallbearers and the casket will pass.
 2. Members will be formed according to height in two separate groups; those wearing a dress coat and those not wearing a dress coat. They will be normally dressed at extended intervals but may be dressed at close intervals if space is limited.
 3. While waiting in formation, members will stand at parade rest.
- I. When the casket comes into view, the formation will be called to attention. The next command will be "PRESENT ARMS." All members will salute and will hold the salute until the casket is placed into the hearse. At this time, the command of "READY, FRONT" will be given and members will return to attention.

- J. After the doors of the hearse are closed the command of "FIRST RANK, RIGHT FACE" (facing toward hearse) followed by "SECOND RANK, LEFT FACE" will be given so that both columns are facing the hearse.
- K. The Honor Guard Coordinator will then dismiss the formation with the command of, "OFFICERS, DISMISSED." The members will then break ranks in an orderly manner and proceed to their vehicles.
- L. Members will then proceed in the motorcade to the cemetery.

III. GRAVESITE SERVICES

- A. Members will report to the places that have been reserved for them immediately upon arrival at the gravesite. If indoors, members will remove their hats and hold them under their left arm. If seated, members will sit with their hats in their laps. If services are outside, members will wear hats. At all times, members will maintain a military bearing.
- B. Prior to the playing of "TAPS" and the three-round rifle volley, members will be given the command of "OFFICERS RISE" (if seated) at which time the members will rise. The next command given will be the command of "PRESENT ARMS," at which time a hand salute will be rendered.
- C. At this time, the Honor Guard Coordinator will instruct the members of the Honor Guard to fold the flag. Once folded, the Honor Guard Coordinator will turn the flag over to a Deputy Chief and will salute the flag. The Deputy Chief will then repeat this process and turn the flag over to the Chief of Police. At this time, the Chief will present the flag to the surviving family members.
- D. At this time, the three-round volley will be rendered. Once this is concluded, "TAPS" will be played. Upon the conclusion of "TAPS," the command of "READY FRONT" will be given, at which time members will return to the position of attention. The Honor Guard Coordinator will then give the command of "OFFICERS DISMISSED." At this time, members will break ranks and return to their assigned vehicles.

IV. PROCEDURAL VARIATION

The procedures that have been outlined in this Order will be followed in most cases. Any changes that are made necessary by shortage of manpower, unusual size or layout of the funeral, type of service, changes requested by the family, or any other reason shall be made by the Department Liaison Officer in conjunction with the Chief of Police. At the discretion of the Chief of Police, Department Honors may be accorded to deceased retired members of the Department.

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Police & Community Together (PACT): Community & Problem Solving Policing	Number GO 1.22	Revised Date June 5, 2017	Effective Date May 1, 2015	Page 1 of 6
Index As: community policing, PACT			Approved By Frank Kaminski Chief of Police	

POLICY: In a continual search for effective ways to prevent and solve crime and to provide effective services and public safety, the department has adopted a community policing initiative that includes a partnership with the community. It is the policy of the department to utilize problem-solving techniques in preventing and correcting problems, and to foster active participation of local businesses and citizens with city government and the police department.

The purpose of this General Order is to establish policy and procedure for the community policing initiative of the Park Ridge Police Department. Administrative and management personnel of the police department are open for input, suggestions, and recommendations from all department members concerning community policing and the efforts of the police department in meeting its mission, goals, and objectives.

I. MISSION/VALUE STATEMENT

All department members perform their duties using the following Mission/Value statement:

The Park Ridge Police Department is dedicated to providing excellent police service through positive community partnerships and collaboration with our citizens in order to reduce crime, create a safe environment, build trust and enhance the quality of life in our community. In pursuit of this mission, we endorse the following values: Honor, Integrity, Personal Accountability and Professionalism.

II. DEFINITIONS

- A. **COMMUNITY POLICING.** A partnership between and among police officers, citizens, businesses, schools, city departments, and community organizations intended to solve crime and social problems, and to improve traffic safety and public safety through the comprehensive and cooperative use of internal and external resources.
- B. **PROBLEM-SOLVING POLICING.** Using the appropriate and available resources to solve and prevent problems related to crime, traffic safety and the wide variety of other services that the community expects the police to address.
- C. **COMMITMENT.** The effort necessary to accomplish the goals and objectives of the department and the community policing function.
- D. **PARTNERSHIP.** Commitment and cooperation with others to attain goals and objectives.
- E. **INNOVATION.** The use of any lawful means to prevent problems, solve problems, or enhance service.
- F. **REFERRALS.** The use of appropriate internal and external resources to solve problems or treat symptoms.
- G. **RESOURCES**
 - 1. Internal resources:
 - a. Other police department components and personnel listed in Addendum A
 - b. Other city departments and personnel
 - c. City property, equipment, and consumables
 - 2. External resources:

Subject: PACT: Community & Problem Solving Policing	Number GO 1.22	Revised Date	Effective Date May 1, 2015	Page 2 of 6
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- a. Entities such as schools, courts, prosecutors, other police departments, etc.
 - b. Persons such as citizens, crime victims, and witnesses
 - c. Business community members
 - d. Service groups such as Rotary, Kiwanis, Lions, VFW, Jaycees, etc.
- H. POLICE AND COMMUNITY TOGETHER (PACT). The department's name for the community policing program.
- I. IDENTIFIED PROBLEM SOLVING ISSUE (IPSI). An issue which has been identified as requiring additional sustained attention.
- J. BEAT TEAM LEADER (BTL). An officer selected to be the lead representative of each of the department's five geographical beats, responsible for managing beat responses, identifying issues and problem solving activities for those issues.

III. ORGANIZATION AND ADMINISTRATION

A. Beat Team Leader/Problem Solving Team

1. In an effort to foster even better communication and relationships within our community, the department expanded problem solving efforts through the development of the Problem Solving Team and initiated a BTL system in Patrol.

In the broader sense, all members of this organization are part of the Problem Solving Team. Each member is charged with the responsibility to work together to accomplish department goals and to foster better relationships with our community. That being said, certain members of the department will have additional responsibilities with regards to this process. Supervisory staff will, as a matter of course, be involved in the assignment, management and oversight of Identified Problem Solving Issues (IPSI). Supervisors will also attend regular Problem Solving Team meetings, generally each Thursday, as part of the weekly supervisor meetings.

The BTL position is designed to act as the lead representative for each of the department's five geographical beats. One officer from each beat will be selected and designated as the BTL. With the assistance of the shift supervisors, they will be responsible for managing beat responses, identifying issues and problem solving activities for those issues. This means that they will work through the shift supervisors to coordinate the police response with the officers from other shifts assigned in their beat. This greatly enhances our ability to provide a consistent response across shifts. In addition, the BTL will serve as the spokesperson for their respective beat at police functions, town hall meetings, etc. when appropriate.

2. Patrol Division officers perform the most critical function in the department. All other personnel and components, including supervisors and management, exist to support or direct Patrol Division officers in their efforts to serve the community. Patrol Division officers continually interact with all segments of the community and with all other components of the police department. As such, they have the ability to affect real change and to know what actions are necessary to prevent crime, to solve community problems, and to assist in planning and goal setting.
3. The Community Strategies Officer will have an integral role in this process and will act as the functional coordinator of community policing activities. This officer will work with the BTLs and on the Problem Solving Team in an effort to enhance information sharing. The Community Strategies Officer will assist the BTLs with activities in their beats, identify crime prevention/community relation needs, and communicate those to the appropriate BTL and supervisors.
4. At times, investigators, traffic officers, Community Service Officers, the social worker and other specialty positions will be brought in to assist when needed on specific problem solving issues.

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5. All patrol officers are charged with working effectively with the other members of the department in managing this process. Patrol officers should continue to respond to and address initial calls for service as in the past. Officers should continue to attempt to solve any issues presented during their shift and provide the proper follow up. Officers should also understand that BTLs may become involved in issues which demand a great deal of attention and time. Officers should review the Mission/Vision Statement and understand that all members are tasked with working together professionally in an effort to provide excellent police service. Everyone can contribute to this process.
- B. All Patrol Division supervisors will support community policing through active participation, planning assistance, providing resources, and appropriate assignment of personnel. Supervisors will continually look for ways to expand the effort.
- C. The Deputy Chief of Field Operations will be designated as the Community Policing Coordinator, supporting the effort as in B. above, and coordinating the effort with other components of the police department and other city and external resources.
- D. Deputy Police Chief and Chief of Police
 1. The Deputy Police Chief of Administration will assist and work the Community Policing Coordinator and provide a work environment that enables innovation and provides the necessary support and resources to accomplish the goals and objectives of the community policing initiative.
 2. The Chief of Police will facilitate the endeavors, review evaluations, act on recommendations, and ensure that related policies and practices encourage community policing.
- E. Other Police Department Components
 1. All other police department components are active partners in community policing. (See Addendum A)
 2. One investigator may be designated as a community policing officer by the Commander of the Investigative Division to increase and improve coordination of the community policing effort.
 3. All supervisors of other components will facilitate community policing through cooperation and internal/external resource sharing, and by utilizing community policing techniques when appropriate.
- F. Problem Solving Strategy

BTLs and all other members should work with other city departments or government agencies by providing input into the development or revision of zoning policies, building codes, fire codes, and residential/commercial building permits, as well as the policies and procedures of individual businesses or organizations when requested.

IV. IDENTIFIED PROBLEM SOLVING ISSUES (IPSI)

- A. Some issues may require an organized, structured problem solving strategy. The determination as to when a specific situation rises to the level of an IPSI will be made through a collaborative effort including supervisors and BTLs. When an IPSI has been identified, affected members will be made aware of any action plan and pertinent information by their supervisors. They will then be tasked with carrying out the plan during the course of their shift when needed.
- B. Methods for determining when an issue rises to the level of an IPSI:
 1. Chief, Deputy Chief, or a designee determines an issue meets the threshold.

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2. PACT officers, patrol officers or other department members become aware of a possible issue. An email detailing the situation is sent to pact@parkridge.us for approval.
 3. Issues which are not time sensitive may be brought before the Problem Solving Team meetings held each Thursday, as part of the weekly supervisors meeting, for review.
- C. Deciding which situations rise to the level of an IPSI will be an ongoing and adaptive process. Factors leading to the identification include seriousness of the problem, length of time for occurrence, expectation that the problem will not resolve without additional sustained attention, etc. As this system is developed, more criteria will be identified. The rule of thumb at the onset is that it is better to propose that a situation is to be elevated to an IPSI and not meet the threshold than to decide to forgo the proposal.
- D. Once the decision has been made to initiate an IPSI, communication between members is essential to the successful remediation of the problem. The following process will be used by members when managing IPSIs:
1. The Chief, Deputy Chief of Field Operations or Deputy Chief of Administration, or their designee, will assign the IPSI a number and provide that number to a designated supervisor for follow up. Numbers will be generated by year-beat-sequential # of IPSIs for that beat. For example, 12-3-5 indicates that the IPSI originated in 2012-Beat3-Is the 5th IPSI for Beat 3 in 2012. The master document is located in the *shifts\$ on 'underdog' (N) drive* under +PACT, IPSI Log.
 2. A supervisor will be directed by the Chief, Deputy Chief of Field Operations or Deputy Chief of Administration, or their designee, to complete the **initial** IPSI Incident Action Plan. This document is located in the *shifts\$ on 'underdog' (N) drive* under +PACT, IPSI Master.
 3. The receiving supervisor will complete the initial IPSI IAP as follows:
 - a. If it is the first IAP for a given IPSI (first operational period), mark Initial IAP. If it is a second, or subsequent IAP for a given IPSI, mark Subsequent and indicate the number reflecting that operational period (i.e. 2 for the second operational period, 3 for the third and so on).
 - b. Complete the remaining information on page 1 including the IPSI number, Issue Name, report number, dates for the operational period and a description of the issue.
 - c. Complete the information on page 2 including the General Objectives, which are the overall goals for remediating the issue and govern all operational periods. The General Objectives are usually determined by the Chief, Deputy Chief of Field Operations or Deputy Chief of Administration, or their designee, with the assistance of supervisors and BTLs.

The Objectives/Action Plan section should be completed and reflect the planned activities **for that operational period** which work towards accomplishing the General Objectives. The Action Plan is generally devised by the supervisor responsible for that operational period with input by the BTL or other officers working on that issue.
 - d. Once an initial IAP has been generated, the initiating supervisor will create a new folder in the N:\+PACT\Current PS Issues folder, name it appropriately (12-1-5 etc.) and save the initial IAP in that folder naming it INITIAL IAP.
 - e. The supervisor will also send an email to PACT with the IAP attached and create an Information Board (blog) post for the affected beat each time a new IPSI is generated to make members aware of the issue. **This only needs to be done for the initial IAP.**

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- f. The Activity Log should be completed, as needed, throughout the operational period. Officers who direct any activities to the mitigation of an IPSI should advise his/her supervisor who will, in turn, document those activities on the Activity Log. Activities should be documented only on the Activity Log for the operational period they occurred in.
- g. At the end of any given operational period, the supervisor for that period should assess the efficacy of any actions taken designed to mitigate the problem.
 - 1) If they feel, with input from the BTL, that the problem has been effectively managed and requires no further attention, he/she will recommend, in section 4 of the Activity Log, that the IPSI be Successfully Closed.
 - 2) Similarly, if the supervisor feels, based on input from the BTL, that the issue is non-bonafide, he/she will make the recommendation to end as such.
 - 3) If, however, the supervisor and BTL feel that the issue warrants further attention, he/she will request that problem solving efforts continue to the next operational period.
- h. The supervisor will then seek approval for his/her recommendation from the Deputy Chief of Field Operations, Deputy Chief of Administration or his or her designee.
- i. If the IPSI will be closed as non-bonafide or as successfully closed, the Deputy Chief of Field Operations, Deputy Chief of Administration or his or her designee will move the whole file to N:\+PACT\Closed PS Issues.
- j. If the IPSI has been approved to continue, the oncoming supervisor should complete a subsequent IAP for the next operational period. Each new IAP (Operational Period) should be saved along with the Initial IAP in the respective folder. They should be saved using the operational period date (i.e. 8/7-8/9/12) as the title.
- k. Supervisors should review the current IPSIs located in the N:\+PACT\Current PS Issues folder before each roll call. They should use this information to direct the activities of those officers responsible for the IPSI during a given shift.
- l. Supervisors will include brief updates on any active IPSI, as well as any recommendations as part of their end of shift email summaries to the Chief/Deputy Chiefs.
- m. Supervisors will also ensure that they create a hard copy file of each IPSI and all of the resulting forms/paperwork. This file will be maintained in the appropriate drawer and folder in the watch supervisor's office.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

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Addendum A

POLICE DEPARTMENT COMMUNITY POLICING COMPONENTS AND RESOURCES

FIELD OPERATIONS

Investigative Division

Juvenile Officers

School Resource Officers (Maine East & Maine South High Schools)

Social Worker Unit

Patrol Division

Bicycle Patrol Unit

Directed Patrol

Foot Patrol

ADMINISTRATIVE DIVISION

Citizens Patrol

Community Strategies Section

Parking Enforcement Officers

News Media Liaison

Crime Prevention Unit

Explorer Post Liaison Officers

Citizen Police Academies

Senior Breakfast

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Church Fund	Number GO 1.23	Revised Date March 23, 2018	Effective Date May 1, 2015	Page 1 of 2
Index As: church fund			Approved By Frank Kaminski Chief of Police	

POLICY: The Park Ridge Police Department Church Fund was established in the early 1990's in an effort to provide a single point of contact to help evaluate and provide basic to individuals who need help with food, transportation, or lodging due to temporary setbacks, homelessness or other unfortunate circumstances. Original establishment was intended to address problems with safety, the ability to assess need, and redundant assistance provisions by multiple organizations. The fund was established at the request of several religious institutions and is maintained through periodic donations provided by those institutions. The purpose of this General Order is to outline the procedures for the maintenance and distribution of resources available through the Church Fund.

I. PROCEDURE

- A. The Park Ridge Police Church Fund is a City of Park Ridge business bank account that is managed by the City of Park Ridge's financial institution.
- B. The Police Social Worker will administer the bank account, with additional oversight provided by City of Park Ridge Finance Department Staff with documentation maintained for quarterly and annual account audits.
- C. Distribution of funds:
 1. Persons requesting assistance will be directed to the on-duty Post personnel. The Police Social Worker will be notified of the request. If the Police Social Worker is not available the on-duty Patrol Division Supervisor can be contacted.
 2. The Police Social Worker will meet with the requestor and attempt to make an identification. When meeting with the requesting party, the Police Social Worker shall conduct a brief interview during which they should make their best assessment of whether a person qualifies for assistance from the Fund. In some cases, the Police Social Worker may choose to contact the Police Chaplains to assist with the evaluation of an individual's needs and the best way to address them. When working with either the social worker or the Chaplains, it may be desirable to request the person seeking assistance to return at an agreed upon later time, after a consultation is held, to determine a course of action. In cases that require additional consultation, written documentation in the form of a Department Memo should be attached for the purpose of accurate record keeping.
 3. Following the meeting and interview, the Police Social Worker may distribute funds from the Church Fund account at his or her discretion, not to exceed \$100.00.
 4. All individuals seeking assistance shall have their names entered into the Church Fund log maintained at Post 1. In cases where assistance is denied, the reason for such denial shall be noted in the log. When an individual is provided assistance, the amount of assistance, and the method of provision shall be noted in the log.
 5. Individuals who have been provided funds are generally not eligible for further assistance during a rolling 12-month period, which begins on the date on which assistance was provided unless exigent circumstances exist.
 6. Funds from the account may be dispersed using the following methods:
 - Distribution of food gift cards (no alcohol or tobacco can be purchased) in \$10 denominations.

Subject: Church Fund	Number GO 1.23	Revised Date March 23, 2018	Effective Date May 1, 2015	Page 2 of 2
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- Provision of checks to pay for specific needs, such as lodging, emergency purchases of clothing or transportation.
 - Reimbursement to department members for small out-of-pocket expenses that provide for the above needs.
 - Use of pre-paid VISA Debit Cards.
7. All purchases from this fund, with the exception of the food gift cards, REQUIRE the provision of receipts and To-From Memos for documentation and verification.
 8. Post 1 staff will continue to notify the Police Social Worker when an individual presents at the desk and requests funds.
 9. The Police Social Worker 1 staff will ascertain whether or not the individual qualifies for assistance and, if so, complete the Church Fund log.
 10. The Police Social Worker will retrieve the appropriate denomination of cards from the locked box in Post 1 or will issue a check to the requestor.
 11. The Police Social Worker will complete the Church Fund Tracking Sheet and indicate whether the distribution was a check or Jewel cards. If Jewel cards are issued, the serial numbers will be logged on the tracking sheet. If a check is issued, the check number and amount will be documented on the tracking sheet. Also, if checks are issued, the Police Social Worker shall complete the checkbook ledger noting the date, number, issued to and the amount.
 12. Quarterly inspections of the Police Department Church Fund will be conducted by the Deputy Chief of Operations to ensure the proper use and maintenance of the fund. The results of inspection will be forwarded to the Chief of Police and maintained in an inspectional file.
 13. Members of the Department Command Staff, the Police Chaplains, and the department social worker will have periodic meetings during which the operating methods, funding and oversight of the Police Department Church Fund can be discussed and amended as agreed to by all of the involved parties.
- D. Location/Access to funds
1. Surplus food gift cards, blank checks and VISA Debit Cards will be maintained in the safe located in the Chief's office.
 2. These items will be documented on a ledger, indicating a beginning balance as well as a running balance.
 3. Funds required for field use will be dispersed from this safe and recorded on the log.
 4. The funds designated for field use will be located in a locked box in Post 1.
 5. Each supervisor will be provided access to the secured box.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Fiscal Management and Agency-Owned Property	Number GO 1.24	Revised Date September 3, 2020	Effective Date May 1, 2015	Page 1 of 4
Index As: purchasing, fiscal management			Approved By Frank Kaminski Chief of Police	

POLICY: The function of the Police Department in fiscal matters will involve operating as an extension of the City of Park Ridge Finance Department through established procedures, standard forms, periodic audits, and other interdepartmental fiscal controls. The Police Department will cooperate with the Finance Department in all such matters, including any audits performed by independent organizations retained by the City of Park Ridge. The City of Park Ridge fiscal year is May 1 through April 30. The purpose of this General Order is to establish policy, authority, and procedures for the management of the Department's fiscal matters and agency-owned property.

I. FISCAL MANAGEMENT PROCEDURES

A. Fiscal Management Authority and Responsibility

1. The Chief of Police is responsible for the fiscal management of the Police Department.
2. The City Finance Department is responsible for supervising the fiscal management of all City Departments and for maintaining accurate and thorough records of all financial transactions.
3. The Chief of Police, under the direction of the City Manager, will annually prepare and submit an operating and capital budget for the department subject to the inspection and approval of the City Council. This is pursuant to City Ordinance, Article 2, Chapter 9, Section 2-9-2.

B. Fiscal Management Function

The Chief of Police may delegate part or all of this duty to the Executive Officer or to other command staff. Generally, all aspects of the budget process, including the constant monitoring of budget expenditures will be performed by the Executive Officer under the Chief's guidance and control.

C. Budget Preparation

1. The department budget will be prepared on an annual basis and will be developed in cooperation with all organizational components and command staff.
2. Guidelines that are set by the City Manager will be followed as to the amount of justification of budget requests.

D. Budget Recommendations

1. The Executive Officer will continually monitor and evaluate all department budget areas for problems and/or deficiencies. They are responsible for making recommendations for adjustments during the annual budget preparation.
2. All department program supervisors will address fiscal objectives in regard to their specific program areas in their annual Progress and Proposal Reports (due each October) and their annual Program Report.

E. Accounting System – (Monthly Status Reports)

Each month the Chief of Police, Executive Officer and the Division Commanders will receive a current status report from the Finance Department that details the following:

1. Description and initial appropriation for each line item budget amount
2. Current balances at the commencement of the monthly period

Subject: Fiscal Management and Agency-Owned Property	Number GO 1.24	Revised Date September 3, 2020	Effective Date May 1, 2015	Page 2 of 4
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3. Total expenditures and encumbrances made during the period
4. Current unencumbered balance
5. Percentage of each account spent

F. Position Control

1. The number of authorized positions within the department is determined annually by the City Council. The City of Park Ridge operating budget is enacted by the City Council to provide funding for the authorized positions.
2. The Chief of Police is responsible for ensuring that authorized positions are not exceeded, that persons on the City police payroll are lawfully authorized, and that positions are maintained in accordance with budget authorizations.

G. Cash Management

The Department manages cash money in several capacities and from several sources, including:

1. Report copy fees. The following procedures apply:
 - a. All administrative personnel are authorized to accept report copy fee money.
 - b. The member accepting payment will provide the payee with a receipt. Numbered triplicate copy receipts will be used for this purpose.
 - 1) Original top (white) copy will be given to the payee,
 - 2) Second (yellow) copy will be deposited in the locked brown cash box along with the cash money or check, and
 - 3) Third (pink) copy will remain in the receipt book.
 - c. The triplicate copy receipt book and the brown cash box are maintained in the Administrative Section.
 - d. The designated administrative assistant will deliver the cash money, checks and receipt copies to the City Hall cashier on an as needed basis.
 - e. The Finance Department maintains records and conducts audits of all fees received.
2. Animal impound fees. During normal business hours, the collection of these fees is handled by the City Hall cashier. During non-business hours, this is handled by the police desk officer. The procedures are the same as for the report copy fees.
3. Bond monies. The procedures for processing bond money are contained in the General Order regarding processing and handling of prisoners.
4. Confidential Funds. The procedures to be followed when expending confidential funds are contained in the General Order regarding the confidential expenditure fund.
5. Monies forfeited to the Department. Any money forfeited to the Department will be forwarded to the City Finance Director for placement in the Special Department Asset Forfeiture Fund. For procedures, see the General Order regarding seizure of property.

H. Monitoring Non-cash Fiscal Activities

1. The Executive Officer will be responsible for the Department's non-cash fiscal activities, i.e.:
 - a. Purchasing requests/requisitions. See City of Park Ridge Purchasing Procedures Manual
 - b. Training/travel authorization. All training and expense approval forms are filled out and then signed by the training coordinator and Department Head.

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All cost figures and budget accounts affected must be filled in at this time. The form is then sent to the Finance Department, and a copy is forwarded to the City Manager. (See City of Park Ridge Purchasing Procedures Manual)

- c. Budget transfer requests. The Chief of Police has the responsibility of maintaining the level of spending in each budget area.

If unforeseen circumstances require a transfer, it must be completed and signed by the Chief of Police and forwarded to the Finance Director and the City Manager for approval. (See City of Park Ridge Purchasing Procedures Manual)

- d. A supervisor may authorize a member to obtain supplies or other items from an establishment that has an agreement with the City to provide such items. The member will sign a receipt for the items and return the receipt to the Executive Officer. The establishment will invoice the City for reimbursement. If no agreement exists at a particular establishment, the member shall use his own money, obtain a receipt and submit the original receipt and a check request form to the Finance Department for reimbursement.

- 2. The Executive Officer will advise the Chief as necessary regarding the status of non-cash fiscal activity.

I. Independent Audit

The City of Park Ridge Finance Department arranges for a comprehensive independent audit of all City accounts each year by contracting with an independent auditing firm.

J. Equipment Requisitions and Purchases

1. Members who are requesting a purchase not exceeding \$100.00 should submit a memo or email to the Executive Officer. Once approved, the member will be notified that the order will be placed. Members may be asked to provide supplemental or supporting documentation.
2. Members who are requesting a purchase exceeding \$100.00 should submit a memo or email to their immediate supervisor who will review the purchase. If approved, the request should be forwarded through the chain of command to the appropriate Executive Officer. All requests will then be forwarded to the Executive Officer for final approval. Members may be asked to provide supplemental or supporting documentation.
3. During non-business hours, supervisors may authorize emergency purchases up to \$100.00. If such a purchase is made, the purchasing supervisor will submit a memo or email to the Executive Officer describing the need.
4. If a purchase during non-business hours will exceed \$100.00, the purchasing supervisor will first contact the Executive Officer to acquire approval.
5. Members under the rank of Sergeant shall seek approval for any purchase necessitating the use of City funds prior to making such purchase. Failing to first acquire approval may result in no re-imbursement should a member have used personal funds to make the purchase.
6. When determining how much each purchase will cost, members are asked to do their best to find a price. If a member is unable to determine a price, particularly in an emergency purchase, they are to make their best guess when deciding which protocol to follow but should be prepared to explain their rationale.
7. Members who wish to make a purchase should familiarize themselves with the Revised Purchasing Guidelines, provided by the Finance Department, and should adhere to them as they move through the process.

K. Emergency Expenditures/Fund Transfers

1. In unanticipated situations where it is determined by the City Manager that there is

Subject: Fiscal Management and Agency-Owned Property	Number GO 1.24	Revised Date September 3, 2020	Effective Date May 1, 2015	Page 4 of 4
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an immediate threat to the public safety or welfare, the Chief of Police may obtain immediate approval either verbally, electronically, or in writing, from the City Manager for emergency expenditures, i.e. additional equipment, supplies, etc. Also see the City of Park Ridge Purchasing Procedures Manual and Park Ridge Municipal Code Emergency Procurements Section.

2. The Chief of Police may also request from the Finance Department that budget transfers be made from one budgetary area to another to compensate for emergency expenditures, i.e., additional funds for overtime expended due to an emergency situation.
3. The City also maintains a contingency fund for disasters and emergencies.

II. AGENCY-OWNED PROPERTY PROCEDURES

A. Inventory Control

1. A computerized listing of all police equipment purchased for \$1,500.00 or more is maintained by the Finance Department.
2. Inventory control numbers are assigned to the above purchased items by the Finance Department, and whenever possible, affixed to these items.
3. In the event that any police equipment is junked, sold, or transferred to another City Department, the supervisor responsible for the transaction will provide written notice of such action to the Executive Officer or his designee.
4. The Chief of Police or his designee has the responsibility to inform the Finance Department of any change in equipment status so their listing can be updated.

B. Issuance, accountability, and maintenance of department owned property to authorized users is the responsibility of the Executive Officer or his designee.

1. It is the employee's responsibility to care for and maintain all property issued to the employee by the department.
2. All equipment issued to a member must be made available for inspection when requested by supervisory personnel. (See General Order regarding inspections.)

C. Department owned property that is stored will be maintained and inspected by the Executive Officer or his designee for the purpose of assuring that all equipment is in a state of operational readiness and will be inspected on regular intervals.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Recruitment	Number GO 1.25	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: recruitment			Approved By Frank Kaminski Chief of Police	

POLICY: The Park Ridge Police Department recognizes the importance of employing mature, even tempered, intelligent, and honest personnel for law enforcement service to the community. Toward that goal, the department will maintain and update a comprehensive recruitment program designed to attract the most qualified individuals for the job.

I. RECRUITMENT OF DEPARTMENT PERSONNEL

- A. Establishment of the Program. The Park Ridge Police Department shall implement and maintain an active recruitment team. Its members will participate with both the City Human Resources Director and the Board of Fire and Police Commissioners in seeking the best possible candidates for testing, for establishing Civil Service lists, and the filling of vacancies within the department. All efforts in support of this recruitment program will be based on job task analysis for the sworn positions being recruited.
- B. Authority and Responsibility. The Board of Fire and Police Commissioners, under the authority of the Illinois Compiled Statutes, Chapter 65, Section 5/10, and City Ordinance, Article 4, Chapter 4, will conduct recruitment, testing, and appointment to the police department.
 1. The Board of Fire and Police Commissioners may utilize the Northwest Municipal Conference Joint Fire and Police Recruitment and Testing Consortium to administer such segments of recruitment, as the Board of Fire and Police Commissioners shall from time to time determine to be in the best interest of the City.
 2. The Chief of Police shall work closely with the Board of Fire and Police Commissioners in the recruitment process and shall manage the department's efforts to attract and recruit applicants for actual and future vacancies.
 3. The Human Resources Director for the City shall assist the Board of Fire and Police Commissioners and the Chief of Police in the accomplishment of the goals and objectives of this recruitment program.
- C. Program Personnel
 1. As a proactive program, department personnel will be assigned to the recruitment team. This team will act in the role of recruiter for the department. When selecting officers for assignment to this team, every effort to involve all groups of officers will be made, giving special emphasis to women and minorities. Prior to this assignment, personnel will be briefed in the following areas:
 - a. Agency recruitment needs and commitments;
 - b. Agency career opportunities/career paths;
 - c. Salaries, benefits, and training (including mentoring and opportunities for personal growth);
 - d. Federal and State compliance guidelines;
 - e. The community and its needs;
 - f. Cultural awareness;
 - g. Selection process;
 - h. Techniques of informal record keeping systems for candidate tracking;
 - i. Disqualifying characteristics;
 - j. Medical requirements;

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- k. Department rules and regulations;
 - l. Process of accreditation;
 - m. Collective bargaining; and
 - n. Recruitment programs of other jurisdictions.
- 2. The Chief shall ensure that minority personnel are assigned to this team.
- 3. All department personnel are encouraged to actively engage in recruiting at their individual level. As part of the ongoing roll call training, personnel will be made aware of the department's equal employment opportunity policies along with information that would assist them in this task.

II. COMMUNITY OUTREACH

- A. Community Organizations. During the course of an active recruiting campaign officers assigned to the recruiting program shall contact various community organizations and leaders seeking their assistance, referrals, and/or advice with reference to the department's recruitment program. The department or its agent shall also request permission to post job announcements with agencies that are in contact with individuals who are likely candidates for police recruitment.
- B. Educational Institutions. The department shall send recruiters to area schools for the purpose of discussing law enforcement career opportunities and recruiting interested candidates. The department shall arrange visits to educational institutions during an active recruitment program or at the request of school officials. Area schools should be considered for participation in this program and recruitment activities shall not be limited by the geographic borders of Park Ridge.
- C. Student Intern Program. The department will sponsor Student Intern Programs when requested to do so by an accredited college or university. The Chief of Police or his designee shall be responsible for the administration and control of the agency sponsored Intern Program and shall further serve as the liaison between the department and the college or university requesting intern sponsorship.
- D. Pre-Application Notification System for sworn personnel. Individuals who express an interest in becoming a candidate should be referred to the recruitment coordinator or his/her designee for pre-application registration. The department will compile a list of interested persons that are interviewed by the recruiting officers at various career fairs or other events. The list of interested persons will be forwarded to the City of Park Ridge Human Resources Department and/or if being utilized, the Northwest Municipal Conference to be added to their mailing lists.
- E. Recruitment Evaluation
 - 1. Evaluation of the Target Recruitment Plan for sworn officers. The recruitment coordinator shall prepare a report at least triennially concerning the department's recruitment activities for the past three (3) years, as well as new established goals for the next year. The recruitment plan shall be evaluated and revised every three (3) years or as needed, and shall contain the following elements:
 - a. Statement of objectives,
 - b. Plan of action designed to achieve the above objectives, and
 - c. Procedures to periodically evaluate the progress toward objectives and to revise/reissue the plan.
 - 2. Recruitment Progress Reports. Whenever the recruitment team participates in any type of recruiting event, the recruitment coordinator will be responsible for submitting an After Action Report to the Chief of Police. The content of the report shall summarize the activity. If any deficiencies are identified, those deficiencies will be listed along with suggestions for the appropriate corrective measures.
- F. Job Announcements and Recruitment Notices for all Personnel
 - 1. Announcements. All job announcements and recruitment notices authorized and distributed by the department shall:

Subject: Recruitment	Number GO 1.25	Revised Date	Effective Date May 1, 2015	Page 3 of 3
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- a. Provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements.
 - b. Advertise the agency as an equal opportunity employer.
 2. Public Notice. All job announcements shall be publicized in the prescribed media at least ten (10) working days prior to the official application filing deadline.
 3. Media Advertising. Departmental job announcements shall be advertised through various forms of electronic or print media.
 4. Job announcements for all personnel will be posted with community service organizations.
- G. Application Process
1. Filing Deadlines. All job announcements and recruitment advertising authorized and distributed by the department or its authorized agent shall clearly indicate the official application filing deadline.
 2. Applicant Contact. Throughout the entire application and testing process the department or an authorized agent shall maintain contact with job candidates in order to keep them informed of their current application status.
 3. Application Rejections. The department shall not reject applications because of unintentional omissions, errors, or other deficiencies which can be corrected prior to the testing and interview process.

III. EQUAL EMPLOYMENT OPPORTUNITY PLAN (E.E.O.)

The Park Ridge Police Department is an equal opportunity employer and as such, adheres to the City of Park Ridge Equal Employment Opportunity plan and policy. The department will not tolerate discrimination against any employee or applicant for employment on the basis of race, age, color, religious affiliation, sex, sexual orientation, ancestry, national origin, marital status, physical or mental disability, political preference, unfavorable discharge from the military (except dishonorable), or any other legally protected status.

- A. Objective. The purpose of the Equal Employment Opportunity Plan is to ensure that the overall employment practices conform to both the letter and spirit of Federal, State and local laws and regulations regarding non-discrimination in employment.
- B. Equal Employment Opportunity Policy Sources
 1. The City of Park Ridge Equal Opportunity Employment Plan is available for inspection by applicants and employees in the Human Resources Department.
 2. The City of Park Ridge Employee Manual contains the Citywide Equal Employment Opportunity Policy Statement, as well as conditions of employment, wages and benefits, grievance procedures, and record and report procedures related to employment practices.
- C. Equal Employment Opportunity Policy Practices
 1. The Park Ridge Police Department is committed to the City of Park Ridge's Equal Employment Opportunity Plan.
 2. The Park Ridge Police Department is committed to the creation and maintenance of policies and procedures that are consistent with the City's Equal Employment Opportunity Plan; and as such, conducts an annual analysis of employment policies, practices, and procedures.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Extra, Vacation and Party Watch Process	Number GO 1.26	Revised Date	Effective Date October 16, 2019	Page 1 of 5
Index As: Extra Watch, Vacation watch, Party watch			Approved By Frank Kaminski Chief of Police	

POLICY: Departmental procedure to implement an Extra Watch on a location due to a resident being on vacation, a resident or Department member requesting extra patrol at a location to deter crime, or to address a resident concerned their residence may be used as a party location. All listed watch forms may be completed by any sworn or non-sworn department member. These forms will supersede the 36 hour and non-traffic selective enforcement forms.

I. PROCEDURE FOR AN EXTRA WATCH, VACATION WATCH, AND PARTY WATCH

A. Extra Watch Form shall be used when extra attention for a specific location is necessary to assist the Police Department in executing its mission and deter crime.

1. The Requesting member shall complete the Location, Area, Dates, Times, Complainant information, and a summary of the reason for the watch.
2. The requesting member shall see that an event or report number is associated with the Watch and record the number on the form.
3. Post One personnel shall record the appropriate information in the dispatch screen so that officers can access the information from their MDT.
4. The Extra Watch form shall be disseminated to patrol and Post One.

B. The Vacation Watch request form shall be available to residents via the website or in person at Post One.

1. The receiving member shall see that an event or report number is associated with the Vacation Watch and record the number on the form.
2. Post One personnel shall record the appropriate information in the dispatch screen so that officers can access the information from their MDT.
3. The Vacation Watch form shall be disseminated to patrol and Post One.

C. The Party Watch form shall be used when a resident is concerned their residence may be used for an underage party. Upon completion, the form shall be signed by the owner of the residence and the waiver shall be completed.

1. The receiving member shall see that an event or report number is associated with the Party Watch and record the number on the form.
2. Post One personnel shall record the appropriate information in the dispatch screen so that officers can access the information from their MDT.
3. The Party Watch form and waiver shall be disseminated to patrol and Post One.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

EXTRA WATCHES ARE FOR A MAXIMUM OF 30 DAYS

REPORTING OFFICER: _____

Park Ridge Police Department Vacation Watch

RULES: The Department will **not** watch vacant/empty buildings and will only conduct a vacation watch for up to 30 days. You must supply us with all requested owner information and a local emergency contact in case of an emergency. Please give no more than one week notice of your departure and call the police department upon your return at (847) 318-5252.

Fax completed form to (847) 318-5308 or mail to Park Ridge Police Department, 200 S. Vine Avenue, Park Ridge, IL 60068-6000 or email post1@parkridgepolice.org

REQUIURED OWNER INFORMATION

Owner's Name:

Owner's Driver's License Number:

Owner's Date of Birth:

Address:

Owner's Home Phone:

Date Leaving:

Date Returning:

Local Emergency Contact Person:

Home Phone #:

Alt/Cell #:

Owner's vehicles left in the driveway or on the street:

License #

Make/Model:

Color:

License #:

Make/Model:

Color:

Does owner want to be notified of a major incident? Yes ☐ No ☐

If yes, provide phone number of owner where they may be reached:

Other pertinent Information:

POLICE USE ONLY:

OFFICER:

Event:

DATE:

Area:



Park Ridge Police Department Party Watch Request



By requesting a Party Watch on your residence, the Park Ridge Police Department will strive to maintain a generalized presence in the area surrounding your residence, however, we cannot guarantee that a police presence will always be possible. You must supply us with local emergency contact information. Please give no more than one week notice of your departure and call the police department upon your return at (847) 318-5252. The Park Ridge Police Department will not be held liable if any adverse incidents occur during the designated watch period.

Address:		
Owner's Name:		
Phone number of owner where they can be reached:		
Date leaving:	Date Returning:	
Local Emergency Contact Person:		
Address:		
Home Phone:	Cell Phone:	
Does Local Emergency Contact Have Keys? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Authorized Persons Staying in Residence:		
Name:	Phone:	
Name:	Phone:	
Vehicles left on driveway or on street:		
License #:	Make/Model:	Color:
License #:	Make/Model:	Color:

Signature of Owner* _____ Date: _____

*My signature on this request authorizes the Local Emergency Contact Person designated above to enter the above listed residence and act as my agent for purposes of authorizing members of the police department to enter the above listed residence. I agree to waive and release all claims related to the entry of members of the police department into my above listed residence when such entry was authorized by the Local Emergency Contact Person.

POLICE USE ONLY:	
Date Received:	Complaint #:
Officer:	Area:



Park Ridge Police Department
Party Watch Request
AUTHORIZATION FORM



_____ has designated me as the Local Emergency Contact for the following dates between _____ and _____ and has authorized me to act as his/her agent for purposes of authorizing members of the Park Ridge Police Department to enter the residence located at _____. I hereby authorize members of the Park Ridge Police Department to enter the property located at _____. This authorization is freely and voluntarily given.

Signature

Printed name

Date

Time

Witnessed by:

Name and star number

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Radio System	Number GO 2.1	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: Police Radio, Radio System			Approved By Frank Kaminski Chief of Police	

POLICY: The Department participates in the Cook County Sheriff's Police radio communication system. The system is designed to insure member safety as well as to provide a channel of communication between the Department and field members. This system offers constant and instantaneous communication between members and the Communication Center. The radio system will be operated in accordance with Federal Communication Commission (FCC) procedures and requirements.

I. INVENTORY CONTROL

- A. The master inventory of portable radios will be conducted and maintained by the Deputy Chief of Administration.
- B. Maintenance, issuance, and repair service of portable radios will be completed by the Administration Division.
- C. Assignment of radios to individuals, divisions, and bureaus will be at the direction of the Deputy Chief of Administration.
- D. No member is authorized to keep or store any spare radio or radio batteries. All radio batteries and radios will be maintained in the charger units provided, and must be readily available to all members, or to assigned members.
- E. Members assigned individual radios are responsible for their safety, security, and maintenance at all times.

II. RESPONSIBILITIES OF MEMBERS IN THE USE OF PORTABLE RADIOS

- A. Upon receipt of the radio the member will inspect it.
- B. The member will be responsible for their assigned radio during their tour of duty. If using a temporary radio, the member will be responsible for that radio during their tour of duty.
 - 1. The radio is not to be placed on a car seat, table, or other object where damage might result.
 - 2. Loss or damage to the radio is the sole responsibility of the member.
 - 3. If a radio is lost or damaged due to a member's negligence, the member will be required to pay for that lost or damaged property.
- C. Supervisors will be responsible for assuring that these controls and security procedures are adhered to.
- D. Methods of Wearing the Radio
 - 1. Radios for uniformed members are to be secured in the holsters provided and attached to the uniform belt on the side opposite from the firearm. Uniform Patrol radios are not to be carried by hand, nor in pockets.
 - 2. Members using radios with shoulder microphones/speakers are to have them attached to the shoulder retaining-strap provided, or to a similar device.
 - 3. Whenever practicable, plain clothes and administrative personnel will wear radios on the belt, in a holster or by using the attached springclip to minimize loss or damage.
 - 4. Members will not alter any radio unless approved by the Department.

III. RADIO REPAIRS/MAINTENANCE

Member's Responsibility

Subject: Radio System	Number GO 2.1	Revised Date	Effective Date May 1, 2015	Page 2 of 3
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1. If a member's radio develops a problem, he/she should report the issue to their immediate supervisor.
2. The supervisor will complete a radio repair request form and forward the report and affected radio to the Deputy Chief of Administrative Services or his designee.
3. While a member's radio is out for service, he/she should acquire one of the spare radios located in the filing cabinet in the Watch Commander's Office.
4. Supervisors will complete the Spare Radio Log and have the officer sign.
5. Supervisors will then provide dispatch with the information regarding the temporary change. This is necessary to alert dispatch to the fact that a member will be using a radio other than their own. Dispatch can then make the appropriate changes in the CAD system.
6. When the affected member's radio is repaired/returned, supervisors will note that on the Spare Radio Log, re-issue the member's radio and notify dispatch of the update.

IV. RADIO CHANNELS

A. Primary A - APX 7000

1. Channel 1 – Elmwood Park primary police frequency; transmit and receive
2. Channel 2 - Park Ridge primary police frequency; transmit and receive
3. Channel 3 - Des Plaines primary police frequency; transmit and receive
4. Channel 4 - Task Force 1 North; transmit and receive
5. Channel 5 - Task Force 2 North; transmit and receive
6. Channel 6 - ISPERN 800; transmit and receive
7. Channel 7 - Interop 1; transmit and receive
8. Channel 8 - Interop 2; transmit and receive
9. Channel 9 – Interop 3 transmit and receive

B. Secondary B – APX 2000

1. Channel 1 - Park Ridge 2; transmit and receive
2. Channel 2 - Des Plaines Police; transmit and receive
3. Channel 3 - ISPERN; transmit and receive
4. Channel 4 - Park Ridge Fire main; transmit and receive
5. Channel 5 - Park Ridge Fire ground; transmit and receive
6. Channel 6 - Public Works; transmit and receive
7. Channel 7 - IREACH; transmit and receive
8. Channel 8 - NIFERN; transmit and receive

C. XTS 5000

1. A1 - Elmwood Park Police Primary Channel
2. A2 – Park Ridge Police Primary Channel
3. A3 – Des Plaines Police Primary Channel
4. A4 – Rosemont Police
5. A5 – ATF 1N
6. A6 – ATF 2N
7. A7 – ISPERN (for monitoring only, no transmission)
8. A8 – Interop 1 (for special events, designated by CCSPD)

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9. A9 – Interop 2 (for special events, designated by CCSPD)

10. A10 – Interop 3 (for special events, designated by CCSPD)

Channels located on the B and C selector position should not be used unless directed by a supervisor to do so.

V. RESERVE RADIOS

The Department maintains, in reserve, a number of operationally ready police portable radios. During emergencies such as riots, man-made or natural disasters, or other unusual occurrences, should the command post officer-in-charge believe that radio communications capabilities beyond those currently existing are needed to provide proper coordination and deployment of forces, such command post officer-in-charge will contact the Deputy Chief of Administration for the issuance of these radios. All radios will be properly controlled for distribution.

VI. CITIZEN CORPS COUNCIL RADIOS

A. Radio Frequencies

1. The frequency of the previous Park Ridge Primary Channel will remain as back-up in the event the current radio system fails. If the watch supervisor determines there is a need for or use of the back-up radios, he will notify the Deputy Chief of Field Operations or his designee.
2. The back-up frequency radios will be under the care of the Park Ridge Citizen Corps Council and stored at their equipment depot within the City of Park Ridge.

B. Back-up Channel 1 Frequency

1. The back-up system to the previous Park Ridge Primary Channel will be used by Citizen Corps Council programs for coordinating their participation as volunteers.
2. The Park Ridge Citizen Corps Council will conduct inspections and see that the system is operationally ready for deployment by ensuring the charging of batteries and reporting repair service needed.
3. The back-up radios will be stored and charged where Citizen Corps members have access to inspect and use them.
4. Citizen Corps Council members will undergo pertinent training provided by the Park Citizen Corps Council prior to using the radio system.
5. When the back-up system is utilized by either City personnel or Citizen Corps Council members, notifications will be made to the Citizen Corps Council Chairman or designee, the dispatch supervisor, and the watch supervisor. The notifications can be made in advance for planned incidents or patrols.

VII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Police Radio Protocol and Assignments	Number GO 2.2	Revised Date June 02, 2017	Effective Date May 1, 2015	Page 1 of 10
Index As: beat assignments, call numbers, dispatching, emergency radio traffic, radio assignments, radio protocol, ten code system			Approved By Frank Kaminski Chief of Police	

POLICY The police radio system is a vital link between our designated communication center and members in order to insure member safety as well as to provide a vehicle to disseminate information to members. In order to insure the efficiency and effectiveness of this system, members must be professional at all times while engaged on the radio system. Members will make radio communications clear, concise, and relevant to police business. Members will handle radio assignments without delay and with the utmost courtesy and professionalism being mindful that each call for service is of primary importance to the person requesting service.

Members will use the communication system specifically to facilitate their duties and responsibilities, e.g., handling calls for service, requesting information, advising other units. In all cases, communication must be related for the needs of the Department.

I. PURPOSE

The purpose of this General Order is to clarify and standardize radio procedures and the assignment of calls received in both our designated communication center (referred to as dispatch) and the Park Ridge Police Desk (referred to as Post One). Duties and responsibilities of dispatch personnel (communications specialists) and the police desk personnel (community service officers and police information technicians) will be set forth. In this order police personnel, generally referred to as officer, may pertain to both sworn and non-sworn personnel: community service officers (CSO), information technicians (info techs), and parking enforcement officers (PEO).

II. PROCEDURE AND DUTIES: COMMUNICATIONS PERSONNEL

- A. Dispatch personnel are responsible for logging and/or recording all information as it is received, i.e., requests for service, monitoring officer status, initiating complaint numbers, etc. This includes all emergency 911 requests for service received at dispatch and other requests for service received at the Park Ridge Police Desk.
- B. Calls for service or personnel taken by Post One Personnel
 1. All requests for service received at the Park Ridge Police Desk will immediately be forwarded to dispatch.
 2. In an effort to reduce transferring the caller unnecessarily, when the Post receives a call for service, the desk personnel must verify that the call is for our jurisdiction. All calls requiring a unit response must be transferred to dispatch. The Post personnel need to always advise the callers they are being transferred to dispatch.
 3. In cases where the Post receives caller ID information from their non-emergency lines for a call that they are transferring to dispatch, that information, including call back number, must immediately be verbally given to dispatch. This should be done immediately instead of waiting for the officer to ask for the information.
 4. It is imperative that dispatch has direct contact with the complainant. This will facilitate the obtaining of name, telephone number and address for future reference in CAD. In addition, it may be necessary to keep the caller on the line to gather additional information for the responding officers. If the caller is unwilling to be transferred, the Post personnel shall attempt to obtain the full name, phone number, address of the occurrence and the nature of the incident.
 5. Upon receiving calls for personnel, all Post 1 personnel will ensure that they first advise the call recipient that a call is being transferred to them. This notification

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allows for the call recipient to prepare for the incoming call and/or to request a message be taken (or call sent to voicemail) if they are indisposed. The only exception is when a call is to be transferred to dispatch. Once it has been determined that a call must be transferred to dispatch, Post 1 staff can disregard the notification, but will advise the caller to call back in the event the call is dropped.

- C. Dispatch is responsible for assigning/dispatching all calls for service that are received at both dispatch and the Park Ridge Police Desk.
1. If a call requires a unit being dispatched and/or a police report, a complaint number will be initiated. This is not optional with either dispatch personnel or the officer in the field
 2. In assigning calls to patrol units, several factors must be considered:
 - a. Nature of the call, i.e. emergency, service, traffic, etc.
 - b. The number of units available, taking into consideration the following:
 - 1) Number of units available to respond to an emergency call (including the number of units that will remain available for additional emergency calls),
 - 2) If short of units, can assignment wait,
 - 3) Should an assist be assigned, and
 - 4) Officers assigned detail time. Generally, if it is 5 minutes or less prior to an officer's assigned detail time and if manpower permits, the call may be assigned to a unit other than the area unit. If the assignment can wait, it should be held until the officer completes his detail.
 - c. The responding unit(s) should be given all the available information pertinent to the call.
 - d. If the location of the call is a business address, the name of the business (if known), will also be given to the assigned unit(s).
 - e. If more than one unit is assigned to respond, dispatch personnel will designate 1 unit as the primary responding unit, "paper car". This will generally be the assigned beat unit.
 3. Dispatch personnel will assign units in the following order:
 - a. Area unit where the event occurred or where service is required.
 - b. Closest available unit to the beat where service is required.
 - c. For calls requiring more than 1 unit, dispatch will be responsible to assign back-up units.

It is the responsibility of the officers to listen to the radio. Whenever possible, it is the responsibility of the on-duty supervisor to remain aware of the active calls.

 - d. Station reports will be assigned in the following order:
 - 1) Police Desk (Post One) personnel when appropriate personnel are available,
 - 2) Area car for address of occurrence
 - 3) Any next available unit
 - e. Dispatch supervisors will have the authority to move a department to an alternate talk group during emergencies or prolonged events.

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- f. Elmwood Park and Park Ridge will operate on the same County talk group as Standard Operating Procedure.
 - g. During emergency situations, the dispatcher will have the authority to restrict the air to emergency traffic until the scene/situation is secure. A dispatch supervisor shall be notified immediately.
 - 4. Officer Response
 - a. One unit will generally be dispatched to handle routine calls for service.
 - b. Two or more units will initially be dispatched in the following instances:
 - 1) Officer calling for help,
 - 2) Alarms,
 - 3) Suspicious persons/circumstances,
 - 4) Domestic disturbances,
 - 5) Street disturbances,
 - 6) Any call involving a weapon,
 - 7) Crimes in progress,
 - 8) Any call that poses a risk to the officer, and
 - 9) Any call where, in the judgment of the supervisor, additional units need to respond.
 - c. One unit may be dispatched on 911 hang-ups, unless prior incidents (history), cautions, or sounds of someone in distress indicate additional units should be dispatched for officer safety purposes.
 - 5. Supervisor Response. Supervisors may use their discretion when responding to calls, however, there are circumstances that will require the presence of a patrol supervisor. Such incidents will include, but are not limited to, the following:
 - a. Homicides,
 - b. Natural or man-made disasters,
 - c. Hostage/barricaded subject,
 - d. Injured officers,
 - e. Fatal auto accidents,
 - f. Accidents involving department vehicles,
 - g. Incidents where forced entry is necessary, and
 - h. Underage drinking issues.
 - 6. Holding Calls. For any call that cannot be dispatched once received due to manpower shortage or excessive calls, dispatch must immediately notify the street supervisor, via the radio.
 - a. The street supervisor will be reminded every 10 minutes until dispatch is able to assign the call. This is to be done on all calls, including non-emergent calls (no exceptions including CSO calls). However, departmental business such as mail pick-up, prisoner meals, department errands and bank escorts are not included in the 10 minute reminder rule.
 - b. A reminder to the street supervisor on waiting calls will be performed every 10 minutes until a unit is responding. This includes waiting calls where the street

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supervisor has given prior direction to Dispatch (hold the call for the next available unit or hold it for the oncoming shift).

- c. Call stacking will not be allowed because the procedure causes the time received, time dispatched, time enroute and time on scene to have dramatically inaccurate times recorded.
- d. When calls are being handled solely by a CSO, Dispatch will alert them that there are calls holding.
- D. Complaints or inquiries regarding the handling of calls for service shall immediately be referred to the on-duty dispatch supervisor.
- E. Radio Call Numbers. See attachment.

III. PROCEDURES AND DUTIES: FIELD PERSONNEL

- A. When going 10-41, each officer will provide their badge number when available for calls. Each officer will go 10-42 individually.
- B. Acknowledging Assignments. The officer will acknowledge via the radio all radio related assignments given to the officer and radio related traffic involving the officer. The officer is responsible for receiving acknowledgment for any radio related requests made by the officer to dispatch personnel. If the officer does not receive acknowledgment, or radio contact cannot be made with dispatch, the officer will contact dispatch or their supervisor by another method of communication.
 - 1. If any other available unit feels that because of the nature of the call or because of his location in relationship to the occurrence, his response would be beneficial, he should call dispatch or his supervisor stating his location and ask permission to respond.
 - 2. Officers will not reassign calls among themselves. A supervisor may reassign the call by notifying the personnel involved and Dispatch.
- C. Radio Procedures
 - 1. Officers will keep dispatch advised of their duty status and any changes in their status at all times. Dispatch will record the status of all officers when they are out of service. By monitoring the officer's status, dispatch personnel should know where and how long each officer has been out on a call or out of service. This will include, but is not limited to, the following:
 - a. Upon initiating police action, i.e.:
 - 1) Vehicle stops,
 - 2) Field contacts, or
 - 3) Vehicle chases;
 - b. On arrival at and completion of any assignment, with the appropriate code, comments, or report taken,
 - c. Whenever they will be out of the patrol vehicle for an extended period (i.e. foot patrol),
 - d. During lunch periods, breaks, cups, etc.,
 - e. While out of service for vehicle maintenance.
 - 2. All officers, including Patrol, Traffic, School Resource Officers, Investigations, CSOs, PEOs, and Info Techs will advise dispatch when they are on duty and when they end their tour of duty. (The exceptions are Senior Command staff, including the Investigations Commander and the Administration Commander.)

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3. Dispatch personnel will utilize officer status indicators to assist them in determining which units are available for calls.
 4. When utilizing the department radio frequencies, officers will speak in a professional manner. Profanity, yelling, and making unnecessary comments and noises are prohibited. All radio traffic will be duty related.
- D. Radio Access (portable)
1. All on-duty officers will be provided with the means of constant radio communication. Exception to this is during special events when a group of officers are assigned to the same detail or traffic corner and 1 radio would be sufficient.
 2. All officers and supervisors will be assigned a portable radio, which the officers and supervisors are responsible for.
 3. Batteries are located:
 - a. For Patrol - in Patrol Squad Room,
 - b. For Supervisors - Watch Commander's Office,
 - c. For Investigations - Investigations Office,
 - d. For CSO/PEOs - CSO Coordinator's Office.
 4. All portable batteries, when not in use, will be stored in their designated recharging unit.
- E. Mobile Radios. All police patrol vehicles will be equipped with an in-car mobile radio. At minimum, this radio will have the following frequencies:
1. ISPERN (Illinois State Police Emergency Radio Network), used for emergency communications and dispatches with other police departments.
 - a. All ISPERN dispatches are to come from the officers or the street supervisor on the scene, not from dispatch. This is ISP protocol.
 - b. The only exceptions to the rules are when there is radio failure or failure of ISP to recognize the unit calling. In that case, dispatch will make the call once the officer is on scene and verifies the incident/information. If necessary, the officer will update the information given to dispatch for further dissemination.
 2. Park Ridge Channel 2.
- F. Radio Frequencies
1. The primary frequency, Channel 1 on department portable radios, is used for dispatching assignments and for priority radio communications.
 2. The non-repeater primary frequency, Channel 2 on department portable radios, is used for short-range tactical use.
 3. The secondary frequency, located on the mobile radios, is used for non-priority, informational, or administrative purposes. Generally, this frequency will be utilized for communications between officers in the field and the Park Ridge police desk.
- G. Mobile Data Terminals (MDT)
1. All patrol vehicles and CSO vehicles are equipped with MDT terminals.
 2. Officers assigned to vehicles with MDT terminals will sign on to the system at the beginning of their work day or as soon as they begin use of their vehicle. Signing on to the system is not optional. Officers unable to sign on due to system or equipment problems should notify their immediate supervisor. At the end of the shift, officers will sign off the terminal.

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3. Under no circumstances shall any member install or delete any software.
 4. Under no circumstances shall any member tamper with or change any of the current settings.
 5. All other City computer policies are to be adhered to.
 6. Officers may use the MDT to communicate with dispatch, the police desk, other Park Ridge units, and with units from departments that belong to the work.
 7. MDT messages will be periodically monitored by the Chief of Police or his designee. This monitoring process will:
 - a. Assess the volume of messages being transmitted and received,
 - b. Evaluate the volume and content of car-to-car and car-to-station messages,
 - c. Ensure that the system is not being misused, causing unnecessary delays in receiving data to all users of the system, and
 - d. Monitor digital photographic information transmitted over the system.
 8. If it is determined that an excessive number of messages relating to non-law enforcement purposes are being transmitted or received (either locally or by outside agencies), disciplinary action may be initiated. The content of all mobile data terminal messages transmitted will be professional in nature. Specifically, the following types of messages are prohibited:
 - a. Messages or digital photographs criticizing or ridiculing the department, its policies or procedures, or any member or individual,
 - b. Messages or digital photographs that are obscene or contain sexual innuendos,
 - c. Messages or digital photographs that are defamatory to citizens or contain racial slurs or profanity, and
 - d. Non-duty related messages or digital photographs.
- H. Emergency Activation Protocol. The department has MDT emergency indicators. Upon activation, procedure is as follows:
1. When dispatch receives an MDT/Radio emergency notification, they will immediately announce over the radio the unit number and say "Unit #, 10-39?" The Post personnel must stay off the radio so that dispatch can control the situation.
 2. If the emergency signal activation was an error, the officer should respond with "no assistance necessary".
 3. If the officer needs assistance and is able to answer, he should respond with "10-1" and give his current location.
 4. If the officer is unable to answer the initial radio broadcast, dispatch will make a second attempt to reach him via the radio. They will also send a message over the MDT, (example: "Unit #, 10-39?").
 5. If the officer does not respond to the second attempt, dispatch will immediately send units to the officer's last known location and notify the watch supervisor over the radio and the Communications Supervisor.
 6. If the officer does not respond to the second attempt and the location is unknown, dispatch will notify the watch supervisor for direction.
 7. Dispatch will continue attempting to raise the unit via radio and MDT.
- I. General Computer Restrictions. Pursuant to LEADS regulations and policies, the following restrictions apply:

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1. All data obtained through LEADS (and/or RMS) is to be used for criminal justice purposes only. PERSONAL USE OF THE DATA IS PROHIBITED.
2. All information derived from LEADS and NCIC is confidential. Only authorized persons may receive information from LEADS or NCIC.
3. All department personnel are responsible for the security of LEADS and NCIC information. All visitors (including interns and ride-alongs) must be supervised by authorized personnel whenever they are in Post One, Report Room, a squad car, or CSO vehicle.
4. All LEADS and/or NCIC printouts that are not required for either an arrest file or Post One files must be shredded after use.
5. Any misuse of LEADS, RMS, NCIC information will result in disciplinary action in accordance with department procedures.

J. Cellular Phones

1. Personal and departmental cellular phone use will not be permitted while driving a department vehicle. In order to use a cellular phone while in a department vehicle, department personnel will stop in a safe location before receiving or placing phone calls. This policy also prohibits the use of earpieces that allow hands-free operation.
2. Cellular phones will not be used to communicate field activity between personnel and dispatch unless there is an emergency situation that would make traditional radio transmission unusable (i.e. radio malfunction). Use of cellular phones in a tactical operation are permissible and may be utilized between field personnel and Dispatch with the permission of the watch supervisor.

IV. SPECIFIC SITUATIONS

- A. When dispatch or Park Ridge police desk personnel receive a message from any department officer either by radio, computer, or telephone, requesting a computer inquiry on a person, vehicle, article, etc., this will be run as soon as possible. If the inquiry indicates a wanted/stolen/missing person/vehicle/article, this will be referred to as a HIT. Communications personnel will then compare all the information given to them and determine the validity of the HIT.

The official 10-code for a HIT notification to an officer is "10-99" – wanted, stolen or missing indicated. These are the type of HITS that require action to be taken by the officer.

If the HIT is determined to be valid, or communications personnel are unsure (possible HIT), communications personnel will immediately alert the officer requesting the information and confirm/obtain his location. The following procedure will then be followed:

1. The dispatchers will advise the officer of the HIT ("Unit #, 10-99"), wait for the officer to acknowledge the "10-99" and then ask the officer if he is clear for information. This should be a signal to the officer that he is about to receive HIT-related information and needs to be in a secure place.
2. If the officer cannot be re-contacted, back-up units will immediately be dispatched to the officer's location. If the Park Ridge Police Desk receives the HIT information, they will immediately advise dispatch of the situation (including providing the unit number and officer's location). Officers need to respond to Dispatch with the appropriate verbiage, indicating whether or not he is clear to receive the information ("stand-by" or "go ahead with the information").
3. A suspended or revoked license is NOT classified as a HIT. Code 10-99 will NOT be used for the purpose of a suspended or revoked driver's license.
4. Officers will advise Post 1 personnel to send proper notification

B. Fire Department Status

Subject: Police Radio Protocol and Assignments	Number GO 2.2	Revised Date June 2, 2017	Effective Date May 1, 2015	Page 8 of 10
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1. When the fire department is assigned to a call which is on the specified notifications list, the on-duty supervisor will be notified of:
 - a. The location of the call, and
 - b. The nature of the call.
 2. An officer shall be immediately dispatched to the following Fire/EMS calls:
 - a. DOA's,
 - b. Cardiac arrest or unresponsive persons,
 - c. Catastrophic accidents on industrial/commercial property; involving death or injury to 3 or more persons,
 - d. Injuries or death resulting from a criminal act or other suspicious circumstances,
 - e. A citizen injured on public property (public fall),
 - f. When a crime has occurred,
 - g. Suicide/Attempt Suicide,
 - h. Overdose or calls involving alcohol or drugs,
 - i. Calls where there is a history of violence,
 - j. Calls for transport of mental subjects (10-96),
 - k. Unknown problems,
 - l. Structure fires, and
 - m. When the fire department requests police.
 3. Dispatch will notify the on-duty supervisor once a unit(s) has been dispatched. Dispatch will advise the watch supervisor of other types of ambulance calls, and the supervisor will determine if a unit should be sent or dispatch should just log the information.
- C. Disseminating Stolen Vehicle Information
1. Any vehicle reported stolen in the last 24 hours requires a dispatch description broadcast.
 2. Any vehicle reported stolen within 1 hour of the time the incident is reported requires an ISPERN broadcast.
 3. Recent stolen vehicle reports and LEADS Type 3 messages regarding stolen vehicles will be highlighted at all roll calls.
 4. All reported stolen vehicles will be entered into the LEADS/NCIC system as soon as practical. Police desk personnel are responsible for entering stolen vehicle information.
- D. Emergency Notifications
1. Delivering emergency messages is a legitimate law enforcement function. Requests for emergency notifications can come from different sources, i.e. citizens, hospitals, medical examiners, other law enforcement agencies, etc.
 2. If a request for an emergency notification is received by the Park Ridge Police Desk, receiving desk personnel will forward the call to dispatch for assignment.
 3. When dispatch receives such a request from an agency that has access to a LEADS computer terminal, the requesting agency will be instructed to submit their request

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over the computer terminal. Requesting agencies that do not have LEADS access will be re-contacted by dispatch to verify that the requests are bonafide.

4. When requests are received from non-law enforcement services, dispatch personnel will request call back numbers to ensure that the requests are bonafide.
5. Upon assigning an officer to a death notification call, the officer will be given the message via a MDT and/or be instructed to contact dispatch by telephone in order to obtain all the information needed to make an informed and empathetic notification relative to the circumstances.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink, reading "Frank Kaminski", written over a horizontal line.

Frank J. Kaminski, Chief of Police

Call Number System

500 Chief of Police

100 Deputy Chief of
Field Operations

300 Deputy Chief of
Administration

310 Administration
Commander

Investigations

Patrol
1st Watch

Patrol
2nd Watch

			<u>1st Watch</u>		<u>2nd Watch</u>
410	Investigations				
	Commander	110	Commander	210	Commander
420	Investigations	120	Sergeant	220	Sergeant
	Sergeant	130	Sergeant	230	Sergeant
		140	Sergeant	240	Sergeant
421	Investigator				
422	Investigator	101	Beat 1	201	Beat 1
423	Investigator	102	Beat 2	202	Beat 2
424	Investigator	103	Beat 3	203	Beat 3
425	School Resource	104	Beat 4	204	Beat 4
	Officer	105	Beat 5	205	Beat 5
426	School Resource	106	Reserved	206	Reserved
	Officer	107	Reserved	207	Reserved
427	Investigator	108	Reserved	208	Reserved
428	Investigator	109	Reserved	209	Reserved
429	Reserved	111	Rove	211	Rove
		112	Rove	212	Rove
		113	Rove	213	Rove
430	Tact Supervisor	114	Bicycle/Foot	214	Bicycle/Foot
431	Tact Officer		Patrol		Patrol
432	Tact Officer	115	Bicycle/Foot	215	Bicycle/Foot
433	Tact Officer		Patrol		Patrol
		116	Bicycle/Foot	216	Bicycle/Foot
			Patrol		Patrol
		117	Bicycle/Foot	217	Bicycle/Foot
			Patrol		Patrol

Community Service Officers

Community Strategies

320	Community Services Coordinator	330	Community Strategies Officer
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361 Property Management
Technician

Traffic

341 Traffic Officer

Special Detail

460 Special Detail
Supervisor

461	Special Detail Officer
462	Special Detail Officer
463	Special Detail Officer
464	Special Detail Officer
465	Special Detail Officer
466	Special Detail Officer
467	Special Detail Officer
468	Special Detail Officer
469	Special Detail Officer

Info Techs

395	Info Tech
396	Info Tech
397	Info Tech
398	Info Tech
399	Reserved

Parking Enforcement

391	PEO
392	PEO
393	Reserved
394	Reserved

School Security

471	Maine East Security
472	Maine South Security

Chaplains

470	Chaplain
480	Reserved

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Communications	Number GO 2.3	Revised Date March 12, 2021	Effective Date May 1, 2015	Page 1 of 2
Index As: communications			Approved By Frank Kaminski Chief of Police	

POLICY: In order to provide efficient, effective and professional law enforcement services, the Park Ridge Police Department must maintain a link between the citizen caller and the officers in the field via telephone, mobile/portable radio, and in car computer. In addition, it is essential that the officer in the field maintain continuous contact with police intelligence/information computer resources through an emergency communications center.

I. SERVICE DESCRIPTION

Emergency communication via mobile/portable radio, mobile data terminals and telephones are provided by Cook County E-911. The Cook County Emergency 911 Center provides emergency police dispatch services for the City of Park Ridge, The Cook County Sheriffs Police, Metra and multiple other suburban police departments throughout Cook County. The primary Cook County 911 Center is located at 9511 W. Harrison in Des Plaines. Cook County 911 maintains a secondary, back up dispatch center that is located in Maywood at the Cook County Sheriff's Police Headquarters.

The Park Ridge Police Department maintains a police desk to provide for non-emergency communications and support services.

II. MANAGEMENT

A. Cook County Emergency 911 Dispatch Center

1. The Park Ridge Police Department is a member of the Cook County Emergency 911 Center through an Intergovernmental Agreement with the Cook County Emergency Telephone System Board (ETSB).
2. The day to day supervision of the Cook County Emergency Dispatch Center is the responsibility of the center's Director and supervisory staff.

B. Park Ridge Police Desk (Post 1)

1. The Executive Officer is responsible for the administration, direction, and supervision of the police desk.
2. The Administrative Services Supervisor will be responsible for direct supervision of police desk personnel.
3. Generally the police desk will be staffed by community service officers, police information technicians and cadets.
4. During non-business hours, the on-duty watch supervisor is responsible for the functional supervision.

III. ADMINISTRATION

A. All radio operations will be conducted in accordance with Federal Communications Commission (F.C.C.) procedures and regulations.

B. Emergency 911 Center/ Police Desk Area Access

1. Access to the Cook County Emergency 911 Center is governed by Cook County 911.
2. Access to the Park Ridge Police Desk area is limited to:
 - a. Members engaged in police desk related duties.
 - b. Supervisory personnel
 - c. Maintenance persons when necessary.
3. Other members may enter the police desk area only when necessary to perform their duties, or when requested to assist police desk personnel.

Subject: Communications	Number GO 2.3	Revised Date March 12, 2021	Effective Date May 1, 2015	Page 2 of 2
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4. The general public will not be allowed to enter the police desk area unless they are participating in an authorized tour or visit.
- C. Recording Radio Transmissions/Emergency Telephone Conversations.
 1. All emergency telephone conversations and departmental radio transmissions are recorded and maintained for not less than (30) days by Cook County Emergency 911.
 2. Non-emergency telephone conversations are recorded and maintained for not less than (30) days by the Park Ridge Police Department.
- D. Reviewing Recorded Conversations
 1. Any supervisor may request a copy of a recorded telephone call or radio transmission. This request can be made by filling out the "Tape Request Form" and forwarding it to the Cook County Emergency 911 Center. The "Tape Request Form" can be accessed on the web-based Park Ridge CAD home page.
 2. If immediate review is vital to a particular investigation or emergency, a Park Ridge Police Supervisor may contact the Cook County Emergency 911 Center on-duty supervisor to arrange for expedited review of the radio transmission and/or telephone conversation.
 3. Cook County Emergency 911 is responsible for the maintaining recordings and for making copies.
 4. Requests for recordings of the Park Ridge Police Desk (Post 1) phone line may be made by a supervisor. Requests will be made to the Executive Officer.
- E. Misdirected Emergency Calls
 1. Requests for emergency services that are received at the Park Ridge Police Desk will be immediately transferred to the Cook County Emergency 911 Center by the police desk personnel.
- F. Private Security Alarms
 1. The police department will respond to all security alarms that occur in its jurisdiction.
 2. Private security alarms installed and maintained by any persons, firms, or corporations within Park Ridge must be registered with the City (see Municipal Code Article 12, Chapter 3).
 3. If the police department responds to more than four (4) false alarms in a calendar year at the same business premises, the licensee of that alarm system shall be fined according to the schedule identified in Municipal Code Article 12, Chapter 3.
 4. If the police department responds to more than two (2) false alarms in a calendar year at the same residential premise, the license of that alarm system shall be fined according to the schedule identified in Municipal Code Article 12, Chapter 3.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Telephone/Fax Procedures	Number GO 2.4	Revised Date May 28, 2015	Effective Date May 1, 2015	Page 1 of 2
Index As: Fax procedures			Approved By Frank Kaminski Chief of Police	

POLICY: The purpose of this General Order is to define the proper procedure to be followed when answering the telephones and receiving/distributing faxes in the Police Department to provide the best customer service.

I. TELEPHONE PROCEDURE

- A. When a citizen calls the Department it is imperative that every telephone call be handled in a polite, professional manner.
 - 1. Most persons calling the Department have a problem which, to them, is the most important of problems. Treat them with courtesy and understanding.
 - 2. Be cooperative; satisfy the caller to the best of your ability.
 - 3. Terminate the call in as polite a manner as possible.
 - 4. Always resolve the person's call for service either with direct action or some referral. Sometimes we cannot perform a certain service. But, all members dealing with the public should be courteous to all calls for service, and if the department does not offer a particular service, then the member should direct the person to the proper agency.
- B. Police Desk/Post One phones
 - 1. When answering a business line respond, "Park Ridge Police", the call-taker's last name, and "May I help you?".
 - 2. When answering a call from an in-house extension respond, "Police Desk" or "Post One", the call-taker's last name, and "May I help you?".
 - 3. If it becomes necessary to put a caller on hold, always be courteous when telling the caller.
 - 4. Upon receiving calls for personnel, all Post 1 personnel will ensure that they first advise the call recipient that a call is being transferred to them. This notification allows for the call recipient to prepare for the incoming call and/or to request a message be taken (or call sent to voicemail) if they are indisposed. The only exception is when a call is to be transferred to dispatch. Once it has been determined that a call must be transferred to dispatch, Post 1 staff can disregard the notification, but will advise the caller to call back in the event the call is dropped and will ensure the call was successfully transferred.
- C. All other phone locations:
 - 1. When answering a telephone elsewhere in the station, the call-taker should answer in the following manner:

Indicate the location, the call-taker's name, and ask "May I help you?". For example: "Report Room, Officer *Name*, may I help you?"; or "Watch Supervisor's Office, Sergeant *Name*, may I help you?".
 - 2. For personnel who answer the telephone in their work area/office, they will answer with their Title (if applicable), *their Name*, and "May I help you?".

II. FAX PROCEDURE

- A. All incoming faxes will be sent directly to the Post 1 email account and will be distributed

Subject: Telephone/Fax Procedures	Number GO 2.4	Revised Date May 28, 2015	Effective Date May 1, 2015	Page 2 of 2
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solely by using email.

- B. Post 1 desk staff is responsible for all incoming fax messages and shall do the following:
1. Check the email account regularly throughout the shift.
 2. Forward those faxes which a specific recipient is known to that recipient's email account. There is no need to print faxes or forward hard copies.
 3. Forward those faxes for which a specific recipient is not named but the program area is clearly identifiable to the member who is responsible for that program area (i.e. training notifications to the Commander/Deputy Chief of Administrative Services).
 4. Be sure to include in the forwarding email all members who may be responsible for the material in the fax. The exception is any fax requesting records information should be printed and placed in the Records mailbox.
 5. For those faxes where Post 1 staff cannot identify a recipient or program area, clarification should be gotten from their immediate supervisor or the watch supervisor.
- C. Any member who is expecting a fax should notify Post 1 staff. Post 1 staff will then increase the frequency with which they check the email account. Once the identified fax is received, Post 1 staff will notify the requesting member via the phone or radio.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Court Services Coordinator	Number GO 3.1	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Court Services Coordinator			Approved By Frank Kaminski Chief of Police	

POLICY: The Court Services Coordinator, generally the Property Management Technician, will coordinate certain activities related to the Department's relations with courts and related services. The Court Service Coordinator will be assigned by the Deputy Chief of Administration.

I. RESPONSIBILITIES OF COURT SERVICES COORDINATOR

- A. Assign court keys to officers.
- B. Serve as court liaison: resolve problems that come up regarding tickets, court dates, bonds, etc., and talks to court personnel to resolve issues.
- C. Appear at misdemeanor court dates to bring discovery for ASA when required.
- D. Prepare materials for subpoenas (copying evidence, photos, videos).
- E. Prepare DUI videos for court.
- F. Use court computer to look up dispositions on court cases in order to dispose of evidence.
- G. Maintain security of supplies of parking and moving violations, posts transmittal sheet to court, prepares daily court sheet on all cases on the court calendar for coming week, notifies officers of court dates.
- H. Provide feedback to the ASA and police administration.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Court Appearances	Number GO 3.2	Revised Date June 5, 2017	Effective Date May 1, 2015	Page 1 of 4
Index As: Court Dates, Court Appearances, Subpoena			Approved By Frank Kaminski Chief of Police	

POLICY: The Department is committed to working in partnership with all components of the court system. A member's demeanor, personal appearance, preparation and testimony reflect the level of professionalism of the member and the Department, and should be of the highest quality.

I. ATTENDANCE

- A. Attendance in court is mandatory for the first court date as assigned by a department member's court key. All subsequent appearances require a subpoena. If a member has no cases assigned for their key date, and no subpoena, the member will not attend. If a member is uncertain whether to attend on a court date, the member should consult a supervisor.
- B. Traffic officers will be required to attend their traffic call when they have cases. The Court Services Coordinator will be responsible for distributing a court sheet to officers having tickets set for their court date.
- C. Members will sign in with the City's attorney upon arriving for court. If applicable, members will submit an overtime slip for court appearances to their immediate supervisor in accordance with current wage/benefit agreements or employee manual. Before a supervisor authorizes court overtime, the supervisor shall verify that the officer attended court and that he/she had cases assigned to the call.
- D. All members attending court shall bring all necessary paperwork pertaining to their cases assigned for that day for misdemeanors and felonies. The paperwork is located in each sworn officer's individual court file. All sworn officers are responsible for having their court file, court key information, and any evidence that may be necessary for court.
- E. If a sworn officer deems it necessary to bring an arrest jacket to court, it must be signed out of the Records Bureau by completing a Records Request Form.
- F. Upon returning from court, it is the arresting officer's responsibility to provide all necessary information regarding the disposition of the court case on the sworn officer's court file, arrest jacket, and/or any evidence paperwork. This will be done every time an officer goes to court on a case. The officer will return any paperwork with final dispositions to the Records Bureau. All continued cases will be returned to the officer's court file. Evidence will be marked with disposition notations and returned to an evidence locker. The Property Management Technician will be notified about dispositions of evidence.
- G. A member's appearance will not be required for an administrative adjudication unless otherwise directed by a supervisor or an adjudication designee.
- H. The patrol supervisors will make periodic inspections of court facilities, checking on members' appearance, prompt arrival, demeanor while awaiting trial and in periods between cases, attitude toward the public and the Court, officers' testimony, and adherence to court-related procedures.

II. LEAVE TIME

- A. Members will NOT assign court dates during scheduled leave time.
- B. If a member schedules leave time coinciding with his assigned court date, he will:
 - 1. Assign his next scheduled court date on citations or choose an appropriate court key to assign cases and mark citations appropriately.

Subject: Court Appearances	Number GO 3.2	Revised Date	Effective Date May 1, 2015	Page 2 of 4
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2. Notify the Court Services Coordinator well in advance when leave time is scheduled so staff and court personnel will not utilize these dates.
- C. One (1) day leave time use or regular days off will not excuse a member from appearing in court, except in emergency situations. In such emergency situations, the member will contact his immediate supervisor or the on-duty watch supervisor and request that he be excused from court. The supervisor will notify the Court Services Coordinator of this absence. These notifications, whenever possible, must be made at least one (1) day prior to his scheduled appearance.

III. EXCUSED FROM COURT DUE TO ILLNESS

- A. When a member is unable to appear in court due to illness, the following procedure will be followed:
 1. The officer will contact Post 1 personnel at least one (1) hour prior to his scheduled court appearance.
 2. Post 1 personnel will complete a "Court Appearance Overtime Report" and note that the officer called in sick and what time the call was received. The employee completing the form will then sign it where it says "Officer's Signature", and will advise the on-duty supervisor, as well as note it in the Red Book. The sick court slips will be maintained by the Patrol Commanders, to be audited at the end of the year.
 3. If the officer is sick for traffic court, Post 1 personnel only needs to notify the Court Officer of the absence.
 4. If the officer is sick for misdemeanor or felony court, or any subpoenaed court date, Post 1 personnel will notify the Cook County State's Attorney's Office of the absence no later than 30 minutes prior to the scheduled court time. When Post 1 calls the office, they must ask for administrative services to convey all pertinent information about the officer's absence. After notification is made, the employee should document the time and, if possible, the name of the person who they spoke to in the Red Book.
 5. Upon the fourth occurrence of court absences in a rolling 12-month period, the officer may expect to receive corrective action from his or her supervisor.
- B. Department General Orders and policies will be followed concerning sick time and its usage.

IV. APPEARANCE

- A. All personnel shall be in uniform or appropriate business attire for court appearances.
 1. Uniformed officers shall wear the uniform of the day.
 2. Appropriate business attire for male officers shall include an optional sport coat, shirt with tie, and dress pants. Female officers shall wear business clothing such as a dress, suit or blouse with dress pants.
 3. Jeans and athletic footwear are prohibited.
- B. All personnel will comply with Cook County District Court rules and procedures related to firearms in court facilities.
- C. While this General Order is directed to those personnel (police officers, community service officers, and parking enforcement personnel) who appear in court regularly, other civilian police personnel are expected to adhere to this General Order when they are required to appear in court on behalf of the City of Park Ridge.

V. ACCEPTANCE OF SUBPOENAS

Subject: Court Appearances	Number GO 3.2	Revised Date	Effective Date May 1, 2015	Page 3 of 4
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- A. When a process server arrives at the police desk (Post 1) to serve a subpoena to a department member:
 - 1. From the State's Attorney's Office and the Public Defender's Office, the police desk attendant or the Administrative Assistant will accept and sign as received.
 - 2. From private law firms:
 - a. If the member named in the subpoena is on-duty, the member will be requested to come into the station as soon as possible to accept the subpoena.
 - b. If the member named in the subpoena is off-duty or on-duty and unavailable, a Department member must accept the subpoena. During business hours, the Administrative Assistant, or Records personnel in her absence, will sign for the subpoena and distribute per Section VI. below. During the weekend or non-business hours, a watch supervisor shall sign for the subpoena and leave it on the Administrative Assistant's desk to be distributed per Section VI. below.
- B. If a member questions the validity or relevance of the subpoena, he will accept it and discuss the matter with his/her immediate supervisor as soon as possible.

VI. DISTRIBUTION OF SUBPOENAS

- A. Subpoenas for officers from the Assistant State's Attorney's office will be delivered to either the shift mailboxes or to an Investigations supervisor. Attached to the subpoenas will be a subpoena receipt. Supervisors are responsible for notifying their personnel of subpoenas.
- B. Supervisors will be responsible for hand-delivering the subpoenas to the officers. Officers will need to initial the receipt as having received the subpoena from the supervisor, and supervisors will sign the receipt after they have served it. The receipt must then be returned to the Administrative Assistant.
- C. Officers who are unable to attend a subpoenaed case due to pre-planned leave or other authorized work conflict, shall contact the State's Attorney's Office to notify them of their non-attendance. They will write the time, date and person contacted on the Subpoena Receipt and return it to the Administrative Assistant.
- D. All court attendance will be verified through CAD or court OT slips.
- E. Should the officer's court appearance be cancelled, they should write the information, including who notified them, on the subpoena and return it to the Administrative Assistant.
- F. Any subpoenas received with a date that falls within 5 business days of receipt will require special notification from the Deputy Chief of Field Operations or the Investigations Commander.

VII. COURT FILE PROCESSING

After the Records Bureau has completed review of the arrest file, it will be their responsibility to process all arrests for court. Three copies of reports will be made: one copy will be inserted in the officer's court file, and the other two copies (discovery) will be inserted in the Court Services folder to be distributed at court. If a driving abstract has been ordered by the arresting officer, the Administrative Assistant will insert the abstract in the officer's court file once it's received.

VIII. ISSUING AUTHORITY

Subject: Court Appearances	Number GO 3.2	Revised Date	Effective Date May 1, 2015	Page 4 of 4
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This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink, reading "Frank Kaminski", is written over a horizontal line.

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Cook County Mittimus Information	Number GO 3.3	Revised Date	Effective Date June 18, 2020	Page 1 of 4
Index As: Cook County Mittimus			Approved By Frank Kaminski Chief of Police	

POLICY: To provide all sworn personnel with the Procedure for obtaining a Mittimus.

- I. The attached documents from the Cook County Sheriff's Police Department describe the procedure for obtaining a Mittimus in criminal cases.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

Procedure For Obtaining a Mittimus in Criminal Cases

402.1 PURPOSE AND SCOPE

In situations where an offender is going to be admitted into a hospital or similar setting and is unable to post bond on his/her charges, it is incumbent upon the arresting officer to transfer custody as soon as practicable to the Cook County Department of Corrections (CCDOC).

This procedure shall outline the protocols related to obtaining a mittimus to transfer custody to the CCDOC.

402.1.1 DEFINITIONS

Mittimus - A written court order directing custody of a person confined or committed to the custody of a sheriff, warden or Department of Corrections.

402.2 PROCEDURE FOR OBTAINING A MITTIMUS

In cases where an arrestee fails to post bond or must remain hospitalized, the ranking patrol supervisor will:

- (a) Ensure that the arresting officer, or a sworn member ~~from~~ the officer's unit of assignment, appears in court to request a mittimus remanding the arrestee to CCDOC custody.
 1. In cases where an arrestee is hospitalized, cannot be released on bond, and a security detail has been approved, the arresting officer will follow this procedure to obtain a mittimus.
- (b) Appear in the proper court district (including holiday court) on the earliest possible date and bring all related documents (e.g., arrest report, signed complaints, felony minutes sheet, criminal history).
- (c) Advise the Assistant State's Attorney and the court of the arrestee's condition and the location where he/she is hospitalized. The Assistant State's Attorney will then seek a case continuation date.
- (d) Be prepared to testify about the condition and location of the arrestee, and the approximate length of hospitalization required.
- (e) Request that the judge issue a mittimus remanding the arrestee to the CCDOC.
- (f) Deliver the mittimus in person to the CCDOC Records Section.
- (g) Notify the appropriate unit supervisor of the court file number, date, time, and name of the person accepting the mittimus so that the hospital guard (security) detail may be terminated.

(MITT)

Need for Court:

1. Original Complaint(s)
2. If Domestic, Need Screening Sheet
3. Report (Police)
4. Criminal History
5. Court Order for Jail to Take Custody – Police Officer Complete Information
6. Talk with State's Attorney about Case and tell them you need a MITT because Defendant is in the Hospital
7. State tells Judge about Incident from Police Report
8. Judge sets Bond and Signs MITT
 - a. Wait in Court Room for Department copies of MITT
 - b. Call Jail Record and Inform of Matter – Ofc. McSwain – 773-674-6807
 - c. Fax MITT and Court Papers to Records – 773-674-7292

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

PEOPLE of the State Of Illinois

v.

Case No. _____

Charge _____

ORDER

It is hereby ordered that the Cook County Sheriff's Department take over custody
for _____ who was arrested by the _____
Police Department and is at _____ Hospital located at
_____ and has a bond set in the amount of
\$ _____. Please see attached mittimus.

Entered:

Dated: _____, _____

Judge

Judge's No.

DOROTHY BROWN, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Complaint and Disciplinary Procedures	Number GO 4.1	Revised Date July 12, 2021	Effective Date July 12, 2021	Page 1 of 15
Index As: AR, CI, CR, citizen complaints, disciplinary process, internal investigations, relief from duty			Approved By Frank Kaminski Chief of Police	

POLICY

The Department will provide the highest quality police service to the City of Park Ridge. Both sworn and civilian members are required to comply with all city and departmental directives, orders, and rules in the performance of their assigned duties. Sworn personnel are expected to maintain the highest standards of conduct in the performance of their duties and will be held strictly accountable for the proper use of their police authority and discretionary powers. The Department will utilize corrective action, as well as disciplinary methods to promote compliance with federal and state statutes, local ordinances, City and Department rules, policies and procedures, and the Department's Mission/Vision Statement and its associated goals and objectives.

The Department will investigate all complaints from any citizen (or anonymous) or Department member regarding misconduct or wrongdoing of any sworn or civilian member of the Department and will fairly and appropriately discipline members found guilty of misconduct. The Chief of Police may elect to utilize an outside vendor to conduct certain investigations.

The policy and procedures contained in this order apply to all members of the Department, sworn and civilian, unless otherwise stated. Thus, as used in this order, the word "members" refers to all sworn and civilian members of the Department.

The purpose of this General Order is to establish guidelines and procedures for receiving, investigating, and adjudicating allegations of misconduct made by citizens or Department members against the Department or any of its members.

I. SCOPE

- A. Incidents covered by the provisions of this order include, but are not limited to, any alleged or suspected violations of (a) city rules, departmental rules and regulations, General Orders, Special Orders, Training Orders, Standard Operating Procedures, (b) other authorized written or verbal orders or directives; (c) any federal, state or local laws, (d) complaints about the Department's response to the community's needs, or (e) any activity related to the member's employment as a member of the Department either on or off duty by any member (or temporary employee) of the Park Ridge Police Department.

- B. Each member will cooperate with the personnel assigned to conduct the investigation, or any other authorized individuals conducting an investigation covered by this order.

Any member who has, or is alleged to have knowledge of circumstances relating to a complaint investigation or member misconduct is required to immediately and without delay submit a written report to his/her immediate supervisor or to the next supervisor level if the allegations involve an immediate superior.

II. INTERNAL AFFAIRS FUNCTION

The Chief of Police or his designee is responsible for the administration of the Department's internal affairs functions. These functions include, but are not limited to:

- A. Receiving, documenting, and maintaining files on all information pertaining to allegations of employee misconduct. These files will be maintained in a secure area.
- B. Supervising the investigation of alleged or suspected misconduct within the agency.
- C. Maintaining the confidentiality of all internal affairs investigations and records in a secure, locked filing cabinet in the Chief's office.
- D. Providing information to the public on the procedures to be followed in registering complaints

Subject: Complaint and Disciplinary Procedures	Number GO 4.1	Revised Date July 12, 2021	Effective Date July 12, 2021	Page 2 of 15
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against the agency or employees.

E. The Chief may use an outside vendor to handle the investigation of complaints.

III. TYPES OF INVESTIGATIONS

- A. Citizen Inquiry (C.I.) – An investigation into an incident requested by a citizen. See Formal Complaint Form.
- B. Administrative Review (A.R.) – An internal investigation based on an allegation of misconduct by a member against the Department or any of its members. Examples may include, but are not limited to: any violation of the Department's directives, rules or procedures.
- C. Other Investigations – The Chief of Police or his designee will review reports submitted by members regarding the Use of Force, Resisting Arrest, Obstructing, and any other reports or incidents/issues.

IV. ILLINOIS UNIFORM PEACE OFFICERS' DISCIPLINARY ACT

The Department shall adhere to the Illinois Uniform Peace Officers Disciplinary Act ("UPODA") during investigations involving sworn law enforcement officers and civilians.

A. Application

- 1. UPODA applies to all members, from probationary officers through the Chief of Police. UPODA does apply to civilian members.
- 2. Under UPODA, a "formal investigation" is an investigation during which a member is questioned with the intent to gather evidence of misconduct that may lead to the member's removal, discharge, or suspension in excess of three days.
- 3. When an investigation or inquiry is not a "formal investigation" as defined under UPODA, the UPODA procedures do not apply.

B. Procedure

- 1. Members shall be informed in writing of the nature of the investigation before the member is interrogated including the name, rank and unit of command of the member in charge of the investigation, the interrogators, and all persons who will be present on behalf of the City during the interrogation except at a public administrative proceeding. The member under investigation shall inform the City of any person who will be present during any interrogation except at a public administrative hearing.
- 2. All interrogations under this section shall be conducted at a reasonable time of day. Whenever the nature of the incident and operation requirements permit, interrogations shall be conducted during the time when the member is on duty.
- 3. Interrogation sessions shall be of reasonable duration and shall permit the member interrogated reasonable periods of rest and personal necessities. Members shall not be subjected to professional or personal abuse, including offensive language.
- 4. A complete record of the interrogation, including transcript, shall be made available to the member under investigation without charge.
- 5. Any admission made by the member in the course of the investigation may be used as a basis for any subsequent disciplinary proceedings against the member.
- 6. Members under investigation have the right to be represented by counsel of his or her choosing at their own expense during any stage of the interrogation, and the member may consult with counsel as he/she sees fit. Members may also have a Union representative or fellow bargaining unit member present during the investigation.
- 7. Members have no right to remain silent during the course of the investigation and must answer all questions truthfully. Refusal to answer questions of the investigator may result in disciplinary actions, including termination of employment.

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V. INTAKE PROCESS FOR CITIZEN COMPLAINT

- A. A member who receives a report of a complaint from a citizen will immediately refer the complainant to the accused member's on-duty supervisor. If no supervisor is immediately available in that member's bureau or division, the on-duty field operations supervisor should be contacted. Complainants will not be told to return at a later time to file a complaint.
- B. The on-duty supervisor shall interview the complainant and any available witnesses to ascertain the nature of the complaint. The on-duty supervisor may direct the accused member(s) to prepare a written report of the incident. Oral interviews may be conducted of the accused member for initial clarification of an incident.
- C. Based on the findings of the supervisor's initial investigation, the supervisor will take the appropriate action as follows:
 1. Address the complaint and attempt to resolve/mediate the issue with the complainant within a reasonable time frame.
 2. If the complainant is not satisfied with this resolution of the complaint, or the complaint is of a serious matter, the supervisor will document the complaint and forward all information to the Chief Office. The supervisor will ask the complainant to complete the Formal Investigation Form.
- D. The supervisor will document any action taken, in a departmental memorandum, as well as the nature and extent of the complaint. The report, as well as a copy of all forms completed by the complainant, must be forwarded through the chain of command to the Chief of Police. Incidents handled at the supervisory levels will be logged as a C.I. or A.R., which will also be forwarded to the Chief of Police.
- E. Whenever a complaint is filed, the member(s) body camera footage will be flagged and the member(s) not allowed to view the footage until advised by supervisor.

VI. INTAKE PROCESS FOR ADMINISTRATIVE REVIEW

- A. A member who observes or has knowledge of an alleged violation of federal or state law, local ordinance violations, or department or city policies or procedures involving any member of the Department must immediately inform their on-duty supervisor. If the allegation involves a supervisor, the next ranking supervisor or command level officer will be notified.
- B. Upon receiving the initial complaint or report, or upon observing or becoming aware of an alleged violation, the supervisor will request an Administrative Review record number from the Chief of Police through the chain of command.
- C. The Deputy Chief of the affected division will identify and direct that supervisor to conduct a fair, impartial and thorough investigation into the allegation. The supervisor will interview the complainant and all available witnesses to ascertain the nature of the complaint. The supervisor may direct the accused member to prepare a written report of the incident in question. Oral interviews may be conducted of the accused member for the initial clarification of an incident. If the investigating supervisor is the complainant, he or she will submit documentation detailing the alleged misconduct to the Chief of Police through the chain of command.
- D. Once the initial investigation is completed, the supervisor shall document any action taken and immediately forward it, along with a recommendation for corrective action and/or remedial training, when appropriate, through the chain of command to the Chief of Police.
- E. After appropriate notifications have been made, informal investigations may be handled at the supervisory level. Formal investigations will be immediately forwarded through the chain of command to the Chief of Police.

VII. MINOR INCIDENTS

Procedures outlined in V and VI are not necessary for routine corrective action of a member taken by a supervisor in order to correct minor behavioral deficiencies. However, any action taken will be

Subject: Complaint and Disciplinary Procedures	Number GO 4.1	Revised Date July 12, 2021	Effective Date July 12, 2021	Page 4 of 15
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documented by the supervisor, and the report kept in the member's shift or bureau file as well as the

member's annual evaluation in the form of a Minor Corrective Action (MCA).

VIII. IMMEDIATE RELIEF FROM DUTY

- A. Immediate relief from duty is defined as the removal from duty of any member who fails to conform to reasonable standards of conduct or whose physical, mental or emotional state causes the reasonable belief that the member is unfit for duty and that the member's continued on-duty status will jeopardize effective service or the safety of the public.
- B. Immediate relief from duty may be imposed by any sworn supervisor, commander, or sworn member acting in a supervisory capacity. Civilian supervisors may only release civilian members.
- C. Immediate relief from duty is limited to excusing the member for that day, or a short period of time if the member is unfit for duty.
- D. Immediate relief from duty does not relieve the member of the responsibility for following additional orders or instructions from supervisors and commanders.
- E. When a member is relieved from duty, that member's immediate supervisor will be notified by the supervisor enacting the removal. The member's supervisor will notify the appropriate command staff member who will notify the Chief of Police.
- F. When a member is relieved from duty, the supervisor making the removal shall report the circumstance in a written memo. These reports will be forwarded through the chain of command to the Chief's office.
- G. The Chief of Police or a designee will immediately review the incident and determine the necessary course of action. The member will not return to work until authorized by the Chief of Police or the Chief's designee.
- H. Any member relieved from duty will be placed on Administrative Leave status, or paid leave.

IX. INVESTIGATIVE PROCESS

- A. The Department and its supervisors shall conduct an appropriate investigation of all complaints.
- B. Investigators may require Department members to appear for interviews at a given time and place. If the appointment is not scheduled during a member's tour of duty, the member will be compensated according to the labor agreement.
- C. Prior to interviewing the accused member, it will be determined whether or not statutory rights are applicable. This determination will be made by the Chief or Deputy Chief in charge of the members, regarding application of UPODA.
- D. Investigative Procedures
 1. When deemed necessary, the appropriate ranking member will order the accused member to submit to an investigative process or examination. Any such examination or process will be specifically directed and narrowly related to a particular internal investigation conducted by this Department.
 2. Should the member refuse to submit to such an order, the supervisor issuing the order will advise the member that a direct order is being given and that refusal to submit will constitute insubordination and may result in disciplinary action, including termination of employment. Having so advised, the supervisor will again order the member to submit.
 3. Should the member still refuse to submit to the order, the supervisor will report the refusal in writing through the chain of command to the Chief of Police, along with all other reports.

X. DISPOSITIONS

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A. Classification – Disposition of allegations of misconduct will be classified as one of the following:

1. Unfounded – the allegations were proven false or there was not credible evidence to support them.
2. Withdrawn – the complainant withdrew the complaint.
3. SOL – the complainant failed to cooperate further.
4. Exonerated – the incident occurred, but was lawful or proper.
5. Policy Failure – the allegation was true, and although the actions of the Department or the member were consistent with the Department's policy, the complainant suffered harm.
6. Not City Related – the complaint was not related to any official conduct and was outside the jurisdiction of the Department and the City of Park Ridge.
7. Sustained – the allegation was supported by sufficient evidence to justify a reasonable conclusion of guilt.
8. Not sustained – complaint can neither be proved nor disproved.

B. Recommendations

The accused member's Deputy Chief and supervisory member(s) will be responsible for making a recommendation in writing to the Chief of Police regarding the classification of an investigation's disposition within a reasonable period of time after receipt of a complaint. The Deputy Chief will consult with the appropriate supervisor(s) of the accused member prior to making a recommendation.

C. Notification

1. Accused

When a formal C.R. or A.R. investigation has been concluded and final action has been determined, the accused member will be notified in writing of the disposition.

a. Sustained

If the allegation is sustained, the accused will be notified of the discipline in writing.

b. Other than Sustained

If the allegation is given a classification other than sustained, the accused member will receive a Complaint Disposition Form.

2. Complainant

After the accused member has been notified of the disposition, the complainant will be notified of the disposition by official letter from the Chief of Police and will be personally contacted by the member's supervisor. Complainants in formal C.R. and A.R. investigations will be informed of the disposition by the Chief's designee.

XI. DISCIPLINE OR TRAINING ISSUED BY SUPERVISORS

Supervisors should utilize their experience and discretion in determining whether to recommend discipline and/or whether to recommend additional training to their subordinate employees where appropriate. Supervisors should review the member's prior disciplinary history and training record. All written discipline, recommended training, training attended as a result of corrective action, and referrals to EAP shall be recorded in the member's annual evaluation and maintained in the member's personnel file.

- A. Minor Corrective Action (MCA). Where minor work infraction of departmental rules, regulations or procedures are observed or otherwise identified, supervisors shall verbally counsel the members to correct such infractions and to come into compliance with the applicable work rules. A minor corrective action shall be recorded on the member's monthly evaluation sheet and the member's

Subject: Complaint and Disciplinary Procedures	Number GO 4.1	Revised Date July 12, 2021	Effective Date July 12, 2021	Page 6 of 15
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annual evaluation. Examples of infractions where minor corrective action are appropriate include, but are not limited to, sporadic punctuality issues, minor paperwork oversights, minor judgment issues, etc.

- B. Shift Level Counseling. A shift level counseling may follow one or more minor corrective actions. A shift level counseling may also be used as an initial form of corrective action (i.e., without requiring a prior minor corrective action) in a more serious circumstance. Examples of infractions where shift level counseling's are appropriate include, but are not limited to, common punctuality issues, consistent paperwork oversights, recurring judgment issues, etc. Once a supervisor decides that a shift level counseling is appropriate, that supervisor should meet with the member, discuss the issue, complete a Shift Level Counseling form (see attached) and forward it to the Chief of Police through the chain of command.
- C. Recommendation for Further Discipline. For discipline that merits more than a minor corrective action or shift level counseling, supervisors shall follow the guidelines set forth in VI. Intake Process for Administrative Review.

XII. CORRECTIVE ACTION OR DISCIPLINE ADMINISTERED BY THE CHIEF OF POLICE

- A. Written Reprimand. A written reprimand may follow one or more shift level counseling. A written reprimand may also be used as an initial form of discipline (i.e. without requiring a prior shift level counseling) in more serious circumstances.
- B. Suspensions. A suspension is the temporary removal of the employee from duty which may be paid or unpaid.
- C. Demotion. A demotion is the assignment of a member to a vacant position in a class having a lower maximum permissible salary than the class from which the demotion is made.

Note: the Chief of Police is authorized by the Municipal Code, Article 3, Chapter 12, Section 3, to demote any Deputy Chief or Commander, by his judgment, to the rank of sergeant without formal hearing or process. These are exempt positions that serve at the discretion of the Chief.

- D. Discharge. Discharge may be recommended when previous disciplinary steps have failed to correct a member's improper conduct or when the improper conduct is of a serious nature, which demonstrates a substantial shortcoming rendering the member's continued employment detrimental to the discipline and efficiency of the operations of the City's Department. Conduct of a serious nature may include but not limited to the following: the consumption of alcohol and/or use of drugs; willful destruction of City property or funds; abandonment of position; lying; dishonesty; falsification of record; theft; excessive force; failure to perform a duty or provide essential service; engaging in any act or conduct prohibited by state or federal statutes or municipal ordinance that is related to the member's position and/or impacts upon the member's ability to perform his/her position. Members will receive written notification stating reasons for dismissal, and the effective date of the dismissal will be provided.

XIII. STATUS OF MEMBERS WHILE ON SUSPENSION

When a sworn member is suspended from duty, the following will occur:

- A. Surrender of Equipment. The suspended member will surrender to the member's immediate supervisor the following equipment: department-issued weapon; police star; hat shield; and police ID/city ID. The supervisor will submit these items to the member's Deputy Chief.
- B. Suspension of Authority. Sworn members are forbidden from carrying any weapon or exercising any police authority or departmental duties during their suspension. Correspondingly, a member on suspension will not be bound by any rule, regulation, or order that requires the exercise of direct law enforcement action. However, prior to starting a suspension leave, a member with any court cases or other departmental appointments scheduled during the suspension period will take steps to cancel these scheduled appearances.

XIV. DISCIPLINARY ACTION RECORDS

Subject: Complaint and Disciplinary Procedures	Number GO 4.1	Revised Date July 12, 2021	Effective Date July 12, 2021	Page 7 of 15
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- A. The Chief of Police and Human Resources Department is responsible for the filing, maintenance and security of disciplinary records. These records will be maintained for written reprimands and above.
- B. Disciplinary records are permanent and may not be removed from an employee's file.

XV. DISCIPLINARY ACTION APPEAL PROCEDURES

These procedures are subject to the provisions contained in the following sources:

- A. The City of Park Ridge Employee Manual, Chapter 16
- B. City of Park Ridge Board of Fire and Police Commissioners Administrative Rules
- C. Illinois Compiled Statutes, Chapter 65 5/10-2.1-17

XVI. Law Enforcement Misconduct

A law enforcement officer or a person acting under the color of law commits laws enforcement misconduct when, in the performance of his or her official duties with the intent to prevent the apprehension or obstruct the prosecution or defense of any person, he or she knowingly and intentionally:

1. Knowingly and intentionally misrepresents or fails to provide material facts describing an incident in any report or during any investigations regarding the law enforcement employee's conduct;
2. Knowingly and intentionally withholds any knowledge of the material misrepresentations of another law enforcement officer from the law enforcement employee's supervisor, investigator or other person or entity tasked with holding the law enforcement officer accountable; or
3. Knowingly and intentionally fails to comply with paragraphs (3), (5), (6) and (7) of subsection (a) of section 10-20 of the Law Enforcement Officer – Worn Body Camera Act.

Officer-Worn Body Camera Act

(a-3): Cameras must be turned on at all times when the officer is in uniform and is responding to calls for service or engaged in any Law enforcement-related calls for service or engaged in any law enforcement-related encounter or activity, that occurs while the officer is on duty

(a-5): The officer must provide notice of recording to any person if the person has reasonable expectation of privacy and proof of notice must be evident in the recording. If exigent circumstances exist which prevent the officer from providing notice, notice must be provided as soon as practicable.

(a-6): For the purposes of redaction, labeling, or duplicating recordings, access to camera recordings shall be restricted to only those personnel responsible for those purposes. The recording officer and his or her supervisor may access and review recordings prior to completing incident reports or other documentation, provided that the officer or his or her supervisor discloses that fact in the report or documentation.

(a-7): Recordings made on officer-worn cameras must be retained by the law enforcement agency or by the camera vendor used by the agency, on a recording medium for a period of 90 days

XVII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

Subject: Complaint and Disciplinary Procedures	Number GO 4.1	Revised Date July 12, 2021	Effective Date July 12, 2021	Page 8 of 15
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Frank J. Kaminski, Chief of Police

Addendum A: Allegation of Employee Misconduct

Addendum B: Allegation of Employee Misconduct Receipt

Addendum C: Notification of Charges/Allegations Form

Addendum D: Administrative Proceedings Rights Form

Addendum E: Waiver of Counsel/Request to Secure Counsel Form

Addendum F: Shift Level Counseling Form

PARK RIDGE POLICE DEPARTMENT FORMAL COMPLAINT

Employee's name	Rank & Star Number	Assignment	Complaint Number
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Reporting Party	Reporting party's Residence Address
-----------------	-------------------------------------

Residence Phone	Cell Phone	Business Phone
-----------------	------------	----------------

Witness or additional complainants	Address	Phone
------------------------------------	---------	-------

Witness or additional complainants	Address	Phone
------------------------------------	---------	-------

Date/time of alleged misconduct: _____ at _____ a.m. – p.m.

Location of alleged misconduct: _____

Briefly describe allegation_____

Person receiving report	Title	Rank & Assignment	How reported (phone, letter, person, etc)

Pursuant to Section 3-6-6(L) of the Park Ridge Municipal Code, “The City Manager may make investigations into the affairs of the City or any department or division thereof and shall investigate all complaints in relation to matters concerning City services and City administration”. Any citizen who wishes may ask that the City Manager and his office investigate the matter of which they are complaining. Further, if the complaint is regarding the Chief of Police, the matter will be referred to the City Manager for his investigation.

DETAILS OF ALLEGATION AND/OR STATEMENT OF REPORTING PARTY

[illegible]

DETAILS OF ALLEGATION AND/OR STATEMENT OF REPORTING PARTY (continued)

My signature attests that the statements contained herein are true and correct. Any false statements made may result in a criminal and/or civil complaint against me.

Signed: _____ Date: _____ Time: _____

Investigated by _____ Rank & Assignment _____ Time _____ Date _____

**PARK RIDGE POLICE DEPARTMENT
ALLEGATION OF EMPLOYEE MISCONDUCT RECEIPT**

THIS ACKNOWLEDGES THAT _____ HAS FILED AN
(Name of Complainant)
ALLEGATION OF EMPLOYEE MISCONDUCT WITH THE PARK RIDGE POLICE DEPARTMENT
AGAINST _____.
(Name of Department member(s))

I UNDERSTAND THAT THIS ALLEGATION WILL BE INVESTIGATED AND THAT I WILL BE
INFORMED OF THE RESULTS OF THE INVESTIGATION.

NAME OF COMPLAINANT _____

COMPLAINANT'S ADDRESS _____

COMPLAINANT'S TELEPHONE NUMBER: HOME _____ WORK _____

DATE AND TIME ALLEGATION RECEIVED _____

OFFICER RECEIVING ALLEGATION _____ STAR # _____
signature

Copies: Original to the Chief of Police
Copy to complainant

PARK RIDGE POLICE DEPARTMENT NOTIFICATION OF CHARGES/ALLEGATIONS

Name of Accused	Star No.	Rank	Unit Assigned
-----------------	----------	------	---------------

Department policy provides that you have a right to be advised in writing of the allegation against you prior to any interrogation of you concerning the allegation, regardless of the nature of the allegation, and even if the allegation is such that it will not result in the filing of criminal charges or the filing of separation charges or disciplinary action resulting in suspension in excess of three (3) days.

Accordingly, you are hereby advised of the following: On _____ at _____,
Date of allegation Time of allegation

_____ filed an allegation of employee misconduct alleging that on _____

Complainant

_____ at _____ at/near _____ you
Date of alleged misconduct Time of alleged misconduct Location of alleged misconduct

were responsible for the following illegal or improper act(s): (briefly describe allegation) _____

Rev. 07/2021

DETAILS OF ALLEGATION (continued)

The undersigned hereby acknowledges receipt in writing of the charges or allegations against him/her.

Signature of issuing supervisor

Signature of recipient

WITNESSES:

ADMINISTRATIVE PROCEEDINGS RIGHTS

(Statutory)

Given to Accused

Date: _____ Time: _____

Name of Accused	Star No.	Rank	Unit Assigned
-----------------	----------	------	---------------

This law provides that you are to be advised of the following:

1. Any admission made in the course of this hearing, interrogation or examination may be used as the basis for charges seeking your discharge or suspension.
2. You have the right to counsel of your choosing to be present with you to advise you at any stage of this hearing, interrogation or examination, and you may consult with him/her as you desire.
3. You have a right to be given a reasonable time to obtain counsel of your choosing.
4. You have no right to remain silent. You have an obligation to truthfully answer questions put to you. You are advised that your statements or responses constitute an official police report.
5. If you refuse to answer questions put to you, you will be ordered by a superior officer to answer the question.
6. If you persist in your refusal after the order has been given to you, you are advised that such refusal constitutes a violation of the Rules and Regulations of the Park Ridge Police Department and will serve as a basis for which your discharge will be sought.
7. You are further advised that by law any admission made by you during the course of this hearing, interrogation or examination cannot be used against you in a subsequent criminal proceeding.

The undersigned hereby acknowledges that he/she was informed of the above rights.

Signature

WITNESSES:

**PARK RIDGE POLICE DEPARTMENT
WAIVER OF COUNSEL/REQUEST TO SECURE COUNSEL**

Name of Accused	Star No.	Rank	Unit Assigned
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WAIVER OF COUNSEL

I, the undersigned, hereby acknowledge that I have received and have read the charges/allegations against me and I knowingly and voluntarily wish to proceed with the hearing, examination or interrogation without having counsel of my own choosing present to advise me during this hearing, examination or interrogation.

Date/Time _____

Signature _____

REQUEST TO SECURE LEGAL COUNSEL

I, the undersigned, having been advised of my right to counsel of my own choosing at all hearings, examinations and interrogations in connection with the charges/allegations against me which have been given to me in writing and receipt of which is hereby acknowledged, elect to secure the services of counsel and agree to proceed with said hearing, examination or interrogation at,

_____ hours, on _____, 20____, in room _____

Park Ridge, Illinois, at which time said hearing, examinations and interrogations shall be commenced. By placing my signature upon this statement, I affirm my wish to secure said counsel and agree to comply with department hearing, examination or interrogation scheduled on the date aforesaid.

Date/Time _____

Signature _____

WITNESSES

SHIFT-LEVEL COUNSELING

_____ has been given a shift-level counseling for
"Go r m{ gg'P co g+

_____. As part of this counseling, I went over the Park Ridge
"F guetk vqp"qh"Kekf gpv+

Police Department Mission/Value Statement with _____.
"Uw gt xkuqt 'P co g+"
"*****"

Park Ridge Police Department Mission/Value Statement

*The Park Ridge Police Department serving by honoring our oath to the community through
professionalism, respect, pride and dedication.*

"
"
"

Additional Info:

OFFICER: _____ **DATE:** _____

SUPERVISOR: _____ **DATE:** _____

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Disciplinary Records	Number GO 4.2	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Disciplinary Records			Approved By Frank Kaminski Chief of Police	

POLICY: The Department will maintain a system of disciplinary actions regarding members.

I. DISCIPLINE RECORDS

- A. Official disciplinary action (written reprimands through termination) records will be maintained in the City's Human Resources Personnel Files.
- B. Members may access these files by contacting the manager of Human Resources and schedule a time to review their City Personnel File.

II. DEPARTMENT INTERNAL AFFAIR FILES

- A. A member's disciplinary action history and investigations will be maintained in the confidential files of the Chief's office. These records are not accessible to employees.
- B. These records are maintained strictly for liability and administrative review purposes, and may not be accessed for routine performance appraisals.
- C. The confidentiality and integrity of these files preclude that the disciplinary action records be accessed during any evaluation process, or for purposes having to do with transfer/promotion.
- D. A member's Disciplinary History Record as maintained by the Chief may be reviewed by supervisory and command members as part of the disciplinary process.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Progressive Discipline	Number GO 4.3	Revised Date Dec. 18, 2015	Effective Date May 1, 2015	Page 1 of 2
Index As: court appearances, discipline, late for work, missing court, progressive discipline, tardiness			Approved By Frank Kaminski Chief of Police	

POLICY: The Department adheres to the City Policy on Progressive Discipline. The Department has established a series of progressive disciplinary actions for selected violations that occur within any period of twelve consecutive months. The level of discipline applied to a particular violation depends on the number of infractions of the same policy occurring during the preceding consecutive twelve months. The member must be violation free for twelve consecutive months for the progressive discipline to start over.

In addition to progressive disciplinary actions, positive corrective measures will be provided, when applicable, as a means of improving employee productivity and effectiveness through positive and constructive methods. Such measures may include any combination of training, remedial training, counseling, and referral to an employee assistance program.

A higher level of discipline may be applied to any one violation when the circumstances warrant it, such as when violations of other rules and policies occur during the same incident or during the preceding consecutive twelve months.

I. COURT APPEARANCES

When a court discrepancy form is sent to a supervisor through the chain of command, the discrepancy will be investigated and returned promptly. The appropriate sections on the form will be completed. The officer involved will submit a memorandum regarding the incident.

After speaking with the officer and receiving a memorandum from the officer, if the supervisor believes the officer has a valid excuse for missing court, or other infractions noted, then the officer will be excused and this will be indicated on the court sheet.

If the officer is not excused, the following minimum levels of discipline may be implemented.

Missed Appearances:

1st Miss Shift Level Counseling
 2nd Miss Written Reprimand
 3rd Miss Suspension Time

Improper Dress or Late for Court:

1st Incident Minor Corrective Action
 2nd Incident Shift Level Counseling
 3rd Incident Written Reprimand
 4th Incident Suspension Time

II. TARDINESS – TWO TIER SYSTEM

A. Members of the Department are required to be at their duty assignment (e.g., shift, training, in-service, scheduled appointments, etc.) at the designated starting time and properly equipped for duty.

The following progressive system will be used to correct problems related to unauthorized tardiness:

1st Tardiness Shift Level Counseling
 2nd Tardiness Written Reprimand
 3rd Tardiness Suspension Time

Subject: Progressive Discipline	Number GO 4.3	Revised Date Dec. 18, 2015	Effective Date May 1, 2015	Page 2 of 2
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- B. Members of the Department that are late for their duty assignment, but call in at least 20 minutes before the start time will be allowed three call incidents in a rolling 12-month period prior to progressive discipline being initiated. Time will be deducted for any late arrivals.

The following progressive system will be used with the fourth event and subsequent events:

- 1) Written Reprimand
- 2) Suspension Time

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Drug Screening	Number GO 4.4	Revised Date	Effective Date May 1, 2015	Page 1 of 7
Index As: alcohol screening, drug testing, mandatory physical exams, physical exams, pre-employment screening			Approved By Frank Kaminski Chief of Police	

POLICY: Drug use and abuse by members of the Park Ridge Police Department presents unacceptable risks to the safety and well-being of other employees and the public, invites accidents and injuries, and reduces productivity. In addition, such use and abuse violate the reasonable expectations of the public that the City employees who serve and protect them obey the law and be fit and free from the adverse effects of drug use.

In the interests of employing persons who are fully fit and capable of performing their jobs, and for the safety and well-being of employees and residents, the Park Ridge Police Department hereby establishes a screening program implementing the stated policy regarding drug use by employees and potential employees of the Park Ridge Police Department. The Department also is concerned about the inappropriate or excessive use of alcohol by members.

The Police Department has the responsibility to provide a safe work environment as well as a paramount interest in protecting the public by ensuring its employees are physically and emotionally fit to perform their jobs at all times. For these reasons, the use, possession, sale, or transfer of illegal drugs, cannabis, or non-prescribed controlled substances by Department members is strictly prohibited on or off duty. Violation of these policies will result in discharge.

There is sufficient evidence to conclude that use of illegal drugs, drug dependence, and drug abuse seriously impair an employee's performance and general physical and mental health. The illegal possession and use of drugs and narcotics by Police Department employees is a crime in this jurisdiction, and clearly unacceptable. There are unique hazards associated with drug possession and use by the police. Therefore, the Park Ridge Police Department has adopted this written policy to ensure an employee's tests are ordered based on reasonable suspicion, following an established written policy and procedure, and where the employee knows testing is a requirement of employment.

I. DEFINITIONS

- A. The term "drug" includes the following:
 - 1. Cannabis, as defined in Illinois Revised Statutes.
 - 2. Controlled substances, as defined in Illinois Revised Statutes.
 - 3. "Designer" drugs which may not be listed in the Controlled Substance Act but which have adverse effects on perception, judgment, memory, or coordination.
 - 4. Alcohol.
- B. The term "drug abuse" includes the use of cannabis or any controlled substance that has not been legally prescribed and/or dispensed, or the abuse or the unexplained use of a legally prescribed drug, or alcohol.
- C. "Mandatory physical examinations" will include the submission of a urine specimen or other body sample for routine analysis and screening for the presence of drugs.
- D. The term "drug screen" means the screening of a urine specimen or other body sample for the presence of drugs.
- E. The term "reasonable suspicion" means a reasonable ground for belief in the existence of facts or circumstances warranting an order to submit to a drug test.
- F. The term "impairment" or "impaired performance" means being or appearing to be under the influence of drugs, or being or appearing to be in an impaired physical state due to use of

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drugs. Impairment for purposes of this General Order will be presumed when any unauthorized, illegal drug or alcohol is found to be present in the system of a member.

II. PRE-EMPLOYMENT SCREENING

- A. All new full-time employee applicants (and identified part-time seasonal employees) of the Police Department will be required to be screened for the presence of drugs prior to employment. No applicant with a confirmed positive result shall be eligible for hire. Any applicant refusing to submit to such required testing shall not be considered for employment.
- B. Current employees applying for promotion, transfer to specific specialized assignments as identified by the Chief, or voluntary reduction to a new position will be required to submit to be screened for the presence of drugs prior to the position change. No applicant with a confirmed positive result shall be eligible for the position change. Any applicant refusing to submit to such required testing shall not be considered for the position change. Disciplinary action will be administered regarding the member.
- C. All new applicants in the Police Department will be required to be screened for the presence of drugs prior to employment. No applicant with a confirmed positive result shall be eligible for hire. Any applicant refusing to submit to such required testing shall not be considered for employment.

III. MANDATORY PHYSICAL EXAMINATIONS: DEPARTMENT MEMBERS ROUTINE ACTIONS REQUIRING DRUG SCREENS

- A. A mandatory physical examination and/or a drug screen will be ordered by the Department when:
 - 1. The Chief of Police or a designee has written documentation citing a specific instance(s) when a member was incapable of performing his/her required duties or exhibited unusual work habits, excessive absences and/or behavioral traits or other evidence of impairment creating a reasonable suspicion of drug use.
 - 2. A member's illness or incapacitation warrants it.
- B. Drug screening will be routinely conducted when a member:
 - 1. Is to be appointed to an exempt position or promoted to a civil service rank, or is applying for assignment to certain specialized department units (when notice has been given that a physical examination or drug screen is required);
 - 2. Is assigned to a particular department unit which requires periodic drug testing due to the nature of the functional specialty (e.g., narcotics unit);
 - 3. Is the subject of allegations of drug use or abuse on or off duty;
 - 4. Has been the subject of a criminal arrest or investigation, the results of which give rise to a reasonable suspicion or belief that a member is involved in illegal drug related activity, on or off duty, including, but not limited to, a member's:
 - a. Unauthorized involvement with a person or enterprise engaged in illegal sale, delivery, manufacture, purchase, or possession of drugs;
 - b. Illegal sale, delivery, manufacture, purchase, or possession of drugs;
 - 5. Is in the last quarter of a probationary period;
 - 6. Is involved in a use of force incident where the offender is killed or has suffered great bodily harm, and where there is reasonable suspicion of drug use.
 - 7. Is involved in an on-the-job injury causing reasonable suspicion of drug use;
 - 8. Is involved in an accident which causes serious injury or property damage, and where there is reasonable suspicion of impairment or drug use.

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Refusal of the member to comply with the order for drug screening will be considered as a refusal of a direct order and will be cause for discharge.

IV. REASONABLE SUSPICION OF DRUG USE

Where observations of impairment or impaired performance create reasonable suspicion of drug use, or where an accident, injury or other incident creates reasonable suspicion of drug use, or where reports of drug use result in discovery of reliable information pertaining to the alleged drug use, the following actions will be taken:

A. Use of Force/Accidents/Injuries

1. When a member is involved in a use of force incident or in an on-the-job accident or injury, including one resulting from a vehicular accident, a drug screening may be required. The supervisor investigating the incident will, as part of the investigation, evaluate the member's appearance and behavior and may require a drug screening where there is reason to believe that the member caused or contributed to the incident; where there are independent reasons to suspect that drug use by the member may have contributed to the incident; where the accident resulted in personal injury and/or serious property damage; or where substantial property damage or personal injury may later be claimed by the member or others involved in the incident or accident.
2. Supervisors must document clearly, in writing, the behavior and/or actions of a member that lead the supervisor to require a drug screen. Where possible, the observations of the supervisor should be corroborated in writing by another's.

Supervisors shall discuss the evaluation and the recommendation for a drug screen with the Commander or Supervisor to which the member is assigned and get approval of said Commander before ordering a drug screen. If the Commander is not available, the supervisor will obtain approval from the ranking member of the Division.
3. Refusal of the member to comply with the order for drug screening will be considered as a refusal of a direct order and will be cause for discharge.

B. Performance

1. When a member is observed to be behaving in an unusual or inappropriate manner causing reasonable suspicion of drug use, the supervisor may require a drug screening. Examples of such behavior may include, but are not limited to: lower productivity, performance of unsafe acts on the job, peculiar accidents, over-reaction to criticism, mood swings, mistakes due to poor judgment, neglect of details formerly attended to, improbable excuses for poor work patterns, forgetfulness, high levels of absenteeism, complaints of illness, difficulty concentrating, confusion, or inability to get along with others. Other signs of impairment may be reflected in the member's demeanor such as slurred speech, unsteady gait, dilated pupils or unsure movements.

Impaired performance may be a single incident or may be observed over a period of time, e.g., excessive or patterned absenteeism, longer or more frequent than usual breaks, varying productivity patterns, lowered job efficiency.
2. The supervisor must document clearly, in writing, the behavior and/or actions of a member that lead the supervisor to suspect possible drug use and/or impairment due to possible drug use. Whenever feasible, the impaired behavior should be observed and corroborated in writing by another supervisory member.

Supervisors shall discuss the evaluation and the recommendation for a drug screen with the Division Commander to which the member is assigned and get approval of said Commander before ordering a drug screen. If the Commander is not available, the supervisor will obtain approval from the ranking member of the Division.

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3. Refusal of the member to comply with an order for drug screening will be considered as a refusal of a direct order and will be cause for discharge.

C. Third Party Reports

When a report of drug use by a member is received, a drug screening may be required. The supervisor or Commander receiving the report personally or from another member shall conduct whatever inquiry or investigation is deemed appropriate to determine the reliability of the source. Based on the results of the investigation, the supervisor or Commander may require a drug screen. Refusal of a member to comply with an order for drug screening will be considered as a refusal of a direct order and will be cause for discharge.

V. TESTING PROCEDURES

The Manager of Human Resources, in conjunction with the Chief of Police, will ensure that the following procedures are established for the collection and testing of specimens at a designated certified laboratory.

A. General Procedures:

1. Employees covered by a collective bargaining agreement are entitled to union representation if covered in agreement; if an employee being tested so requests, a union representative shall accompany the employee to the collection site, provided such representative is available and that securing such representative does not impede the process.

2. Collection Sites

Collection services will be provided at the sites identified by the City.

3. Scheduling

- a. For cause/fitness for duty: and other non-routine testing will not require an appointment, but the individual must be accompanied by a supervisor, who will present identification.

In most cases, City's medical facility will be notified by phone of a testing request "on the way."

- b. Routine testing will be done by appointment at least 24 hours in advance.

4. Results

Results will be confidentially forwarded to the Manager of Human Resources. Generally, this means within 24-72 hours.

The Manager of Human Resources may request that the City's medical facility release the results by phone or in person to the Chief.

Written results are the property of the City of Park Ridge and will not be released to an employee/applicant without proper authorization.

5. Collection Procedure

- a. Client identity will be verified by driver's license and City I.D. or by the supervisor in the absence of a picture I.D. Verification will be done by doctor or nurse.

- b. The appropriate Clinic/hospital forms and procedures will be followed.

B. Independent Testing

When an employee has been tested pursuant to the rules established herein and there are confirmed positive results, the employee may request that a portion of the original specimen be submitted for an independent test.

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The employee shall be notified of his/her right to do so and must request and complete the independent test within ten (10) days of notice. The independent test shall be at the employee's expense, shall use equivalent testing and chain-of-custody process used by the City and shall be performed at a testing site/laboratory that is acceptable to the City. If such independent test yields a negative test result, the City will run a third test at the City lab; two consistent results will determine how the City proceeds.

- C. When the confirming test shows no presence of drugs, the tested member shall receive a letter stating that the test results were negative, and if requested, said letter shall become part of the member's personnel file.

- D. Confidentiality of Test Results:

The results of drug tests will be disclosed only to the person tested, the Chief of Police, the Human Resources Manager, and such other officials as may be designated by the City Manager. Such designations will be made on a need-to-know basis.

- E. Alcohol Screen Tests

Members suspected of alcohol use will first be required to submit to a Breathalyzer Test from a certified operator. This will generally be conducted at the Department at supervisory direction.

If the breathalyzer test indicates a positive reading, the member may be sent to the medical facility for additional screening.

Failure for any member to follow the orders for these tests will result in discharge.

VI. SPECIFIC RESPONSIBILITIES

- A. The Chief of Police or a designee will:

1. Identify those members whose suspected or reported medical condition requires a drug test and inform the Manager of Human Resources of said status;
2. Schedule these members for mandatory physical examinations and drug screens and inform the Manager of Human Resources of the scheduled appointment;
3. When necessary, initiate a preliminary investigation to determine the validity of a member's admission that he/she is presently taking prescribed drugs.
 - a. If the preliminary investigation reveals that the drugs have been legally prescribed and are being consumed according to prescription directions, no complaint Register number or Administrative Review number will be required.
 - b. In all other instances, a Complaint Register or Administrative Review number will be obtained when the test results disclose positive indicators and/or evidence of drug usage by the member.

- B. Command level personnel or the Chief of Police shall ensure that members have been properly notified of the date and time of a scheduled mandatory physical examination and/or drug screen and that the notification has been properly documented.

- C. The member subject to a mandatory physical examination and/or drug screen will:

1. Report on a date and time determined by the Department;
2. Furnish documentation relating to the use of any prescribed drugs, i.e., prescription bottle with prescription number, prescribing physician's statement, etc.;
3. Answer all pre-medical examination questions relating to his/her medical history including the use of any/all prescribed drugs and the name(s) of any prescribed drugs and the name(s) of any prescribing physician(s);

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4. Cooperate in the completion of all phases of the mandatory physical examination or drug screen in accordance with the instructions of the examining physician or his/her designee;
 5. Have in his/her possession, his/her departmental identification card and drivers license.
- D. It shall be the obligation of any member with information pertaining to another member's violation of this General Order to immediately report said information to a supervisor, a commanding officer, or the Chief of Police.
 - E. Any member who is taking prescription medication that could effect perception, judgment, memory, coordination or other necessary ability to perform one's duties shall report in writing such fact and the nature of the illness or condition requiring the medication to his/her supervisor. Such information will be treated on a confidential basis.

VII. REFUSALS/CONFIRMED TESTS/OTHER VIOLATIONS

- A. Any member who refuses to comply with an order for a drug screen or physical examination test shall be subject to discharge.
- B. When the tests of a Police Department employee results in a confirmed positive finding, the following actions will be taken:
 1. Sworn Members:

The first confirmed finding of an illegal drug in the system of a sworn member (on or off duty) will be cause for discharge. It is the determination of the Chief of Police and the City of Park Ridge that maintenance on the police force of any sworn member who has used illegal drugs poses an increased and unnecessary risk to public safety. In addition, because the ingestion of drugs necessarily involves the commission of drug-related criminal offenses and therefore a breach of the sworn member's duty to observe and uphold the law, such conduct will not be tolerated.

The first confirmed finding of alcohol while on duty in the system of a sworn member will be cause for discharge if:

 - a. The health or safety of the public or fellow employees has been endangered.
 - b. The member is within their probationary period.
 - c. The protection of the public or co-workers requires the removal of the particular member.
 2. Civilian (non-sworn) Members:

The Department will seek the discharge of employees for a first confirmed positive test result for illegal drugs or alcohol as follows:

 - a. Employees in positions when the health or safety of the public or fellow employees has been endangered;
 - b. Employees who are within their probationary period, and
 - c. Employees in any category where the protection of the public or co-workers requires the removal of the particular employee from City employment.
 3. The City will seek the discharge of any employee with a *second* confirmed positive drug/alcohol screen arising from a second separate incident or from violation of the employee's treatment conditions, or after completion of the treatment process. This action will be taken whether or not the employee has been or is currently in treatment.

Subject: Drug Screening	Number GO 4.4	Revised Date	Effective Date May 1, 2015	Page 7 of 7
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4. Where the violation involves the illegal sale or possession of drugs, the Chief of Police shall seek the discharge of the member.

VIII. RECORDS

Test results shall be maintained by the Human Resources Department, and shall be kept confidential.

IX. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Emergency Medical Service/Assistance	Number GO 5.1	Revised Date May 28, 2015	Effective Date May 1, 2015	Page 1 of 1
Index As: Stand-By Requests, Emergency Medical Assistance, First Aid, Medical Transportation			Approved By Frank Kaminski Chief of Police	

POLICY: Members will always consider the safety and medical needs of all victims, witnesses, and suspects. Members will provide first aid to any person in need. The Department will work with Fire Department personnel at incident and crime scenes.

I. FIRST AID

When a member of the Department arrives on the scene of a call for emergency medical service prior to the responding Fire Department units, the member will provide emergency first aid as needed.

Upon arrival of the Fire Department, the senior Fire Department officer at the scene will be in charge of the treatment and transportation of sick or injured persons.

II. HANDLING OF VICTIMS AT SUSPECTED CRIME SCENES

The Department's concern is for the well-being of the injured or sick. Efforts to save a life will take precedence over any other action. However, extreme care will be taken to preserve the crime scene and not to disturb any evidence. Subjects will not be moved or unclothed more than is necessary to make an examination. See the General Order on Rapid Deployment for handling victims in an active shooter situation.

III. POLICE TRANSPORTATION FOR NON-EMERGENCY CASES

Police vehicles may be used for transportation of non-emergency cases. Determination as to the method of transportation will be made by the Fire Department officer-in-charge, NOT by a member of the Police Department.

If a Fire Department officer is not on scene, it will be the sound discretion of the on-duty police supervisor to use a police vehicle as a method of transportation of non-emergency cases.

IV. TRANSPORTATION STAND-BY REQUESTS

Police units will not be dispatched to private care/assisted living facilities or local hospitals to stand-by while a **private ambulance service** effects the removal and transport of a patient. The requesting facility and the ambulance service should provide sufficient personnel to cope with a potentially resistant/combatative patient. Should a disturbance erupt beyond the capabilities of facility staff and transport personnel to handle, upon request police units will respond to render aid. Effecting the removal and transport of the patient remains the responsibility of the facility and ambulance service. A field supervisor will respond to such calls. The unit assigned will submit a report documenting the action taken.

At the request of the Park Ridge Fire Department, police units will be dispatched to stand-by/assist Fire Department paramedic units while they perform their assigned duties.

The Park Ridge Police Department's on-duty supervisor will be advised by Dispatch on all fire calls. The on-duty supervisor will advise Dispatch to send police units or to log the information in CAD.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: General Operation of Department Owned Vehicles	Number GO 5.2	Revised Date June 4, 2021	Effective Date May 1, 2015	Page 1 of 5
Index As: Parking, Running Engine of Vehicles, Vehicle Inspection, Use of Emergency Lights			Approved By Frank Kaminski Chief of Police	

POLICY: This General Order establishes policy and procedures in regard to the operation of department vehicles under general conditions.

I. VEHICLE DESCRIPTION AND EQUIPMENT

- A. All Patrol Division and Traffic Section vehicles will be equipped with these minimum items:
 - 1. First aid kit with basic emergency medical supplies
 - 2. Two disposable blankets
 - 3. Five pound dry chemical fire extinguisher
 - 4. Flares – minimum 12 each
 - 5. Seat belt cutting tool
 - 6. Tape measure
 - 7. A.E.D. (Automated External Defibrillators)
- B. At least once a week, a supervisor assigned to the day shift or his designee will ensure that all patrol division vehicles are properly equipped with the above items.
- C. When a department vehicle is scheduled to be taken to Public Works, the transporting member should first ensure that the vehicle has been inspected by a supervisor or his designee. That supervisor should make certain that any firearms, ammunition and the AED are removed where applicable.
- D. When a department vehicle is scheduled to be taken to an outside vendor's facility, the transporting member should first ensure that the vehicle has been inspected by a supervisor or his designee. That supervisor should make certain that any firearms, ammunition, the AED, helmet, shield, computer and report bins are removed, where applicable.
- E. Vehicles assigned to the Patrol Division and Traffic Section and designated as semi-marked units will be equipped with the same or similar equipment as the marked patrol units.
 - 1. Semi-marked units will have a siren and permanently mounted emergency red and blue lights inside the vehicle.
 - 2. Semi-marked units are not conspicuously marked as are the patrol units.
 - 3. Semi-marked squads are not identifiably marked as police vehicles. Therefore, officers should be constantly aware of other drivers' actions when operating such vehicles in an emergency mode.
 - 4. Guidelines for operating a semi-marked unit in a pursuit as outlined in the General Order regarding pursuits shall be followed.
- F. Operators of unmarked police vehicles should be aware of the potential for the average citizen to be apprehensive of stopping for unmarked police vehicles.
 - 1. Unmarked police cars, therefore, may not operate as emergency vehicles unless the siren is in operation or emergency lights are flashing.
 - 2. Officers should be alert for reactions varying from increased distance to curb vehicle, to failure of motorist to stop. Marked police vehicles may need to respond in order to

Subject: General Operation of Department Owned Vehicles	Number GO 5.2	Revised Date June 4, 2021	Effective Date May 1, 2015	Page 2 of 5
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stop a vehicle.

3. Use of a spotlight without the siren does not identify the car as an emergency vehicle. Unmarked cars that are not equipped with sirens or emergency lights may not be operated as emergency vehicles merely because they belong to the police department and are driven by police officers.

- G. Officers should be familiar with and comply with the Sections of Chapter 625 of the Illinois Compiled Statutes which apply to the operation of emergency vehicles.

II. USE OF VEHICLES

- A. Department vehicles will be assigned only by members designated the authority to assign motor vehicles.
- B. No member of the department will operate a department vehicle, except in an emergency, unless so assigned by a supervisor.
- C. Department vehicles designated as supervisor's vehicles will not be used by other members without consent of that individual, the Chief of Police, or his designee.
- D. Department vehicles designated for use by the Investigative Division (I-1, I-2, I-3, I-4) will not be used by members of the Patrol Division without consent of the Chief of Police, the Deputy Chief of Field Operations, or the Investigative Division Sergeant or Commander.
 1. If any of the above command staff are unavailable, the watch supervisor may authorize the use of these vehicles for specific necessities, i.e., use by Patrol Division members for special tactical assignments, etc.
 2. These vehicles will not be used for routine patrol.
 3. The watch supervisor shall leave a message for the Investigative Division Commander and Sergeant if a vehicle was used, stating the purpose.
 4. The watch supervisor shall obtain prior approval for such vehicle used, whenever possible.
- E. The department motorcycle (M-1) will be designated for use only by authorized members who have received department-approved training and who possess a valid Illinois driver's license with the appropriate motorcycle classification. (See General Order regarding special purpose vehicles.)
- F. Every member of the department must have in their possession at all times a valid Illinois driver's license. An officer who cannot qualify for a license or whose license has been suspended, revoked, or cancelled will immediately notify his commanding officer.
- G. Department personnel will not drive a department vehicle out of the City except for a specific police purpose, or as authorized by a supervisor.
- H. Department personnel will not use a department vehicle to push, pull, or tow another vehicle. Department vehicles will not be used to jump-start other vehicles not owned by the department except during an emergency and authorized by a supervisor.
- I. Department vehicles designated for use by the Patrol Division will not be operated by non-sworn members except in cases of emergency or maintenance, and with the permission of a supervisor.
- J. All members assigned a department vehicle will routinely refuel the vehicle. The oil shall be checked on the day shift when refueling. No vehicle will be turned over for use by another member with less than one-quarter (1/4) tank of fuel without permission by a supervisor.
- K. Members assigned to vehicles will routinely have the vehicle washed at the designated wash facility. Supervisors are responsible for ensuring that all vehicles assigned to their members are cleaned within department guidelines.

Subject: General Operation of Department Owned Vehicles	Number GO 5.2	Revised Date June 4, 2021	Effective Date May 1, 2015	Page 3 of 5
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- L. Members will ensure that the interior of the vehicle to which they are assigned is maintained, organized, and clean.
- M. Unauthorized equipment will not be attached or installed in department vehicles without written authorization of a Deputy Police Chief. This includes, but is not limited to, radios, scanners, or lighting.
- N. The smoking of cigarettes is prohibited in all operations vehicles, unless designated otherwise by a Deputy Police Chief. The smoking of cigars or pipes is prohibited in all operations vehicles.

III. INSPECTION AND REPORTING VEHICLE DAMAGE OR ACCIDENTS

A. Vehicle Duty Assignment

1. At the beginning of the tour of duty, officers assigned to a vehicle shall conduct a thorough inspection of the vehicle to which they are assigned. The findings of said inspections shall be recorded in the "Squad Damage" binder located in the watch supervisor's office. Any damage, missing equipment or contraband discovered during the inspection shall be reported via memo promptly to the on-duty watch supervisor. The supervisor will then initiate an inquiry to determine responsibility.
2. Any incident in which damage is done, or suspected to have occurred based on the circumstances, will be reported to the watch supervisor. Any damage discovered at the start of a shift, prior to use, will be reported to the watch supervisor. All verified damage will be recorded on 911 Tech and in the vehicle damage book. All new damage requires a police report. The type of report used will be determined by the type and cause of damage.
3. If the vehicle has been accepted by the relieving officer as being complete and in good condition, the relieving officer will be held responsible for:
 - a. Any damage found later which was clearly discoverable at the time of the inspection.
 - b. Any equipment missing at the time of inspection but not reported by him, including squad trunk equipment.

B. A member involved in an accident while operating a department vehicle will follow the existing General Order regarding traffic crashes.

C. Permanently Assigned Vehicles

City vehicles permanently assigned to police staff will be used for department-related business or occasional personal matters. Staff assigned a vehicle will do as follows:

1. Periodically inspect the vehicle and report any damage/theft in writing to the Chief of Police.
2. Record any damage in the "Squad Damage" binder.

IV. OPERATING EMERGENCY VEHICLES: GENERAL GUIDELINES

See the General Order regarding emergency vehicle operation.

V. CELL PHONE USAGE

Personal cell phone use will not be permitted while operating a department vehicle. Members must stop the vehicle in a safe location to receive or make a phone call. The use of earpieces that allow for hands-free phone operation is also prohibited. Members assigned to Investigations may use a cell phone in accordance with State law while conducting official business. Those members assigned take home vehicles will follow State law when using a cell phone.

Subject: General Operation of Department Owned Vehicles	Number GO 5.2	Revised Date June 4, 2021	Effective Date May 1, 2015	Page 4 of 5
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VI. DUTY TO OBEY ORDINANCES, LAWS, RULES, AND REGULATIONS

- A. All members of the department shall abide by the City Traffic Ordinances, Illinois Vehicle Code, and Department General Orders regarding the operation of police vehicles. In situations other than dispatched emergency calls and as the primary or secondary vehicle in vehicle pursuits, the officer will use routine or urgent response, as the situation warrants.
- B. Extreme care must be used while operating a motor vehicle. The operator is responsible for their driving and may be held accountable for any violation of the law or a motor vehicle accident that they are involved in or may cause.
- C. Parking: During routine patrol or business, members will, at all times, park department vehicles where legally permissible. Exceptions include responding to emergencies or when otherwise directed by a supervisor.
- D. Under the Mental Health and Developmental Disabilities Code, 405 ILCS 5/1-100, Park Ridge Police Officers may be required, pursuant to a signed Illinois District Judge's Order, to provide transportation of patients in need of mental health care to a treatment facility.

Officers shall notify the party that requests police service and provides a signed copy of the Order of the Court, that pursuant to Park Ridge Ordinance 20-9-2, a fee (currently \$650) for the transport will be billed by the City of Park Ridge to the individual transported, or an individual responsible for the patient's care. This notification shall be made prior to commencing the transport.

All Mental Health Transports will be documented in reports that will include the details from the Order of the Court. Supervisors are responsible for ensuring copies of this information is provided to the Chief's Office for processing.

VII. POLICE VEHICLES - IDLING

When on calls, or the vehicle is occupied, Police vehicles may remain on to maintain necessary temperature and equipment operation. Between temperatures of 32 Degrees Fahrenheit and 85 Degrees Fahrenheit all vehicles including marked squads with AED/Narcan will be turned off when the vehicle is left unoccupied. This includes meal breaks, extended time at the station, or other tasks that require an officer to be out of the vehicle that do not include emergency operations or field calls. All Police vehicles parked for extended periods at the station (30 minutes or beyond) are to be turned off. Temperatures below 32 Degrees Fahrenheit and above 85 Degrees Fahrenheit will require that the AED/Narcan in Patrol vehicles to be removed and brought into the station with the officer, when out of the squad car for 30 minutes or more.

VIII. POLICE VEHICLES - STATION

Routine Entering and Leaving of Station

When a marked unit wishes to come into the station for any reason, the unit first will notify Dispatch via radio that the unit is enroute and the reason. When the unit arrives, it will sign out at the station. When returning to service, the unit will sign on as back in service.

IX. VEHICLE PARKING

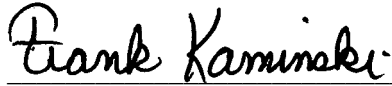
- A. Members will park police vehicles only in the spaces marked as designated for police vehicles. Members will not park around the station in an illegal or hazardous manner.
- B. Police vehicles may park in the police circle for the transportation of prisoners into PRPD or for bond hearings.

Subject: General Operation of Department Owned Vehicles	Number GO 5.2	Revised Date June 4, 2021	Effective Date May 1, 2015	Page 5 of 5
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X. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink that reads "Frank Kaminski". The signature is written in a cursive style with a large initial "F".

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Emergency Operation of Department Vehicles	Number GO 5.3	Revised Date August 26, 2019	Effective Date May 1, 2015	Page 1 of 4
Index As: emergency equipment, emergency response, emergency vehicle operations			Approved By Frank Kaminski Chief of Police	

POLICY Illinois law, 625 ILCS 5/11-205, grants police officers operating police vehicles in emergency situations the right to violate traffic laws. The overriding responsibility of the Department is to protect human life and property. Members responding to or operating vehicles in emergency situations will drive with due regard for the safety of all persons using the roadway, and in a manner cognizant of the severity of the situation, traffic and weather conditions at the time.

I. PURPOSE

The purpose of this General Order is to:

- A. Provide definitions and guidelines on emergency vehicle operation.
- B. Give officers, dispatchers, and supervisors a clear understanding of their respective duties and responsibilities during emergency driving situations.
- C. Minimize liability for accidents which may occur during emergency vehicle operation.

II. DEFINITIONS

- A. Pursuit - An active attempt by an officer in an authorized emergency vehicle to apprehend an actual or suspected law violator who is attempting to avoid apprehension through evasive tactics, including but not limited to violations of traffic laws.
- B. Violator - Any person who an officer reasonably believes has committed an offense or poses an immediate threat to the safety of the officer, the public or other police officers.
- C. Emergency Response - A situation requiring the execution and enforcement of the law, a need for the immediate apprehension of a violator, a serious crime in progress, or a need to protect the public.
- D. Emergency Operation - Exists whenever the Departmental vehicle is being driven in excess of the speed limit and/or in contradiction of other traffic laws.
- E. Peace Officer - Any sworn peace officer as defined by Illinois Statute currently employed by a public safety agency.
- F. Supervisor/Officer in Charge - A peace officer who, by virtue of rank or assignment, is responsible for the direction or supervision of the activities of other peace officers.
- G. Suspect - Any person who a peace officer reasonably believes has committed an offense or poses an immediate threat to the safety of the public and/or other peace officers.
- H. Authorized Emergency Vehicle
 - 1. Marked Police Vehicle – Any police vehicle that is identifiable by color scheme, red and/or blue lights permanently mounted on or within the vehicle, equipped with a siren, and has police department markings.
 - 2. Semi-Marked Police Vehicle – Is not identifiably marked by a distinctive color scheme; red and/or blue lights may be mounted within the vehicle, equipped with siren, and could have partial police marking.
 - 3. Unmarked Police Vehicle – Has no distinctive identifiable marking but may have portable emergency warning lights.
- I. Vehicle Operation Modes

Subject: Emergency Operation of Department Vehicles	Number GO 5.3	Revised Date August 26, 2019	Effective Date May 1, 2015	Page 2 of 4
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1. Routine – Respond to violations of minor City Ordinances (burning leaves, abandoned auto, barking dogs, etc.) or miscellaneous non-emergency service calls, obeying all traffic laws. No emergency lights or siren should be used.
2. Urgent – Respond immediately, no emergency where life or property is in imminent danger. Emergency lights and siren are to be used at the officer's discretion. Example: property damage accident, lane blockage.
3. Emergency – An emergency situation when there is an immediate threat to a person or property.

III. EMERGENCY RESPONSE GUIDELINES

- A. Officers are not to operate police vehicles as emergency vehicles unless an emergency response condition exists.
- B. In deciding how much physical and legal risk is acceptable, officers must balance the probable consequences of a slower response against the risk to officers/public inherent to emergency-vehicle operation. The decision should be based upon these and similar considerations:
 1. Seriousness of the call
 2. Applicable speed limits and the speed of the pursuit
 3. Intersections and traffic controls
 4. Road conditions
 5. Weather conditions
 6. Traffic Volume
 7. Type and condition of police vehicle
 8. Preparedness of involved officers to drive with due safety in emergency situations
 9. Use of warning signals and lights
 10. Activated emergency lights and siren do not relieve the officer of driving in a safe and responsible manner.
- C. When responding to an emergency assignment, as at all times, a police officer will not operate a police vehicle at a speed or in a manner that interferes with control of the vehicle. Officers will not proceed through intersections or traffic signals until the officer is sure that other traffic has yielded the right-of-way. Emergency vehicles will not enter into oncoming traffic lanes unless both emergency lights and sirens are activated. The officer will adhere to the basic rules of traffic safety, regardless of the nature of the assignment. Any officer who is involved in an accident will be required to justify his actions.
- D. On certain types of in-progress crimes, the siren and emergency lights may not be used, which reduces the chance of detection by the offender. Extreme caution should always be exercised when responding to a call without emergency lights and siren in operation.
- E. Upon approaching the immediate area of criminal activities, the officer may further reduce the chances of detection by turning off the headlights of the squad. This may only be done when it can be assured that it can be done safely without endangering persons or property.
- F. Officers, even on emergency calls, are not to go around lowered railroad gates unless they can see in both directions that there is not a train in sight. If there is, the officer will not proceed onto the crossing. Before responding to an emergency call, officers should consider possible routes and then take the safest, fastest one. This process would require the consideration of railroad crossings. A gated crossing should be avoided when possible.
- G. Indiscriminate use of sirens in residential areas during the night hours is disturbing and may result in adverse public reactions. Such use of sirens should be kept to a minimum.

Subject: Emergency Operation of Department Vehicles	Number GO 5.3	Revised Date August 26, 2019	Effective Date May 1, 2015	Page 3 of 4
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- H. No private vehicles will be escorted in urgent or emergency mode without prior approval of a supervisor who will give approval only in extreme emergencies.
- I. The seriousness and nature of the underlying criminal offense should be a major factor in deciding whether or not emergency operation is appropriate.
- J. Emergency vehicle operations shall immediately cease when any of the following exist:
 - 1. Clear and *unreasonable* hazards to officers, the public, or violators are present;
 - 2. A field supervisor directs termination;
 - 3. The danger to the public or the pursuing officer(s) outweighs the necessity for immediate apprehension of the violator;
 - 4. The responding emergency vehicle experiences equipment failure or malfunction involving signals, lights, brakes, steering, or other essential equipment;
 - 5. The emergency situation no longer exists or no longer requires emergency response and officers have been informed and acknowledged receipt of the information.
- K. When stopping a vehicle, officers should attempt to make the stop in the safest possible locations, considering both the safety of the officer and occupants of the stopped vehicle. If an officer is assigned to investigate a minor motor vehicle accident on a main arterial street during rush hour, the officer may have the drivers move the vehicles around the corner to a "side street". This will enhance both the flow of traffic and safety.
- L. Whether operating a police vehicle in an emergency or patrolling a beat, the officer is required to have the vehicle under control and be prepared to yield the right-of-way, if necessary.
- M. Seat belts
 - 1. All police department employees will secure themselves with seat belts when driving or seated in a City owned vehicle (including rear seat).
 - 2. Police employees in City owned vehicles will ensure that ride-alongs and other non-department personnel comply with the law and our policy.
 - 3. When transporting prisoners, officers should whenever practical, secure prisoners in the rear seat with seat belts.
- N. Do not pull up behind another vehicle and immediately sound the siren. The motorist may stop suddenly.
- O. Do not pass on the right of a vehicle in traffic unless absolutely necessary.
- P. Fluctuate the sound of the siren in order that other emergency vehicles can be heard.
- Q. Always maintain adequate radio volume and remain cognizant of the fact that the dispatcher may wish to relay additional information to you while operating in an urgent or emergency mode.
- R. Drive defensively.

IV. GUIDELINES FOR USE OF EMERGENCY EQUIPMENT

- A. Members will use both lights and siren when responding to emergency situations, to alert other traffic.
 - 1. Upon approaching an intersection controlled by a traffic signal or signs, or any other location at which there is an increased likelihood of a collision, the driver of any emergency vehicle shall, whenever possible, reduce the vehicle's speed so as to avoid collision with another vehicle or pedestrian.
 - 2. If possible under the circumstances of the emergency response, the member should attempt to stop at such intersections using the siren and/or airhorn to alert other

Subject: Emergency Operation of Department Vehicles	Number GO 5.3	Revised Date August 26, 2019	Effective Date May 1, 2015	Page 4 of 4
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traffic. The member should also attempt to make "eye contact" with other drivers. These steps will of course depend on the context of the action taken and the type of response needed.

3. The driver may exceed maximum speed limits so long as the driver is able to maintain control of the vehicle and does not create an unwarranted danger to the driver or to others.
 4. All authorized exceptions granted by law to operate a police vehicle in violation of traffic laws do not relieve the driver from driving with due regard for the safety of all persons and will not protect them from the consequences of acting with reckless disregard of the safety of others.
- B. Emergency signals and lights may be excluded when pacing or observing vehicles for violation of traffic laws, observing vehicles occupied by suspects or dangerous persons or when such use would present an imminent danger to the officer or the public.
1. When responding to certain in-progress calls, such as, alarms, burglaries, robberies, officers may choose to discontinue the use of emergency signals and lights when within hearing or sight of the locations as not to alert offenders. Once the warning devices are no longer in use, officers must give special consideration to safe operation because motorists are no longer required to yield to the police vehicle.
 2. Once attempts are made to elude, emergency lights and siren are required and procedures regarding vehicular pursuit are to be followed.
- C. The use of emergency lights and/or siren is dictated by circumstances. In the following situations justification may be assumed by the police officer:
1. Responding to a radio call where there is an immediate threat to a person or property;
 2. Pursuit of a vehicle;
 3. Stopping a vehicle on the roadway;
 4. At the scene of a motor vehicle crash;
 5. At the scene of a traffic control assignment, if applicable;
 6. At the scene of any type of obstruction or dangerous area which is located on the traveled portion of a roadway; and/or
 7. Participating in parades, funerals, displays, community relations events, etc.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Vehicle Pursuits	Number GO 5.4	Revised Date Sept. 13, 2016	Effective Date May 1, 2015	Page 1 of 8
Index As:, pursuits, use of force, vehicle pursuits			Approved By Frank Kaminski Chief of Police	

POLICY Illinois law grants police officers operating police vehicles in emergency situations the right to violate traffic laws. The overriding responsibility of the Department is to protect human life and property. Members responding to or operating vehicles in pursuit situations will drive with due regard for the safety of all persons using the roadway, and in a manner cognizant of the severity of the situation, traffic and weather conditions at the time.

I. PURPOSE

The purpose of this police pursuit policy is to provide a common set of standards for officers. This policy is intended to help reduce the number of collision injuries and fatalities associated with pursuits within the state and to reduce the number of pursuits by substantially restricting them.

II. DEFINITIONS

- A. Pursuit - An active attempt by an officer in an authorized emergency vehicle to apprehend an actual or suspected law violator who is attempting to avoid apprehension through evasive tactics, including but not limited to violations of traffic laws.
- B. Violator - Any person who an officer reasonably believes has committed an offense or poses an immediate threat to the safety of the officer, the public or other police officers.
- C. Emergency Response - A situation requiring the execution and enforcement of the law, a need for the immediate apprehension of a violator, a serious crime in progress, or a need to protect the public.
- D. Emergency Operation - Exists whenever the Departmental vehicle is being driven in excess of the speed limit and/or in contradiction of other traffic laws.
- E. Peace Officer - Any sworn peace officer as defined by Illinois Statute currently employed by a public safety agency.
- F. Supervisor/Officer in Charge - A peace officer who, by virtue of rank or assignment, is responsible for the direction or supervision of the activities of other peace officers.
- G. Suspect - Any person who a peace officer reasonably believes has committed an offense or poses an immediate threat to the safety of the public and/or other peace officers.
- H. Street Paralleling - Driving a police vehicle on a street parallel to a street on which a pursuit is occurring. Paralleling involves monitoring radio traffic and geographical positioning but not pursuit.
- I. Caravanning - The practice of more than two cars pursuing a vehicle.
- J. Authorized Emergency Vehicle
 - 1. Marked Police Vehicle – Any police vehicle that is identifiable by color scheme, red and/or blue lights permanently mounted on or within the vehicle, equipped with a siren, and has police department markings.
 - 2. Semi-Marked Police Vehicle – Is not identifiably marked by a distinctive color scheme; red and/or blue lights may be mounted within the vehicle, equipped with siren, and could have partial police marking.
 - 3. Unmarked Police Vehicle – Has no distinctive identifiable marking but may have portable emergency warning lights.
- K. Vehicles Engaged in Pursuit

Subject: Vehicle Pursuits	Number GO 5.04	Revised Date Sept. 13, 2016	Effective Date May 1, 2015	Page 2 of 8
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1. Primary Unit – The police vehicle that initiates a pursuit or any unit that assumes control of the pursuit as the lead vehicle (the first police vehicle immediately behind the fleeing suspect).
2. Secondary Unit – Any police vehicle which becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.
- L. Stationary Stop Technique (Roadblock) – A restriction or obstruction used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to effect the apprehension of a suspect. This includes the placement of vehicles, as well as use of devices to disable a vehicle. Also may be used for planned roadside safety checks. Additionally, roadblocks for securing crime scenes or traffic accidents, or to close off an area to search for a subject are permitted.
- M. Mobile Stop Techniques (Boxing In/Rolling Roadblock) – The surrounding of a suspect's moving vehicle with moving pursuit vehicles which are then slowed to a stop along with the suspect's vehicle.
- N. Forcible Stop Techniques
 1. Vehicle Contact Action (Ramming, Police Immobilization Technique) – Any action undertaken by the pursuing officer intended to result in contact between the moving police vehicle and the police pursued vehicle.
 2. Heading Off – An attempt to terminate a pursuit by pulling ahead of, behind or toward a suspect's moving vehicle to force it to the side of the road or to otherwise come to a stop.
- O. Vehicle Operation Modes
 1. Routine – Respond to violations of minor City Ordinances (burning leaves, abandoned auto, barking dogs, etc.) or miscellaneous non-emergency service calls, obeying all traffic laws. No emergency lights or siren should be used.
 2. Urgent – Respond immediately, no emergency where life or property is in imminent danger. Emergency lights and siren are to be used at the officer's discretion. Example: property damage accident, lane blockage.
 3. Emergency – An emergency situation when there is an immediate threat to a person or property.

III. OPERATION OF EMERGENCY VEHICLES: PURSUIT POLICY

A. Principles

The overriding responsibility of our agency is to protect human life and property. When the risks to human life and/or property begin to outweigh the benefits of capture, officers should refrain or disengage from pursuits. The threat of injury, death, and property damage is borne by innocent bystanders, the peace officers involved in the pursuit, the fleeing driver, and the occupants of the escaping vehicle.

B. Phase One: Initiation of Pursuit

Officers in an authorized vehicle may initiate a pursuit when ALL of the following criteria are met:

1. The suspect is attempting to evade apprehension.
2. The suspect, if allowed to escape, may present a danger to human life or cause serious injury.
3. The officer has an articulable reason to believe the occupant(s) of a fleeing vehicle have committed or attempted a forcible felony which involves the infliction or threatened infliction of great bodily harm, or is attempting to escape by use of a deadly weapon.

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4. Officers may not initiate pursuit for misdemeanor traffic offenses, property crimes, and non-forcible felonies which pose no threat of force or serious harm.
- C. Phase Two: Field Operations and Pursuit Tactics
 1. Engagement
 - a. No pursuits will be conducted with a police vehicle in which an individual who is not a sworn law enforcement peace officer is either the driver or passenger.
 - b. To reduce the likelihood of a pursuit occurring, officers intending to stop a vehicle for any violation of the law shall, whenever possible and without creating a threat to public safety or peace officers, close the distance between the two vehicles prior to activating emergency lights, an audible device, or otherwise signaling the suspect to stop.
 - c. No more than two police vehicles (a primary unit and secondary unit) shall become actively involved in a pursuit unless otherwise specifically directed by a supervisor.
 - d. Officers involved in a pursuit shall not proceed in a direction opposite to the flow of traffic on a divided highway without the specific authorization of a supervisor, if feasible.
 - e. Police units that are on a street parallel to a pursuit may not join or interfere with a pursuit unless specifically directed by a supervisor.
 - f. All units in a pursuit, whether the primary or secondary unit, should be spaced sufficiently to successfully execute basic maneuvers.
 - g. Upon approaching an intersection controlled by traffic signals or signs, or any other location at which there is an increased likelihood of a collision, the driver of any pursuit vehicle shall, prior to entering the intersection, or upon the approach to any other such location where there is an increased likelihood of a collision, reduce the vehicle's speed so as to avoid a collision with another vehicle or pedestrian. Officers shall ensure that the way is clear before proceeding through an intersection or otherwise increasing speed. Pursuing officers are expected to maintain complete control of their vehicles at all times.
 - h. A motorcycle officer may initiate a pursuit, providing that the proper justifications exists, but will relinquish primary unit status immediately upon the participation of a marked police vehicle. Upon relinquishing primary unit status, motorcycles shall terminate active involvement in a pursuit unless they are needed to fulfill secondary unit responsibilities or are otherwise directed by a supervisor.
 - i. Semi-marked units may initiate a pursuit providing that the proper justification exists, but will relinquish primary unit status immediately upon the participation of a marked police car. Upon relinquishing primary status, semi-marked units shall terminate active involvement in a pursuit unless they are needed to fulfill secondary unit responsibilities or are otherwise directed by a supervisor.
 - j. Unmarked or other departmental vehicles, except for marked, semi-marked and motorcycle units, may not initiate a pursuit or fulfill the role as a secondary unit without the authorization of a supervisor unless there is an imminent threat to life or great bodily harm represented by the continued freedom of the suspect.
 - k. Throughout the course of a pursuit, pursuing officers shall not attempt to overtake, pull alongside, or pass the suspect's moving vehicle without the specific authorization of a supervisor, if feasible. Officers shall not pass other units involved in a pursuit unless the passing officer receives specific permission from the primary unit.
 - l. Officers may use stationary stop techniques to terminate any pursuit so long as the technique is employed in a fashion that is not calculated to cause death or

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great bodily harm to persons in the pursued vehicle or others in the vicinity (i.e. the pursued vehicle has sufficient time and distance to stop before reaching the roadblock or the technology employed is designed to disable the vehicle without the loss of control). Where feasible, officers should obtain authorization from a supervisor before implementing stationary stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in the application of the selected techniques.

- m. Officers may use mobile stop techniques to terminate any pursuit so long as the technique is employed in a fashion that is not calculated to cause death or great bodily harm to persons in the pursued vehicle or others in the vicinity. Where feasible, an officer should obtain authorization from a supervisor before implementing mobile stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected techniques.
- n. The use of forcible stop techniques is permitted ONLY when there is legal justification for the use of deadly force. Where feasible, officers should obtain authorization from a supervisor before implementing forcible stop techniques.
- o. Officers involved in a pursuit shall not discharge any firearm from or at a moving vehicle, nor engage in any vehicle contact action except as a last resort to prevent imminent death or serious bodily injury to an officer or another person where deadly force would otherwise be legally justified. Where feasible, officers should obtain authorization from a supervisor before discharging a weapon from or at a moving vehicle.

D. Primary Unit Responsibilities

- 1. The decision to initiate and/or continue a pursuit requires weighing the public safety need to immediately apprehend the suspect against the degree of risk to which officers and others are exposed as the result of a pursuit. Officers are reminded that they are under no legal obligation to initiate a pursuit, and that in many circumstances the safety of the public will dictate that no pursuit be initiated, and/or it be discontinued. Consideration should be given to the speed of the pursuit, the area of the pursuit, weather and road conditions, the presence of pedestrians and other traffic, the presence or absence of audible or visible warnings, and the reason for pursuit of the fleeing vehicle.
- 2. Upon the initiation of a pursuit, the pursuing officer shall immediately activate the vehicle's emergency warning lights, audible device, and headlights if not already activated.

E. Secondary Unit Responsibilities

- 1. A secondary unit shall notify the dispatcher and supervisor, if feasible, that they have joined the pursuit. Until such time that a supervisor assumes responsibility, only one secondary unit shall become involved in an ongoing pursuit.
- 2. Upon being assigned secondary unit responsibilities, the vehicle's emergency warning lights, audible device, and headlights shall be activated.
- 3. Whenever practicable, the secondary unit shall assume the responsibility for ongoing pursuit telecommunications from the primary unit.
- 4. If so requested by the primary unit or if directed by a supervisor to do so, the secondary unit may assume primary unit responsibilities. Otherwise, a secondary unit may not attempt to overtake or pull alongside the primary unit.
- 5. Secondary unit personnel are responsible for serving as a backup to the primary unit. As such, they will respond to directions from the primary unit personnel unless otherwise directed by a supervisor.

F. Supervisor Responsibilities

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1. Upon notification that a pursuit is in progress, the supervisor shall assume responsibility for the monitoring and control of the pursuit as it progresses.
2. The supervisor shall immediately determine whether the pursuit was initiated in accordance with the provisions of this policy and shall permit the pursuit to be continued only if this policy has been fully complied with to the best of the supervisor's knowledge.
3. Upon being notified of a pursuit, the supervisor shall verify the following:
 - a. That no more than the required or necessary number of units are involved in the pursuit
 - b. That the proper radio frequency is being used
 - c. That other agencies are notified as necessary and appropriate
4. The supervisor shall continuously review the incoming information to determine whether the pursuit should be continued or terminated.
5. The supervisor shall order a pursuit terminated after concluding danger to the pursuing officers or the public outweighs the need for the immediate apprehension of the suspect.
6. The supervisor may order a pursuit terminated if the suspect's identity is established to the point where later apprehension is likely and there is no immediate threat to public safety.
7. The supervisor should order a pursuit terminated whenever the weather, road or traffic conditions substantially increase the danger to the public posed by the pursuit beyond the need for immediate apprehension.
8. The supervisor shall order a pursuit terminated whenever the distance between the pursuing and fleeing vehicles is so great that further pursuit is futile.
9. In controlling the pursuit, the supervisor shall be responsible for the coordination of the pursuit as follows:
 - a. Directing pursuit or support units into or out of the pursuit
 - b. The assignment of a secondary unit to the pursuit
 - c. The re-designation of primary, secondary, or other support units as necessary
 - d. The approval, disapproval, and coordination of pursuit tactics
 - e. The approval or disapproval to cross jurisdictional boundaries in the continuation of the pursuit
10. The supervisor may approve and assign additional backup or support units to assist the primary and secondary units based upon their analysis of:
 - a. The nature of the offense for which the pursuit was initiated
 - b. The number of suspects and any known propensity for violence
 - c. The number of officers in the pursuit vehicles
 - d. Any damage or injuries to the assigned primary or secondary units or officers
 - e. The number of officers necessary to safely make an arrest at the conclusion of the pursuit
 - f. Any other clear and articulable facts that would justify the increased hazards caused by adding more than the primary and secondary units to a pursuit.
11. When the pursuit is terminated, the supervisor shall require that all participating agencies are notified, and identify an on-scene supervisor or designee to monitor the arrest and transportation procedures.

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12. The supervisor shall require throughout the duration of the pursuit that this policy is followed by all officers.
- G. Other Unit Responsibilities
 1. Unless otherwise directed, police units other than the primary unit and the first secondary unit shall not become involved in an ongoing pursuit.
 2. Non-engaged police units are expected to monitor radio transmissions and to position themselves to be of possible assistance.
- H. Engaged Vehicle Responsibilities
 1. Upon initiation of a pursuit, the pursuing officer shall immediately or as soon as is reasonably practicable, notify dispatch of the following information, if available:
 - a. Notify dispatch of pursuit in progress
 - b. Advise location and direction of travel
 - c. Give description of vehicle
 - d. Give reason for pursuit
 - e. Give estimated speed of fleeing vehicle
 - f. Give number of occupants
 - g. Give weather, road and traffic conditions
 - h. Identify other agencies involved in pursuit
 - i. Advise when leaving jurisdiction
 2. The primary unit will provide dispatch with frequent updates as to the location, direction of travel, and other pertinent information unless or until the secondary unit assumes responsibility for the radio transmission.
 3. The primary unit is responsible for the conduct of the pursuit and determining whether to continue or discontinue the pursuit, unless otherwise directed by a supervisor.
 4. The pursuing officer should keep windows rolled up and operate siren manually when possible, so dispatch can hear transmissions clearly.
- I. Dispatch
 1. Gives priority to primary unit
 2. Notifies other units of pursuit, including location, direction of travel and vehicle description; also keeps a clear channel
 3. Notifies patrol supervisor, if feasible
 4. Receives and records all incoming information on pursuit
 5. Keeps supervisor apprised of progress of pursuit
 6. Requests status when pursuing officer fails to make frequent contact
 7. Notifies neighboring jurisdictions of pursuit approaching their boundaries
 8. Performs relevant records and motor vehicle checks
 9. Coordinates and dispatches backup assistance under the direction of the supervisor
- J. Radio Frequency
 1. Pursuit communication will be handled on pursuing agency's designated frequency, unless one or more of the following conditions exist – in that event, pursuit dispatch should be handled by ISPERN:
 - a. Pursuit has or may extend into other jurisdictions

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- b. The supervisor directs a switch to ISPERN
 - 2. Upon using the ISPERN frequency, the primary unit shall conform to ISPERN guidelines.
- K. Phase Three: Termination of Pursuit
 - 1. The danger to the public or the pursuing officer outweighs the necessity for immediate apprehension of the suspect. Consideration should be given to the following conditions: speed of the pursuit, area of the pursuit, weather and road conditions, the presence of pedestrians and other traffic, the presence or absence of audible or visible warnings, and the reason for the pursuit of the fleeing vehicle.
 - 2. The distance between the pursuing officer and the suspect is so great that further pursuit is futile.
 - 3. The officer loses visual contact with the suspect for an extended period of time.
 - 4. The suspect is identified and the failure to apprehend poses no immediate threat of death or serious injury to another person.
 - 5. There are malfunctions with police equipment or the police vehicle (e.g. emergency lighting, siren) which make continued operation of the vehicle in a pursuit hazardous.
 - 6. When ordered to do so by a supervisor.
- L. Inter-jurisdictional Pursuits
 - 1. Pursuits entering another department's jurisdiction.
 - a. Primary unit will advise dispatch that the pursuit is leaving the original jurisdiction.
 - b. Supervisor will decide to continue or terminate pursuit based upon the existing circumstances.
 - c. Dispatch will notify the involved jurisdiction.
 - d. Officers will refrain from entering pursuits unless assistance from pursuing agency is requested and such assistance is approved by a supervisor.
 - e. If two units from the other agency are actively involved in the pursuit, officers will not engage in the pursuit unless directed to do so by a supervisor.
 - 2. Officers involved in inter-jurisdictional pursuits are required to comply with their department's guidelines and inter-jurisdictional agreements. Only pursuit tactics which are permitted by their own guidelines may be utilized, irrespective of what is requested by the other agency.

IV. REPORTING AND REVIEW PROCESS

- A. The officer initiating a pursuit will complete a Pursuit Driving Report and any other applicable reports, and assign a case report number. An ISPERN number must also be obtained
- B. Members involved in vehicular pursuit will submit a Pursuit Driving Report to their immediate supervisor. If the member is physically and psychologically able, this report will be filed before the member's tour of duty has ended. If the member(s) are unable to complete the report, the supervisor will complete same.
- C. The supervisor in command of the pursuit will submit to his/her supervisor a written report/critique regarding the pursuit. A critique of the pursuit, with emphasis on the degree of danger to the public and officers, and the degree of compliance with policy, will be included.
- D. The supervisor's report and the member's vehicle pursuit report will be forwarded all the way up through the chain of command for internal evaluation by the Deputy Chief of Field Operations, who will in turn review the information, make a recommendation on the pursuit, and forward all information to the Chief of Police.

V. REVIEW OF PURSUIT REPORT

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- A. An analysis of the Pursuit Driving Report forms will be conducted by the Deputy Chief of Field Operations annually.
- B. A copy of the Pursuit Driving Report forms will accompany all reports submitted to the Records Division for review and filing.
- C. The Records Division Supervisor will be responsible for mailing the Pursuit Driving Report Form to the Illinois Law Enforcement Training and Standards Board.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Special Purpose Vehicles	Number GO 5.5	Revised Date	Effective Date May 1, 2015	Page 1 of 4
Index As: accident investigation vehicle, bicycles, major crash unit vehicle, motorcycles, special purpose vehicles			Approved By Frank Kaminski Chief of Police	

POLICY The Department will maintain and use special purpose vehicles in its partnership mission. Members will use these pieces of equipment in a careful and prudent manner.

I. MAJOR CRASH UNIT VEHICLE

A. Operational Objective

The primary purpose of the Major Crash Unit (MCU) Vehicle is for the investigation of traffic accidents involving death or serious injury.

B. Instructions, Conditions, and Limitations of Use

When not actively involved in the investigation of a serious traffic accident, the MCU vehicle may be deployed to assist police personnel for special functions, such as the July 3rd event. The MCU vehicle will be maintained at the station and available in the event an accident investigator is called out to investigate a serious traffic accident.

C. Authorization for Use

All members of the Major Crash Unit have access (individual keys) to the MCU vehicle (C-5).

D. Operator Qualifications and Training - Standard driving skills and a valid Illinois driver's license.

E. Responsibility for Condition and Maintenance

MCU members assigned to operate the MCU vehicle will inspect the vehicle before each use and report repair needs and vehicle damage to the supervisor of the Major Crash Unit.

F. Major Crash Unit Vehicle Equipment

Equipment and supplies will be maintained by the Major Crash Unit supervisor. The equipment will be checked quarterly by the MCU supervisor. The unit supervisor will request and replenish supplies as needed.

G. Personnel Authorized to Operate the MCU Vehicle

MCU members can operate the MCU vehicle during serious accident investigations or while attending in-house MCU training without approval of the MCU Coordinator. Non-MCU members need to get permission from the MCU Coordinator.

II. MOTORCYCLES

A. Operational Objectives

Motorcycles are used for enhanced enforcement efforts, traffic direction functions, escorts, parades, and other public relations assignments. In addition, motorcycles provide routine patrol and traffic enforcement in areas that would be difficult for larger vehicles.

B. Instructions, Conditions, and Limitations of Use

The motorcycle shall not be operated when weather or road conditions would impair safe operation. Operation in the rain should be avoided, if possible. Operation in the snow, ice, thunderstorms, and extremely high winds is prohibited. Motorcycle operations will adhere to all guidelines and restrictions as set forth in the General Order regarding operation of emergency vehicles with the additional restriction, for operator safety, that the motorcycle withdraw from an active pursuit when a marked patrol car assumes primary coverage of the pursuit. Officers are required to wear Department of Transportation approved helmets. In addition to the windshield mounted on the motorcycle, it is required that officers wear protective eyewear when operating the motorcycle. The following equipment/uniform will also be worn: approved riding britches, approved motorcycle riding boots, and approved motorcycle riding gloves.

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C. Authorization for Use

Any patrol supervisor may authorize the use of the motorcycle to any authorized department operations/needs.

D. Operator Qualification and Training

To operate a department motorcycle, a member must possess a valid Illinois driver's license with a Motorcycle Classification, must successfully complete a certified Police Motorcycle Operator training class and any required recertification(s).

E. Responsibility for Condition and Maintenance

Prior to each use, the Motorcycle Officer will thoroughly inspect the motorcycle to ensure all equipment is present and the vehicle is in proper, operating condition. Any damage/deficiencies will be reported and documented immediately. An inspection will include the following: checking engine oil, checking tire pressure, ensuring neat/clean appearance, and proper function of the emergency lights/siren. Oil changes and minor maintenance adjustments will be performed by the city garage mechanics. Major maintenance and repair will be made by the appropriate motorcycle dealer mechanics.

F. Motorcycle Equipment

The police motorcycle shall be conspicuously marked and readily identifiable to the general public. Red and blue emergency lights will be mounted as to be visible from the rear, sides and front of the motorcycle. The siren/p.a. speaker will be mounted on the front of the motorcycle.

G. Personnel Authorized to Operate the Motorcycle

Only personnel who are properly licensed and trained are authorized to operate the Department motorcycle when assigned or approved to do so by a police supervisor.

III. BICYCLES

A. Supervision of Bicycle Unit

1. The Bicycle Patrol Unit is generally supervised by a designated patrol supervisor. He is responsible for:
 - a. The maintenance and acquisition of bicycles and equipment.
 - b. The acquisition of bicycle officer uniforms.
 - c. Maintaining bicycle unit officers' training and re-training, in conjunction with the department training officer.
2. The day-to-day supervision of the bicycle officers will be the on-duty watch supervisor for each of the patrol watch shifts. He is responsible for:
 - a. Assigning a bike officer to patrol when manpower and weather permits.
 - b. Utilizing bike officers for special events such as parades, block parties, etc.

B. Procedures

1. Conditions and Limitations of Use
 - a. Generally, the bicycle patrol unit will be utilized from April to October. This bicycle unit may be used at other times if the officer is properly equipped for the weather and still able to handle bicycle safety.
 - b. The bicycle patrol unit should not be used during times of inclement weather such as heavy rain, lightening, high winds, extreme heat, or other severe conditions. If these conditions suddenly occur while on patrol, the bicycle officer may be assigned a squad car to complete the duration of the assigned shift.
 - c. The on-duty watch supervisor should utilize the bicycle patrol unit(s) to patrol parks, shopping areas, schools, special events or other activities. However,

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this does not limit the supervisor from assigning a bicycle officer to a patrol area or other specific enforcement assignment.

2. Bicycle Officers' Patrol Procedures

- a. While on patrol, bicycle officers will:
 - 1) Obey all traffic laws
 - 2) Present a positive police image
 - 3) Interact with the public
- b. Bicycle officers will have a radio call number not regularly used by the patrol watch.
- c. Bicycle officers will not regularly be assigned calls for service, unless otherwise directed by the on-duty watch supervisor. Bicycle officers should:
 - 1) Take appropriate action if criminal activity is observed
 - 2) Listen and respond to police calls for service to act as the primary or backup officer depending on their location to the call.
- d. When the bicycle officer has to leave the bicycle unattended while on patrol, the bicycle will be secured with a department supplied bicycle lock.
 - 1) When practical, the bicycle will be secured to a fixed object.
 - 2) When time does not permit the use of the bicycle lock, a pair of handcuffs can be utilized to secure the bicycle. However, the officer should consider the potential of needing handcuffs for an arrest situation.

3. Qualifications and Training of Bicycle Officers

- a. Any sworn officer assigned to a patrol watch is eligible to volunteer as a bicycle officer. The selection of bicycle officers is determined by:
 - 1) The officer's willingness to serve on the Bicycle Patrol Unit;
 - 2) The availability of personnel on the particular patrol watch;
 - 3) The recommendation of the Watch Supervisor.
- b. Prior to riding, assigned bicycle officers will attend training under the instruction of an officer certified by the International Police Mountain Bike Association (IPMBA). This training will include blocks of instruction on the following:
 - 1) Role of the bicycle officer
 - 2) Mountain bike terminology
 - 3) Familiarization with the bicycle and equipment
 - 4) Riding techniques
 - 5) Basic bicycle maintenance
- c. The officer must pass the written and practical test to qualify as a Bicycle Officer.
- d. The above training may be supplemented by an eight (8) hour basic riding course until an officer can attend an IPMBA training course.

C. Maintenance and Equipment

1. Pre-Ride/Post-Ride Inspection conducted prior to each ride. The bicycle officer shall check:
 - a. Tire inflation
 - b. All quick release bolts

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- c. Hub bolts
 - d. Chain
 - e. Brakes
 - f. Pedals and Toe Clips
 - g. Handle bars
 - h. Seat – adjusted properly for the rider
 - i. Frame – should be clean of excess dirt and water
- 2. Bicycles will be equipped with the following:
 - a. Front headlamp
 - b. Red lamp attached to the rear of the bike
 - c. Cable and lock
 - d. Water bottle (assigned to each officer)
 - e. Rear cargo bag
 - f. Ticket books (supplied by officers)
- 3. Mechanical breakdowns during patrol:
 - a. During normal business hours, transport the bicycle to the designated bike shop.
 - 1) If immediate repair can be arranged, wait for the bicycle and then return to patrol.
 - 2) If immediate repair is not feasible, leave the bicycle at the bike shop and return to the police department for assignment.
 - b. If breakdown occurs after normal business hours, minor repairs can be done by the bicycle officer if he is properly trained.
 - c. If immediate repair is not made, write any repairs needed on the Request for Vehicle Maintenance form:
 - 1) Forward the form to the day shift supervisor.
 - 2) Bicycle repairs will be arranged by the day shift supervisor or the bike patrol unit supervisor.
- 4. Uniforms (See General Order regarding uniforms)
 - a. Bicycle officers will be issued a bike patrol uniform as per General Order.
 - b. Regular patrol officer leather duty belt or optional authorized nylon gear will be utilized for bicycle patrol.
- 5. Bicycle Carriers for use on department vehicles
 - a. Bike Carrier(s) are available for use on the department squad cars for transporting bicycle(s) to a designated location.
 - b. The bike carrier(s) are located in the storage shed where bicycles are kept.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Roll Calls	Number GO 5.6	Revised Date August 29, 2018	Effective Date May 1, 2015	Page 1 of 2
Index As: Roll Calls, Early Car			Approved By Frank Kaminski Chief of Police	

POLICY: Each Division and Bureau will maintain a system for the daily assembly and dismissal of members as well as a method to disseminate and review information.

I. PROCEDURES - PATROL OPERATIONS

- A. Prior to the beginning of each roll call, the watch supervisor from the off-going shift will brief the watch supervisor of the oncoming shift as to the status of such matters as vehicles, prisoners, equipment problems, etc., as well as information on recent significant events and incidents concerning police operations. The responsibility for sharing such information lies equally upon all supervisors.
- B. Daily roll call will begin promptly at the designated shift time in the designated roll call room. Anyone reporting after the roll call has begun will be marked late. During roll call, no unauthorized personnel will be allowed in the roll call room. Members will wear the complete uniform of the day.
- C. Roll calls will be conducted by the shift supervisor.
- D. The roll call begins the work day. Attitudes and demeanor displayed by supervisors during the roll call session may have a lasting affect on subordinates. Supervisors will maintain and foster professionalism on their watch.
- E. All members will display the utmost professionalism while attending roll calls. Inappropriate behavior or comments are strictly prohibited.
- F. The following format will be followed:
 - Item 1 Beat Assignments, Vehicles and Details
 - Item 2 Daily Bulletin/Police Activity Planning Bulletin/Traffic Bulletin
 - Item 3 Crime Analysis Patterns/Problem Solving Initiatives
 - Item 4 Directed Patrol activities for each officer.
 - Item 5 Tactical Plans Reviewed
 - Item 6 Training – Periodically and when needed, at the discretion of the shift supervisor, roll call training may be conducted.
 - Item 7 Uniform Inspection. Informal uniform inspection will be conducted at least once per week by a designated shift supervisor. Supervisors will document any uniform and/or appearance deficiencies.
 - Item 8 Comments/Concerns From Personnel. The supervisor may request members to provide feedback about the past and current beat activity.
- G. Members will not eat or otherwise be inattentive during roll call. Members will have a pen and notebook ready to take notes.

II. EARLY CAR ASSIGNMENT

- A. The early car will start 30 minutes early (i.e. 0530 hours and 1730 hours), and will check in with the on-duty watch supervisor for car assignment and any pertinent information they need.
- B. The early car officer will also contact dispatch via the radio to announce that they are 10-41.


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- C. It is imperative that the officer working as early car exits the station in a timely manner, patrols the center of town, and be prepared for calls.
- D. The officer assigned to early car will not attend their normal roll call. Instead, the early car officer will be updated by their watch supervisor about pertinent roll call information later in the day and, if desired, switch patrol cars.
- E. Based on early starting time, early car would then leave 30 minutes early as well.
- F. The supervisor on the shift level will handle the rotation of early car. If the officer assigned to early car calls in sick, every effort should be made by the watch supervisor to replace that person with an officer who arrived for work early that day.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink that reads "Frank Kaminski". The signature is written in a cursive style with a horizontal line underneath it.

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Patrol Functions	Number GO 5.7	Revised Date	Effective Date May 1, 2015	Page 1 of 6
Index As: Patrol functions			Approved By Frank Kaminski Chief of Police	

POLICY It is the policy of this Department to utilize the Patrol Division in deployment of police officers to the streets to engage in random and directed patrol assignments and to respond to calls for service. This order will establish the functions of the Patrol Division of the Park Ridge Police Department.

I. DEFINITION

The Patrol Division is a functional, line element of the Police Department. This Division is also referred to as the uniformed division. This Division normally wears the distinctive police uniform and uses distinctive vehicles and equipment. This Division pursues departmental objectives by general deployment of police officers to the streets, to engage in random and directed patrol assignments and also to respond to calls for service.

II. FUNCTIONS

The function of the Patrol Division is the active engagement in the accomplishment of all the major objectives of the Department. While accomplishing these objectives, the Division will be required to engage in a multitude of activities both directly and indirectly related to these objectives. The success of the Department will depend largely on the success of the Patrol Division.

The Patrol Division will pursue the investigation of all complaints to their satisfactory conclusion or to the point where the officer feels that he cannot pursue the complaint any further, as all leads and avenues of follow-up are exhausted or other circumstances dictate the case to be closed or referred to other sources for further follow through.

A. Command of Scene

At the scene of any crime, accident, or other police incident where procedure is not clearly indicated by Department policy, the ranking officer present will assume command and direction of police personnel in a manner such as to ensure the most orderly and efficient accomplishment of the police task. When two or more officers of equal rank are present, the officer whose primary assignment is most closely associated with the type of incident will assume command.

B. Preliminary Investigations

This shall include incident investigation/documentation, criminal investigations, and major crime scene investigations. Performance guidelines for preliminary investigations are as follows:

1. If needed, provide aid to the injured pending the arrival of emergency medical personnel;
2. Determine whether or not an offense has been committed, and if so, the exact nature of the offense;
3. Obtain complete information and identification of complainants, victims, witnesses, suspects, and other related persons to include full name, age, date of birth, physical characteristics (as needed), current address, and phone number;
4. Interview the complainant and witnesses including obtaining written statements, when applicable, to determine what information is known;
5. Determine the exact details of the incident/offense;
6. Provide the complainant with information or recommendations which may be helpful for the successful resolution of the reported incident;

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7. Record all pertinent information accurately and completely on prescribed report forms, including, if necessary, the Canvass Sheet; and
8. Take any other action which may help resolve the situation/solve the crime.

C. Investigation of Felony and Misdemeanor Crimes

The responsibility of the investigation usually will be divided. The Patrol Division, in most instances, will conduct the initial investigation and pursue it as far as possible to a successful conclusion. This includes, but is not limited to, any necessary reports, arrests, processing, and other applicable information. The Investigative Division will follow up on those cases that cannot be completed by the Patrol Division due to time constraints or geographical considerations. The Patrol Division will perform the following duties in these situations in addition to the above listed in Section II.A.:

1. Protect the crime scene to ensure that evidence is not lost, contaminated, or destroyed;
2. Determine the identity of the suspect(s) and make arrests as appropriate;
3. Furnish other units with descriptions, method and direction of travel, and other relevant information concerning wanted persons or vehicles; and
4. Arrange for the collection of evidence.

D. Major Crime Scene Investigations. The following definitions are applicable to this procedure:

1. **MAJOR OFFENSE:** A real or suspected crime of such severity or sensitivity that it creates or seems to create an intense public demand for identification, apprehension, and prosecution of the offender. Also, crimes which necessitate a substantial commitment of resources for a prolonged period of time or which require the application of complex or unusual investigative techniques are included in this definition.
2. **COMPREHENSIVE INVESTIGATION:** All investigative efforts undertaken by an officer to identify, to apprehend, and to successfully prosecute a criminal offender. Thus, while this definition incorporates many of the elements of a preliminary investigation, it also includes compilation of all investigative reports, statements, items of evidence, data prepared by forensic scientists, and other material needed for effective prosecution.
3. **FUNCTIONAL AUTHORITY:** The responsibility to direct the efforts of other officers and technicians who are engaged in an investigation, including those present at a crime scene, in order to facilitate timely and efficient case processing and to ensure collection and preservation of all items of evidence.

E. Major Crime Scene Responsibilities – Patrol Officer

1. Conduct a preliminary investigation;
2. Protect the scene and summon a supervisor;
3. Request technical or investigative assistance when such assistance is warranted, regardless of the severity of the offense;
4. Participate in comprehensive investigations conducted by the Investigative Division when directed to do so by a supervisor, for purposes of bringing the case to a speedy and successful conclusion or for enhancement of the professional capabilities of the uniformed officer;
5. Preserve the scene and retain responsibility for the scene until relieved by a higher authority. The first officer is relieved of that functional authority after all of the following criteria are met:
 - a. The supervisor arrives on scene,

Subject: Patrol Functions	Number GO 5.7	Revised Date	Effective Date May 1, 2015	Page 3 of 6
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- b. The supervisor has been thoroughly briefed as to the situation and what has been done, and
 - c. The supervisor advises the officer that he is aware of the facts and is assuming responsibility for the crime scene.
 - 6. Assist the forensic technician(s) if requested by the on-scene supervisor, in any part of the crime scene processing. Upon arrival, the forensic technician(s) will have full functional authority over the physical crime scene until the processing is completed;
 - 7. Assist the crime victim(s) by supplying information and appropriate referral(s); and
 - 8. Complete all requisite field reports.
- F. Major Crime Scene Responsibilities – Supervisor
 - 1. Respond to every major crime scene or incident where there is a likelihood that decisions would need to be made that are beyond the scope of a patrol officer;
 - 2. Take functional authority of the crime scene;
 - 3. Notify the Deputy Chief of Field Operations and then the Chief of Police that a major crime has occurred;
 - 4. Assign one or more forensic technician(s) to the scene for evidence collection and preservation;
 - 5. Relinquish functional authority of the physical crime scene to the forensic technician(s) for purposes of evidence collection;
 - 6. Determine the scope of the investigation and direct subordinate members in the manner most likely to result in an effective and efficient crime investigation;
 - 7. Notify the Investigative Division and summon investigator(s), if necessary;
 - 8. Obtain and maintain an adequate number of members at the scene in order to secure the scene and protect the evidence; and
 - 9. Notify the State's Attorney's Office upon determining that one of the following crimes has been committed:
 - a. Death by any violent means;
 - b. Sexual assault, or
 - c. Shooting of or by a police officer.
 - 10. Assume media relations duties until relieved of these responsibilities by the Deputy Chief of Administration or other command staff designated as the news media liaison.
- G. Field Interviews
 - 1. Field interviews are conducted to identify suspicious persons and their possible association with criminal activity.
 - 2. Officers, after having identified themselves as police officers, may stop any person in a public place for a reasonable period of time when they reasonably infer from the circumstances that the person is committing, is about to commit, or has committed a criminal offense, and may demand the name and address of the person and an explanation of his actions. Such detention and temporary questioning will be conducted in a vicinity of where the person was stopped. (Chapter 725, ILCS 5/107-14)
 - 3. When determining the appropriateness of field interviews, officers are to evaluate contributing factors including suspicious behavior, time of day, the actions of the person, the circumstances of the moment, and general awareness of crime in the area.

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4. If the stop does not result in an arrest, the officer shall complete a field contact card on the subject.

H. Identifying Police Hazards

A police hazard is any situation, person, property, or place that may create or contribute to an incident requiring law enforcement intervention.

1. Hazards which may be encountered by patrol officers can be permanent or temporary and may vary hourly, daily, or seasonably.
Information on hazards that have been identified will be disseminated at roll call via radio communications or via computer by any on-duty supervisor or other department member, as the need arises.
2. Bulletins are disseminated on a regular basis to provide department members with information about specific activities and potential hazardous situations concerning wanted persons.
3. Severe weather bulletins from the National Weather Service are periodically received at the Post One desk and relayed to on-duty shift members.

I. Use of Canine Teams

1. Trained and experienced police canine teams are available to the department through informal cooperative agreements with the Illinois State Police, the Rosemont Police, Cook County Sheriff's Police Department, and the Chicago Police Department. The need for canine teams will be determined by the watch supervisor.
2. The use of canine teams is often helpful in the following cases:
 - a. A search for a lost child when other search efforts have failed and/or when the area to be searched is more suitable for the use of canine teams;
 - b. A building search for an explosive device;
 - c. A search to locate or attempt to apprehend suspects when there exists probable cause to believe the officer(s) will encounter resistance and the location of the search seriously jeopardizes the safety of the officer(s);
 - d. When unusual circumstances exist for which the watch supervisor determines that the use of canine teams would serve a legitimate police purpose; and
 - e. A search for narcotics where specially trained dogs are available.

J. Public Falls

1. When an officer is assigned to a public fall, or witnesses a public fall, the officer will complete a General Case Report to include the following:
 - a. What occurred according to the victim and the witness(es),
 - b. Officer observations of the area where the fall occurred,
 - c. Where the fall occurred,
 - d. Why the fall occurred,
 - e. Description of injuries to the victim,
 - f. Was the victim transported anywhere (home/hospital and by whom),
 - g. Digital photo of the area where the fall occurred (sidewalk/curb). Photo to be inventoried into property.
2. If a Condition Report is completed, a copy of the photo shall be attached to the Condition Report.

K. Vacant Home Selective Enforcements

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All checks of vacant homes will be documented through dispatch using the CAD system. The procedure is as follows:

1. Post 1 receives information from resident.
2. Post 1 contacts dispatch and generates a complaint number.
3. Post 1 will give completed Vacant Home Selective Enforcement sheet to watch supervisor.
4. Watch supervisor will place paperwork in the Vacant Home binder located in the Watch Commander's office.
5. The day shift supervisor will distribute the binder at roll call and the officers will copy down the address and the complaint number on their activity sheet.
6. Officer will conduct the vacant home inspection by contacting dispatch via radio and calling out on a "Follow Up" along with the complaint number.
7. Dispatch will associate the follow-up with the original complaint number and will document the pertinent information.
8. Officer will call "10-8 No Report" when completed with the vacant home inspection.
9. Watch supervisors will be responsible for checking to make sure that the vacant homes are being inspected and for the removal of expired vacant homes from the binder.
10. Expired vacant home sheets will be placed in the appropriate report room bin.

L. Solicitor Permits

1. When officers receive a complaint relating to a violation of the solicitor provision of the municipal code, they will document the incident. This documentation should be done whether a citation was issued or not and whether the solicitor has a valid permit or not. This information will then be provided to Post 1 staff to be recorded in the Solicitor Log. Officers may issue citations for the following violations, wording the tickets as stated below for each violation:
 - a. 14-20-2 -- Soliciting without a permit
In that (Organization or individual's name) engaged in charitable (or commercial) solicitation at the residential premises listed above within the corporate limits of the City without having first obtained a certificate of registration from the City.
 - b. 14-20-9 -- Violating posted "No Soliciting" notices
In that (Organization or individual's name) remained upon the premises and [select one: (1) rang the doorbell (2) or created a sound in any other manner – should state if the person knocked, etc.] calculated to attract the attention of the owner or occupant of the premise for the purpose of securing an audience with the owner or occupant to engage in solicitation in defiance of the "No Soliciting" notice posted at the premises [insert location: i.e., left of door, on window, etc.] in accordance with the provisions of 14-20-7.
 - c. 14-20-10 -- Failure to cease soliciting when notified by occupant to do so
In that (Organization or individual's name) gained entrance to the premises, for the purposes of solicitation, and failed to immediately and or peacefully depart the premise when notified by to do so by the occupant.
 - d. 14-20-11 -- Soliciting in violation of established hours
In that (Organization or individual's name) engaged in charitable (or commercial) solicitation in the above-listed residential area at (specify time) which is [select one (1) prior to 9:00 am or (2) after 7:00 pm.]

Subject: Patrol Functions	Number GO 5.7	Revised Date	Effective Date May 1, 2015	Page 6 of 6
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2. Violations for any offenses in this chapter shall, upon a judicial finding, be fined not less than \$100 nor more than \$500 for each separate offense.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink that reads "Frank Kaminski". The signature is written in a cursive style with a horizontal line underneath.

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Notifications -- Non-Police Personnel	Number GO 5.8	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: Notification, Next of Kin, School Notifications			Approved By Frank Kaminski Chief of Police	

POLICY: Notifications to next-of-kin will be made in a professional and sensitive manner. Members making such notification should attempt to determine the age, medical condition, or other pertinent information about the person to be contacted. The Social Worker and/or the Chaplains will be involved in the notifications.

I. TYPES OF NOTIFICATIONS

Members of the department will be involved in making the following notifications, when appropriate:

- Death notifications;
- Serious injury or illness notifications;
- Law enforcement messages when other means are not available;
- Checks on the well-being of individuals;
- Notifications to schools regarding incidents with safety implications for students or staff;
- Attempts to locate for law enforcement purposes.

II. PROCEDURE FOR NOTIFICATIONS

- A. All notifications should be made in person, unless it is not practical due to time or distance.
- B. When a death or serious injury is the result of a criminal act or accident being investigated by the Department, the supervisor in charge of the death investigation will notify the social worker and a Police Chaplain to ensure that proper notification is made or attempted.

When the subject of the notification is a suspected offender in the incident under investigation, the supervisor in charge of the investigation will determine who will make the notification.
- C. If the notification is a result of a serious illness, the supervisor in charge will assign a member to make the notification. The social worker may be called in to assist, if the supervisor believes it is necessary.
- D. Requests for police assistance to check on the well-being of a member of the community will be dispatched to a beat car by the telecommunicator after the appropriate information has been taken from the party making the request (name, address, phone number, relationship to party to be checked on, reason for the check).
- E. Next of Kin Notifications
 - 1. For guidelines on making notifications of deceased persons see the General Order regarding death investigations.
 - 2. When notifications must be made to the immediate family of seriously injured or seriously ill persons, the following procedures will be followed:
 - a. Within the City of Park Ridge:
 - 1) Notification will be made in person by a sworn officer(s) of our department, and
 - 2) Notification will be made to either an adult family member or a close friend of the family.
 - b. Outside the City of Park Ridge:

Subject: Notifications -- Non-Police Personnel	Number GO 5.8	Revised Date	Effective Date May 1, 2015	Page 2 of 3
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- 1) Notification will be made by telephone or computer to the police department which has jurisdiction over the location of the next of kin; and
- 2) That agency will be asked to make notification in person. If that jurisdiction cannot do so, then the on-duty watch supervisor will determine the next best course of action.
3. Whenever possible, assistance should be obtained from one of the department chaplains or other clergy, a relative, social worker, or close friend when notifications are made.
4. All notifications will be made with tact. Officer(s) making the notification will do so with regard for the feelings to whom the notification is being made.

III. REQUESTS BY OTHER AGENCIES

- A. Teletype or telephone messages from other law enforcement agencies requesting the Department's assistance in making a notification to next-of-kin will be reviewed and approved for assignment by the Communications Supervisor or, in the supervisor's absence, the patrol supervisor in charge.
- B. Should any question arise regarding the legitimacy of the notification, or the information to be conveyed in the notification, the receiving supervisor should clarify the matter, and will have final authority over such notification.
- C. Any message received but not delivered, due to the fact that the notification is not a valid law enforcement mission or fails to meet the above criteria, will be forwarded to the Communications Supervisor, along with a written explanation supporting the supervisor's decision.
- D. A police officer, social worker, or Police Chaplain will make notification for valid outside agency requests.

IV. NOTIFICATION TO MEMBERS' NEXT-OF-KIN

See General Order on notification of police staff.

V. SCHOOL NOTIFICATION PROCESS

Any type of incident having safety implications for students or school staff which is brought to the attention of the Park Ridge Police Department will be addressed in the following manner:

- A. The responding officer will document the incident.
- B. The responding officer will notify the watch supervisor as soon as possible.
- C. The watch supervisor will notify key school personnel by email (see below).
- D. The email will contain as much information as is necessary to provide a summary of events. Supervisors should be careful not to include law enforcement sensitive information or anything that might jeopardize any potential investigation or criminal case.
- E. Send an email containing all relevant information to the following key school district personnel:

District 64

1. Superintendent
2. Public Information Officer
3. Administrative Assistant to the Superintendent

District 207

1. Admin. Assistant
2. Director of Communications

Subject: Notifications -- Non-Police Personnel	Number GO 5.8	Revised Date	Effective Date May 1, 2015	Page 3 of 3
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St. Paul of the Cross

1. Assistant Principal
2. Administrative Assistant

Mary Seat of Wisdom

1. Principal
2. Assistant Principal

St. Andrews

1. Office Manager
2. Principal

Jeanine Schultz

1. Administrative Assistant

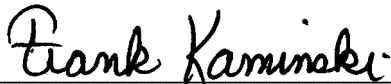
Park District

1. Director
2. Administrative Assistant

VI. **ISSUING AUTHORITY**

This General Order will supersede any directives and understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Missing Persons Reports	Number GO 5.9	Revised Date December 14, 2017	Effective Date May 1, 2015	Page 1 of 4
Index As: Missing Persons			Approved By Frank Kaminski Chief of Police	

POLICY: It is the policy of the Park Ridge Police Department to thoroughly investigate and document all reports of missing persons.

I. DEFINITIONS

- A. **Missing Person:** A person is considered missing when his/her whereabouts are unknown and unexplained for a period of time that is considered unusual or suspicious in relation to that person's normal behavioral pattern.
- B. **Missing Child:** A person under the age of 18 or a ward of the State of Illinois; and whose whereabouts are unknown to his/her parent, guardian or responsible party.
- C. **Runaway:** A person who is under the age of 18 who willingly leaves his/her place of residence without the permission of his/her parents or legal guardian with the intention of not returning.
- D. **Zone of Safety:** The Zone of Safety will vary depending on the age of the child and his/her developmental stage. In the case of an infant, for example, the zone of safety will include the immediate presence of an adult custodian or the crib, stroller, or carriage in which the infant was placed. For a school-aged child, the zone of safety might be the immediate neighborhood or the route taken between home and school.
- E. **At Risk:** A missing person with one or more "Unusual Circumstances" noted below.
- F. **Unusual Circumstances:** This refers to an "At Risk" missing person in the following situations:
 - 1. A missing child 13 years of age or younger or is believed to meet one or more of the criteria below:
 - a. Out of the "Zone of Safety" for his/her age, developmental stage, physical or mental condition
 - b. Diminished mental capacity, potential for violence
 - c. A history of self-destructive behavior or has threatened suicide
 - d. Drug dependant, including prescribed medication and/or illegal substances
 - e. Potential victim of foul play or sexual exploitation
 - f. In a life-threatening situation
 - g. Believed to be with persons who could endanger his/her welfare
 - h. Is absent under circumstances inconsistent with established patterns of behavior

II. RESPONSE

A. Call Takers (Post 1)

- 1. Transfer to Dispatch so an officer will be immediately dispatched to the scene of the report.
- 2. Check prior contacts at the reported residence for any cautions or domestic situations.

III. INITIAL OFFICER

Subject: Missing Persons Reports	Number GO 5.9	Revised Date December 14, 2017	Effective Date May 1, 2015	Page 2 of 4
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- A. Respond to the scene of report.
- B. Complete a Runaway/Missing Person Report.
- C. If available, a recent photograph will be obtained from the reporting party.
- D. The reporting officer will have the reporting party sign the Runaway/Missing Report. The reporting officer will inform the reporting party that he/she is responsible for notifying the PRPD if the runaway/missing person returns or makes contact. The reporting party is also responsible for transportation of the runaway/missing person if the person is located outside Park Ridge.
- E. Determine if assistance is needed from other officers, the Investigations Division, NIPAS, other agencies, the social worker, or a Chaplain team member.
- F. Notify the on-duty watch supervisor immediately if the runaway/missing person falls under "Unusual Circumstances."
- G. Disseminate the information as soon as possible to all on-duty police units and, if necessary, neighboring police agencies via the IWIN System, ISPERN radio channel, or the LEADS network.
- H. A preliminary investigation will be conducted by the reporting officer to gather information:
 - 1. The mental state of the runaway/missing person
 - 2. Possibility of foul play
 - 3. Possible location victim may be enroute to
 - 4. Other "Unusual Circumstances" (listed in Definitions)
 - 5. Making telephone calls to missing person's friends and family
 - 6. Contact local hospitals
 - 7. Contact other agencies if applicable
 - 8. Prepare a bulletin with description if applicable
 - 9. Document all follow-up information, and forward that information to the Investigations Division with their designated copy of the Runaway/Missing Person Report
 - 10. Turn in the completed Runaway/Missing Person Report to Post 1 for LEADS/NCIC entry (may be done by phone to expedite)
 - 11. Post 1 retains their designated copy with LEADS/NCIC printout
 - 12. The reporting party will receive the green copy
 - 13. Information on missing juvenile shall not be released to the press or public without the authority of the Chief of Police or his designee
- I. If the missing person is under 18 year of age, provide a copy of the Illinois Attorney General's "Report a Minor Missing" form.

IV. SHIFT SUPERVISOR

- A. If any of the "Unusual Circumstances" listed in I.F. apply, obtain a briefing from the initial officer to determine the appropriate response.
- B. Determine if additional personnel are needed to assist. Additional patrol units, assistance from other police agencies, a NIPAS call-out, the Investigations Division, the Social Worker, or a member of the Chaplain team may be required.
- C. Determine if activation of the America's Missing Broadcast Emergency Response (AMBER) Alert System is required (see AMBER Alert procedures in VI.)
- D. Verify that all reports and follow-ups are completed and reviewed for accuracy and forwarded to the Investigations Division for follow-up.

V. INVESTIGATIONS

- A. Investigators may be required to assist during the initial investigation of a missing child/person.

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Investigators will contact the Investigations Supervisor to apprise them of the situation.

- B. Consult with other officers at the scene and verify the accuracy of all descriptive information.
- C. An investigator may be assigned to conduct follow-up activities, will establish a liaison with the victim's family, and maintain routine on-going contact with the family.

VI. AMBER ALERT

- A. AMBER Alert is a statewide plan designed to increase the chances of recovering abducted and endangered children.
- B. The following criteria MUST be met before activating the plan:
 - 1. Law enforcement must confirm that a child has been abducted.
 - 2. The child must be under the age of sixteen (16) or have a proven mental or physical disability.
 - 3. Police must believe the child is in danger of serious bodily harm or death.
 - 4. Obtain enough descriptive information of the child, abductor, and/or suspect's vehicle to believe an immediate broadcast will help.
- C. If all the above criteria are not met, the plan should not be activated.
- D. AMBER Alert should not be used for runaways.
- E. Although each case should be judged individually, most child custody situations do not meet the criteria.
- F. The on-duty watch supervisor is responsible for determining if the criteria is met and activation of the plan.
- G. Activation instructions are available at Post 1 and the watch supervisor's office.

VII. RETURN/RECOVERY

- A. Post 1 personnel will cancel the LEADS and NCIC entries.
- B. The returned missing person will be questioned, if necessary, to establish the circumstances surrounding his/her disappearance.
- C. If required, a Social Service Referral will be made for follow-up with the family.
- D. A Supplemental Report will be completed to document return, cancellation, etc.
 - 1. An officer or investigator will complete the Supplemental Report when they verify that the missing person has returned. They will then forward a copy to Post 1.
 - 2. If Post 1 is notified by an outside agency that the missing person has returned, the Post 1 member will complete the supplement.
- E. If an AMBER Alert had been issued, appropriate cancellation procedures will be followed.

VIII. NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN

NCMEC was established in 1984 as a private, nonprofit organization to provide services nationwide for families and professionals in the prevention of abducted, endangered, and sexually exploited children. Pursuant to its mission and its congressional mandates, NCMEC:

- Serves as a clearinghouse of information about missing and exploited children
- Operates a CyberTipline that the public may use to report Internet-related child sexual exploitation
- Provides technical assistance to individuals and law enforcement agencies in the prevention, investigation, prosecution, and treatment of cases involving missing and exploited children
- Assists the U.S. Department of State in certain cases of international child abduction

Subject: Missing Persons Reports	Number GO 5.9	Revised Date December 14, 2017	Effective Date May 1, 2015	Page 4 of 4
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in accordance with the Hague Convention on the Civil Aspects of International Child Abduction

- Offers training programs to law enforcement and social service professionals
- Distributes photographs and descriptions of missing children worldwide
- Coordinates child-protection efforts with the private sector
- Networks with nonprofit service providers and state clearinghouses about missing persons cases
- Provides information about effective state legislation to help ensure the protection of children

Members are encouraged to use the Center's resources to respond to and investigate missing children. Contact information: www.missingkids.com and 800-843-5678 (800-THE-LOST).

IX. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police



LISA MADIGAN
ILLINOIS ATTORNEY GENERAL

Report a Minor Missing

If you've reported a minor missing, you can contact the National Center for Missing and Exploited Children and the National Runaway Safeline for more information. Following is more information about these 24-hour hotlines and the services they provide.

National Center for Missing and Exploited Children

24-Hour  **HOTLINE**
1-800-THE-LOST (1-800-843-5678)

The National Center for Missing & Exploited Children® (NCMEC) is a non-profit 501(c)(3) corporation whose mission is to help find missing children, reduce child sexual exploitation, and prevent child victimization. Since 1984, NCMEC has served as the national clearinghouse and resource center for families, victims, private organizations, law enforcement and the public on issues relating to missing and sexually exploited children.

National Runaway Safeline **1-800-RUNAWAY or** **1-800-786-2929**



The mission of the National Runaway Safeline (NRS) is to help keep America's runaway, homeless and at-risk youth safe and off the streets. Through 1-800-RUNAWAY and 1800RUNAWAY.org, NRS provides 24/7/365 trauma sensitive solution-focused crisis interventions, information and referral via our nearly 7,000 resource database and runaway education and prevention services.

Information from <http://www.missingkids.org/> and <https://www.1800RUNAWAY.org>.

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Coordinating Services from Other City Departments	Number GO 5.10	Revised Date May 28, 2015	Effective Date May 1, 2015	Page 1 of 2
Index As: Coordinating Services from Other City Departments			Approved By Frank Kaminski Chief of Police	

POLICY: As part of our partnership initiatives, the Department is committed to working with other City Departments to identify service needs. Members of the Police Department are in a position, due to their role in the community, to identify problems and issues that affect the quality of life for the community. Therefore, when members identify service needs, they will initiate a Condition Report. Some of the concerns that may be identified by members may include the following:

- Graffiti not cleaned
- Unsafe buildings
- Poor health conditions
- Poorly maintained property, etc.

The Department feels that the quick elimination of problems helps maintain the quality of life in neighborhoods.

This policy does not prohibit a member from contacting other City Departments for assistance or information.

I. AVAILABLE CITY SERVICES

- A. The following is a list of some of the most common City Departments and available services.
1. **Fire Department:** inspectional services available for conditions that may create a fire hazard.
 2. **Community Preservation & Development:** inspectional services available for residences and businesses regarding the conditions of the property, e.g. appearances, conditions, etc. Graffiti Removal Program.
 3. **Forestry:** conditions pertaining to trees on public property.
 4. **Traffic Engineering:** conditions relating to public streets, traffic flow, parking, traffic signage, etc. Handle requests for street closings, block parties, etc.
 5. **Public Works:** handles the distribution of water, water meters, water main breakage and sewers and maintains alleys, curbs, sidewalks, potholes.
 6. **Health Department:** inspectional services available for poor health conditions in residences and businesses, e.g., pest infestation, unclean premises, food sanitation.
- B. If an employee identifies an issue requiring attention that does not fall into the listed categories, a Condition Report should be completed describing the problem and forwarded to Records for proper distribution.

II. PROCEDURE

- A. When a member observes a situation that he/she feels needs the attention of another City Department, the member has two options depending on the nature and extent of the request. The two options are as follows:
1. Report the need for other City services to the Communications Center or Post 1. If the request requires immediate action, Post 1 will make the appropriate notification.
 2. The member may complete the Condition Report and forward it to their supervisor for

Subject: Coordinating Services from Other City Departments	Number GO 5.10	Revised Date May 28, 2015	Effective Date May 1, 2015	Page 2 of 2
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action and review.

- B. The receiving supervisor will review the report, ensure proper notification is made, and approve the report.

III. DOCUMENTATION

All internal reports or documentation (i.e. city vehicle related crash reports, Employee Incident forms, etc.) that need to be forwarded to other City departments or outside agencies must be forwarded through the chain of command to the Chief's office for review before dissemination.

IV. EMERGENCY JOINT UTILITY LOCATING INFORMATION FOR EXCAVATORS (JULIE) NOTIFICATION PROCESS

Post 1 personnel will be responsible for notifying Public Works staff when emergency JULIE notifications need to be made after hours. These notifications will be received via Post 1 email. Post 1 personnel will be made aware that a new email notification is available through text message on the Post 1 cell phone. After the notification is made, Post 1 personnel will immediately check the Post 1 email and review the JULIE request. If the request is listed as HIGH importance/Priority "0", Post 1 personnel will immediately call the designated Public Works employee and advise him of the request.

If text messages/emails are received between 0700 and 1500, Monday through Friday, with the exception of City holidays, Post 1 personnel may disregard as the notifications are also being sent to Public Works. Post 1 personnel should make regular checks of the Post 1 email inbox in the event phone service is interrupted. Post 1 personnel shall document that the appropriate notification was made by writing call time, person spoken to, and the JULIE dig number in the Red Book.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Arrests	Number GO 5.11	Revised Date July 01, 2020	Effective Date May 1, 2015	Page 1 of 2
Index As: Alternatives to arrest			Approved By Frank Kaminski Chief of Police	

POLICY The Park Ridge Police Department will enforce all laws, statutes, and ordinances of the State of Illinois and the City of Park Ridge. Department members, however, are permitted to exercise discretion and are allowed to use alternatives to arrest, within certain limits, in conformance with the department's mission/values.

I. LEGALLY MANDATED AUTHORITY

- A. The Federal Constitution, Illinois Constitution, and Illinois Compiled Statutes define the scope and limits of law enforcement authority as it pertains to the enforcement of laws, statutes and ordinances. MC Citations are to be turned into the report bin in the Sergeants office.
- B. Illinois Compiled Statutes, Chapter 65, Act 5/11 grants the authority of municipalities to create and define police powers.
- C. City Ordinance, Article 3, Chapter 9, establishes the Department of Police with their duties and responsibilities.

II. DISCRETION

- A. It is unrealistic to expect officers to enforce all laws and ordinances. Officers will make legal discretionary choices in arrests and alternatives to arrests to effectively realize an equitable solution to the situation encountered.
- B. Sworn members of this department shall always act in accordance with the law and department rules and regulations. When discretion is employed it must be reasonable, defensible, and always accomplish a police purpose.

III. ALTERNATIVES TO ARREST

Under the authority of the Chief of Police, officers may exercise discretion in certain situations to the extent that an alternative to an arrest may be employed to resolve a field investigation.

Citations and summons, warnings, referrals, and informal resolutions shall be considered the only departmentally approved alternatives to arrest. Some of these alternatives can be specifically identified as follows:

- A. MC Citations and Summons. These are formal enforcement procedures which constitute alternatives to arrest solely by the fact that they may be used to preclude physical custody or as less severe enforcement options. All members are required to place all copies of LO and MC citations (with the exception of the officer's copy) in the report bin in the Sergeant's office. Y and P/C citations should be placed in the drop safe in the Report Room with the appropriate bond attached.
- B. Warnings. Generally, officers may exercise discretion in minor traffic and ordinance violations by delivering oral warnings. Officers are reminded that voluntary compliance is the goal of minor enforcement actions and that departmental priorities change from time to time and may restrict their use of discretion (i.e. underage drinking offenses).
- C. Referrals. Referrals may be made to other departmental components, the department's social worker, to other police or governmental agencies, to social service agencies, or to other organizations better suited to address and to resolve the problem(s) identified in the field investigation. For example:
 - 1. Persons with substance abuse or mental problems may be referred to a mental health organization or a social service program.

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2. Under certain conditions or situations, juveniles may be diverted from the Criminal Justice System after thoughtful review, by referring them to an in-house Peer Jury program, or encouraging parental discipline through "station adjustments" when released to parental custody.

- D. Informal Resolutions. Often in field investigations the interests of the parties involved are better satisfied by a mediated settlement on the scene rather than formal prosecution in court. Resolutions of this nature should be by agreement with the affected parties and should not be employed as an excuse for not effecting an arrest. As a rule, informal resolutions should be documented by a field case report to record the officer's motivation for utilizing this particular alternative to arrests.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Missing Persons with Alzheimer's Disease	Number GO 5.12	Revised Date	Effective Date May 1, 2015	Page 1 of 6
Index As: Alzheimer's Disease			Approved By Frank Kaminski Chief of Police	

POLICY The mindset of a person with Alzheimer's disease and related dementias (AD/D) is much different than that of other missing persons. Therefore, questioning, report-taking, investigation and search considerations should be appropriately expanded.

It is the policy of this agency that 1) during agency employee contacts and encounters with older adults, consideration will be given to the potential that the individual is lost but is not yet reported missing, or is spatially disoriented and at high risk of becoming lost; 2) persons found with AD/D, whether by an agency employee or a Good Samaritan, are provided with assistance that is appropriate for the AD/D medical considerations; and 3) reports of missing persons with AD/D will be treated as an emergency and a search will begin as soon as reasonably possible. The purpose of this policy is to provide guidance for the response and investigation of missing persons with Alzheimer's disease and related dementias.

I. OVERVIEW OF THE DISEASE

AD/D is hallmarked by memory loss and changes in a person's ability to think clearly; to recognize persons, landmarks, or other familiar objects; and often, causes him or her to act irrationally under what most persons would consider normal situations. While AD/D most commonly afflicts older adults, a small percentage of cases include early-onset AD/D beginning as early as age 35.

Law enforcement officers may come in contact with persons who manifest symptoms of AD/D in a variety of situations. Those missing with AD/D fall into three categories: 1) individuals who seem normal and oriented during encounters with law enforcement and other persons, and who may not be classified as missing but whose behaviors suggest that they are lost, or at risk of becoming lost; 2) those who are missing but have not yet been noticed or reported missing by caregivers; and 3) those who have been reported as missing by caregivers.

II. PROCEDURES

A. Identifying the At-Risk Older Adult

Law enforcement officers may encounter individuals who, while initially coherent, are subsequently recognized as being confused and disoriented. In these situations, officers should ask the individual basic evaluation questions, such as the following:

1. Where are you coming from? Where are you going to?
2. What route are you taking to get there? Who are you meeting?
3. What is your full name and address? What is your phone number?
4. What day of the week is it? What month is it?
5. Can you tell me what city and state we are in?
6. What time is it right now? (Answer should be correct within one hour.)

B. If the individual does not provide correct answers to these questions, law enforcement personnel should secure the person at his or her current location and consult with their immediate supervisor on appropriate actions. If a substantial degree of confusion and disorientation is identified, the individual should be temporarily detained in a reasonably comfortable setting and attempts made by officers to locate the individual's family or care facility. If these efforts are not successful, the person should be taken to a local hospital or care facility as available.

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C. Initial Report Taking

1. There is no waiting period for reporting a missing person with AD/D.
2. The initial report taker shall gather information in order to initiate a response appropriate for the situation. Such information includes the following:
 - a. Name, age and physical description of the person; a recent photo, if available; and the relationship of the reporting party to the missing person.
 - b. Time and place of last known location and description of the clothing the person was wearing when last seen. Ask if the clothing is weather appropriate.
 - c. The extent of any search for the person currently being undertaken.
 - d. Whether the person has been missing on prior occasions and where the person has gone in the past or where they were located previously.
 - e. The current physical condition of the person and whether the person is taking prescription medication or has a co-existing medical condition. If the person takes medication, when was the last dose taken and how long can the person be without it without experiencing life-threatening or other serious consequences.
 - f. Which door or exit did the person leave from?
 - g. Did the person leave on foot or in a car?
3. In addition, the following questions should be asked:
 - a. Is the person carrying identification, medical alert devices, or similar items?
 - b. Would the person recognize and respond to police officers or someone in uniform? Would the person be fearful of police or uniforms for any reason?
 - c. Does the individual have weapons or access to weapons?
 - d. Is the current location near the person's hometown – could the person have gone to a former residence, workplace, church, or other familiar location?
 - e. What is the person's general daily routine?
 - f. Can he or she still use money and does he or she have any with him or her? Is he or she capable of accessing cash?
 - g. What neighbors does he or she know well?
 - h. Are there activities he or she seeks out or enjoys? What would he or she find interesting as it relates to locations?
 - i. Does he or she know how to use public transportation? Does he or she use it regularly?
 - j. Does the person still remember his or her address or phone number?
 - k. Is the person drawn to certain landmarks, buildings, or objects?
 - l. Will the person go away from the sun or towards it?
 - m. Does the person have fears or crowds, strangers, or certain environments?

D. Preliminary Investigation

1. Responding or assisting officers should do the following:
 - a. Conduct a full search, as soon as reasonably possible, of the home or care facility and surrounding premises and curtilage, including unusual locations such as false ceilings, A/C venting, toy boxes, sink basins or cabinets, and so forth. A search of neighbors' yards should also be conducted.

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- b. Initiate a broader search if a thorough search of the home and immediate area is unproductive.
 - c. Upon verification of a missing person, complete a "missing-critical" or endangered missing persons report and initiate an alert if Silver Alert, Endangered Persons Alert, or similar alerts exist in the area or jurisdiction where the person has been reported missing. Make appropriate entries in state and national information databases in accordance with established procedures (e.g.: adjacent jurisdictions, state or commonwealth department of public safety, National Crime Information Center, fusion centers, and LEADS).
 - d. Check for indications of missing personal belongings, particularly money and other valuables.
 - e. Check for any suggestion of foul play or accident.
 - f. Secure the premises or area where the person was last seen as a crime scene.
 - g. Request that one person with whom the missing person is familiar remain at the place last seen in the event the person returns and to serve as a consistent point of contact.
- 2. In the case of persons designated as "missing-critical," a supervisory officer may do the following:
 - a. Request or assign a specific dispatcher to handle calls relative to this case and direct the dispatcher to broadcast all relevant information necessary to identify the missing person to all persons on duty.
 - b. Request that the shift commander authorize mobilization of resources necessary for an area search.
 - c. Establish an Incident Command Center and implement the Incident Command System.
 - d. Determine whether to use local media to help locate the missing person and use where deemed necessary with the approval of the law enforcement supervisor and the missing person's family.
 - e. Determine the best use of developed communication networks: BOLOs, texting programs, social media, reverse-calling systems, fusion centers, and other outlets.
 - f. Conduct outreach through other governmental/contracted employees with radios and vehicles such as parks/facilities, road crews, waste management, and related personnel.

E. Search and Operational Considerations and Guidelines

Law enforcement officers should understand that standard grid-style searches may not be useful with a missing AD/D person. Instead, officers should determine if the person left by car or on foot.

- 1. If by car, officers should:
 - a. Ascertain or approximate the amount of fuel in the vehicle and construct a search radius using this information. If the fuel cannot be approximated, begin a routine search with a 5-mile radius using available officers and volunteers.
 - b. Notify adjacent counties.
 - c. Initiate credit card and/or bank inquiries to determine if and where purchases have been made since the person was last seen.

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2. If on foot, officers should:
 - a. Begin a thorough foot search with a 1.5-mile radius using available officers and volunteers.
 - b. Consider the dominant-hand theory: the person will follow the path of their dominant hand, that is, if the person is right-handed, he or she will likely be making right turns, following right, etc.
 - c. Call in other available assets, such as search helicopters, volunteer teams, social services, etc.
 - d. Search areas of thick vegetation, near bodies of water, and near highways; areas that have cover (natural or man-made), and residential yards. Special attention should be paid to areas such as culverts, drainage areas, wooded transitional areas between housing developments, etc.
 - e. Consider obscure hiding locations: junkyards, drainage trenches, building roofs, abandoned buildings and vehicles, commercial ventilation systems/ducts, etc.
 - f. Canvass area businesses and other easily accessible buildings.
 - g. Expand radius as time and weather dictate.
3. Search considerations:
 - a. Searchers should be aware that missing persons with AD/D likely will not respond to their name being called. Missing persons may perceive that they are "in trouble" and further hide or seclude themselves.
 - b. If the person is located, those having initial contact with the person should do the following:
 - 1) Use low, calm voices and short, simple sentences or questions
 - 2) Clearly identify themselves and explain what they are doing
 - 3) Ask permission before touching
 - 4) Use simple instructions and positive reinforcement
 - 5) Allow plenty of time for the person to respond
 - 6) Limit volume of radios and curtail the use of lights and sirens, if possible and practical, as this may further agitate the person
 - 7) Avoid placing the person in handcuffs (in cases of arrest) and use caution when placing the person in a cruiser.

F. Ongoing Investigation

Ongoing investigations of missing persons with AD/D should include, but should not be limited to, the following:

1. Requests for the release of dental records and fingerprints, if available.
2. Contact with hospitals and the coroner or the medical examiner's officer as appropriate for injured or deceased persons fitting the description of the missing person.
3. Continuance of on-going contact by the lead investigator with the missing person's closest relative or responsible party and the assigned dispatcher concerning progress of the investigation.

G. Recovery of Missing Persons and Case Closure

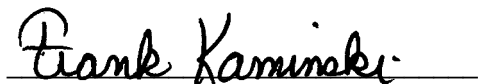
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1. Upon location of a missing person, all agencies and information systems previously contacted for assistance shall be notified or updated.
2. Missing persons and their caregivers shall be questioned to establish the circumstances surrounding their disappearance and how future incidents might be prevented.
3. The case report shall include a detailed report on the person's whereabouts, actions and activities during the investigation.
4. After Action Reports (AARs) shall be prepared, and a post-incident briefing shall be conducted to establish lessons learned.
5. In cases involving licensed care facilities, officers shall ensure that:
 - a. The facility has taken proper precautions to prevent future incidents.
 - b. Proper reports have been filed to the facility's chain of command – state accrediting agencies, corporate office, insurers, and others.
6. Where indicated, follow-up action shall include filing an abuse and neglect report with the appropriate state agency.
7. Where indicated, criminal charges shall be filed with the prosecutor's office.
8. In cases of death, investigative personnel shall follow-up with the coroner's office in determining the cause of death and identifying available evidence.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

APPENDIX A
Information For Families Caring for Individuals with AD/D

1. Research available identification and tracking systems and encourage use.
2. Install double-sided locks or disguise locks on doors to visually deter the person from using them.
3. Disguise exit doors in the home with curtains, wrapping paper, posters, or other visually distracting objects.
4. Place bells on doors and windows.
5. Remove the person's car if he or she still owns one, and hide keys to other cars in the household.
6. If possible, establish relationships with neighbors and exchange contact information in case of emergency.
7. Establish a schedule and follow it consistently to avoid the person leaving to seek something – food, bathroom, and so forth to avoid the person becoming agitated by a schedule disruption.
8. Prevention strategies and suggested community outreach:

Since searches for missing persons with AD/D are expensive and exhaust many resources, it is advisable to implement prevention techniques within the community:

 - a. Provide families caring for persons with AD/D in the home with information outlining steps to take to prevent the individual from going missing.
 - b. Establish a voluntary registry program for at-risk persons:
 - 1) Offer the program at community events, and use both uniformed and civilian volunteers to solicit people to register.
 - 2) Include fingerprints, recent photos, several contacts such as neighbors, medical needs, routes, familiar places, and so on.

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Directed Patrol	Number GO 5.13	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: foot patrol, selective enforcement			Approved By Frank Kaminski Chief of Police	

POLICY The Department strives to utilize multiple Community Policing strategies to enhance interaction and productivity. Directed Patrol is a Community Policing Strategy designed to increase productivity of patrol officers through analysis and evaluation of patrol techniques. This General Order serves to define directed patrols and related enforcements used to reduce crime and resolve community issues through interaction, intervention and problem solving.

I. DESCRIPTION

Directed Patrol is selective enforcement given to areas within the community that have experienced an increase of a particular crime, dangerous situation, a neighborhood problem, or public interaction at an event. Directed Patrol may be initiated by supervisors through learned information of particular problems, or may be initiated by patrol officers who observe or learn of particular problems/issues in the community.

Directed Patrols can be accomplished by utilizing any and all department resources and tactics available including but not limited to: marked and unmarked vehicles, bicycle patrol, foot patrol, motorcycle, surveillance equipment, social worker, chaplains, Citizens Patrol, CERT, Beat Team Leaders, and other City Departments.

II. DIRECTED PATROL DEFINITIONS AND PROCEDURES

A. These four (4) titles are what officers will utilize when advising dispatch of their activity:

- Directed Patrol
- Foot Patrol – Residential
- Foot Patrol – Commercial
- Selective Enforcement Traffic

1. **Directed Patrol:** Calling out on a directed patrol constitutes addressing a particular problem, problem area, or an event.

a. Examples of Directed Patrols:

- School Zone Enforcements
- Premise checks
- Neighbor Disputes
- Drug Traffic Areas
- Areas with high crime patterns
- Bank Checks
- Senior Breakfast
- Vacation Watches
- Block Parties
- Sporting Events
- School Dances
- Taste of Park Ridge
- Community Policing Assignment or PACT Assignment

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- b. When calling out on a Directed Patrol, officers will need to advise dispatch of their location and then make sure that more specifics of the Directed Patrol are entered into notes by the officer via IWIN or by dispatch. For example, you could call out on "Directed Patrol at 1111 S. Dee Road" and then enter into notes what you were there for (premise check, school play, football game etc.).
 - c. We will be eliminating these titles called out to Dispatch:
 - Walk and Talk
 - Premise Check
 2. **Foot Patrol – Residential:** Calling out on a residential foot patrol constitutes getting out of your squad and walking a specific area, for the purpose of community involvement and community visibility. An example of this would be calling out on a residential foot patrol in the 300 block of N. Delphia, this covers an area (multiple dwellings) in which you will be walking and interacting with the community (Not one specific house).
 3. **Foot Patrol – Commercial:** Calling out on a commercial foot patrol constitutes getting out of your squad and walking a specific area for the purpose of community involvement and community visibility with one or more businesses. An example would be calling out at Thornton's by itself or The Landings Shopping Center and stopping by multiple businesses.
 4. **Selective Enforcement Traffic:** Calling out on selective enforcement traffic constitutes monitoring a specific area for the purpose of traffic enforcement. An example of this would be calling out on selective enforcement in the area of Cumberland and Gillick. These are assignments that have been directly assigned specifically to patrol.
- B. Directed Patrol activities are not to be confused with the following:
 1. **Detail-** Officers will be allowed 45 minutes for detail. If an officer gets supervisor permission, the officer may extend his detail by adding one of their 20 minute "cups" to their workout (65 minutes for workouts only). An officer may be called off of detail if the supervisor deems necessary.
 2. **Leaving City Limits for Detail-** Officers will be allowed to take their assigned detail outside the city limits only between the hours of 2200 and 0500 hours and must have supervisor permission. If an officer wishes to have their detail on the border of Park Ridge (reasonable distance), the officer must have supervisor permission.

Officers will be able to have their detail, cups, or personals at their residence only if they live within the City of Park Ridge.
 3. **Cups or Breaks-** Officers are allowed two twenty-minute cups or breaks per shift. Officers will be available for calls while on a cup or break. There will be no cups in the first hour and last hour of the officer's tour of duty.
 4. **Personals-** Officers will be allowed to call down on a personal if needed. (Bathroom Break)
 5. **Administration (Admin.)-** If an officer calls down on Administration, the officer must articulate the reason why they are down on the Administration.

Supervisors will be responsible for the monitoring of Details, Cups, Administration and Personals.

III. RESPONSIBILITIES

A. SUPERVISOR

Subject: Directed Patrol	Number GO 5.13	Revised Date	Effective Date May 1, 2015	Page 3 of 3
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1. Will be ultimately responsible for implementation of the directed patrols and the monthly audits of the directed patrol activity of their officers. Monthly audits will be forwarded to the Deputy Chief of Field Operations.
2. Responsible for coordinating pertinent information to the officers that is learned from reports, records data, blog, etc.

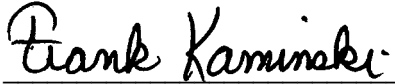
B. PATROL OFFICER

1. Carry out assigned Directed Patrols.
2. Conduct Directed Patrol based on observations, reports, and self-initiated activity.
3. Document Directed Patrols on daily activity sheet, CAD notes, blog, etc.
4. Will be held accountable for implementation of Directed Patrol Activities.

IV. ISSUING AUTHORITY

This General Order will supersede any directives and understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Underage Drinking, Underage Drinking Parties, and Possession of Cannabis Reports	Number GO 5.14	Revised Date June 02, 2017, November 21, 2019	Effective Date May 1, 2015	Page 1 of 2
Index As: underage drinking, underage drinking parties, possession of cannabis reports			Approved By Frank Kaminski Chief of Police	

POLICY The Department has specific policy in place when responding to calls of minors consuming alcohol, party calls, and minors in possession of cannabis or drug paraphernalia. This order describes the procedure to be followed when handling these incidents and reports.

I. PROCEDURE

The following policy will be followed when our department is made aware of a minors consuming alcohol, a party involving the consumption of alcohol by minors, or the possession of cannabis.

- A. The supervisor will respond to each underage drinking call or underage drinking party call to give direction as to the course of action taken by the assigned patrol officers.
- B. If alcohol is present at the scene and it is apparent that minors are participating in the consumption of the alcohol, then the following applies:
 1. Minors that are in possession of alcohol shall be charged for the illegal possession of such under Local Ordinance 14-21-1(M).
 2. Minors that have alcohol, of any level, detectable by observation or the odor of an alcoholic beverage on their breath shall be charged with Local Ordinance 14-21-1(L), Zero Tolerance with Respect to Alcohol Use by a Minor.
 3. Depending on the time of the occurrence, Curfew Violations may apply under Local Ordinance 14-12-1.
 4. Driving Violations that involve alcohol or drugs will be referred to the IVC.
 5. Any adult at the party that has knowledge of the minors consuming alcohol on the premise and allows it shall be charged accordingly for permitting the violation. Local Ordinance 14-21-1(B), Use of Premise for Consumption of Alcohol or Negligently Fail to Prevent.
 6. Participants that are under the age of 18, at minimum should have their parent(s) or other responsible adult contacted and turned over to their custody.
 7. Minors that are in possession of any amount of Cannabis, except as allowed under the Compassionate Use of Medical Cannabis Program, may be charged for illegal possession under Local Ordinance 14-16-3 (B) (MC ticket), or referred to Peer Jury.
 8. Minors that are in possession of drug paraphernalia except as allowed by the Compassionate Use of Medical Cannabis Program, may be charged for illegal possession under Local Ordinance 14-16-5 (MC Ticket), or referred to Peer Jury.
- C. The primary officer or other officer designated by the supervisor on scene shall document the incident on a General Case Report.
 1. The names (with DOB, address, phone number and school) of the participants in attendance at the party should be documented on the report as well as the adult in which the minors under 18 years of age were each turned over to.
 2. If probable cause exists, the minor(s) shall be charged with the appropriate offense. However, if the minor is not charged, articulable facts must be documented on the report as to why the minor was not charged, and the reporting officer must have supervisor approval.

Subject: Underage Drinking, Underage Drinking Parties, and Possession of Cannabis Reports	Number GO 5.14	Revised Date June 02, 2017, November 21, 2019	Effective Date May 1, 2015	Page 2 of 2
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3. If it is apparent that the participant had been drinking, such as smell of an alcoholic beverage on their breath, slurred speech, passed out, etc., the facts of why it was apparent should be documented in the report whether they are charged or not. The Portable Breathalyzer should not be used to try to determine who had been drinking and who has not. But it may be used to confirm/support the officer's judgment that a participant had been drinking. If there are no apparent signs of alcohol consumption by a participant, it should be documented as undetermined for that particular participant. The report should not be vague as to the role of the participants. This information should be shared with the parent or other responsible adult that picks up the minor.
 4. If the officers are unable to contact the homeowner at the time of the incident, the supervisor on the scene is responsible of making sure the homeowner is contacted the next day or when they return. This notification may be delegated to the reporting officer or through the assistance of an officer/supervisor of another shift but the responsibility lies on the on-scene supervisor that the notification is carried out.
- D. Care must be used to ensure any entry into a home is legal and appropriate. Officers and supervisors should keep familiar with current search and seizure case laws.
- E. If we respond and no one appears or no one will answer:
1. Monitor location
 2. Check cars in area
 3. Check with neighbors
 4. Check area at a later time
- F. Supervisors on the scene are responsible to determine what the best action to take will be. The Deputy Chief of Field Operations shall review these calls to ensure consistency across the four shifts.
- G. The Deputy Chief of Field Operations should be contacted if a situation develops that is unable to be resolved.

II. ISSUING AUTHORITY

This General Order will supersede any directives and understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Watch Supervisor Authority, Duties, and Responsibilities	Number GO 5.15	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: watch supervisor			Approved By Frank Kaminski Chief of Police	

POLICY The Department utilizes watch supervisors to be responsible for conducting the operations of patrol watches. This General Order serves to define the authority, duties and responsibilities of the watch supervisors; establish the philosophy and policy of the patrol watch in its efforts to reduce crime and traffic problems while providing public services; and to outline the procedures to be followed in manpower shortages.

I. DEFINITION

An officer charged with the responsibility of conducting the operations of a patrol watch shall be known as the watch supervisor. The official departmental table of organization specifies commanders and sergeants as watch supervisors. These officers are part of the management team. Their primary functions are to supervise their personnel and command the operations of their watch.

On a day-to-day basis, the terminology watch supervisor is used to define the person who is the officer in charge of the patrol watch at that specific time. This could be a commander or sergeant.

The responsibility of the patrol watch in accomplishing its mission is the joint duty of all watch supervisors.

II. AUTHORITY

Watch supervisors will exercise the authority of the Deputy Chief of Field Operations in his absence. Watch supervisors are in command of their watches during their duty hours and may exercise their authority while off duty.

III. GENERAL RESPONSIBILITIES AND POLICIES

In conjunction with and in addition to the duties and responsibilities contained in related position descriptions, police supervisors will direct all police activities under their command and are responsible and accountable for their decisions, their actions, and the performance and conduct of their subordinates.

- A. The watch supervisors will direct the enforcement of all State Statutes, Ordinances of the City of Park Ridge, and the rules, regulations, policies, and orders of the department during their tours of duty.
- B. They will develop a unified, disciplined, and well-informed patrol watch through leadership, direction, and training.
- C. The watch supervisors shall be responsible for manning the beats assigned to their watch and to do this they must be sure to:
 - 1. Arrange the days off key so that each day's needs can be met.
 - 2. Control absences due to the granting of time coming days off so he can meet his problems on peak load days.
 - 3. When a watch supervisor becomes aware of an impending shortage of manpower for the next day or following days he shall:
 - a. Attempt to resolve this problem by rearranging the days off for the balance of the watch.
 - b. Attempt to resolve the shortage by contacting the other watch supervisors to arrange for a loan of manpower to meet this problem.

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- c. If necessary, contact the Deputy Chief of Field Operations to seek a solution.
 - d. Make contact with his supervisors in ample time to allow for personnel changes. However, when a manpower problem needs immediate attention and cannot be resolved by force back of personnel, the contact outlined above shall be made immediately, regardless of the time of day.
- 4. When a watch supervisor becomes aware of an impending shortage of manpower on the next watch, he shall take action to resolve the shortage by using the procedures outlined in the Patrol Division hireback policy, which is posted in the watch supervisor's office.
- D. They will require proper appearance, performance, and conduct of the personnel under their command.
- E. They will develop in subordinates the ability to make decisions and follow procedures in conformity with departmental policies, in order to attain a high degree of effectiveness in reaching departmental goals.
- F. They will strive to emulate the proper example of bearing and training as demonstrated by the Deputy Chief of Field Operations, so as to act competently in the absence of higher-ranking supervisors.
- G. They will take what they determine to be proper disciplinary action when they detect conduct or instances where such action is warranted.

IV. SPECIFIC RESPONSIBILITIES

- A. Shift Briefings
 - 1. Prior to the beginning of each roll call, the watch supervisor from the off-going shift will brief the watch supervisor of the oncoming shift as to the status of such matters as vehicles, prisoners, equipment problems, etc., as well as information on recent significant events and incidents concerning police operations. The responsibility for sharing such information lies equally upon all supervisors.
 - 2. All patrol watches will conduct a shift briefing call prior to the shift going on the street.
 - 3. The watch supervisors will ensure that the formal roll call will be held in the roll call portion of the squad room with officers seated in chairs and supervisors using the lectern to conduct the session. Officers will be in full uniform, but not necessarily in jackets. The watch supervisor may permit the officers to drink coffee during the session if it does not interfere with the session.
 - 4. The supervisor conducting the shift briefing will inform shift members about significant incidents or events concerning police operations/investigations. He will also pass along any information pertinent to the operations of the watch or department.
 - 5. Shift roll call training will be conducted in accordance with the General Order on training.
 - 6. Roll call inspections will be conducted in accordance with the General Order on inspections.
 - 7. The roll call begins the work day. Attitudes and demeanor displayed by supervisors during the roll call session may have a lasting effect on subordinates. Supervisors will maintain and foster professionalism on their watch.
- B. Inspections
 - 1. Uniform

Subject: Watch Supervisor Authority, Duties, and Responsibilities	Number GO 5.15	Revised Date	Effective Date May 1, 2015	Page 3 of 3
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2. Squad
3. Bulletin board and blackboard
4. Inspection procedures (see General Order regarding inspections)

V. OPERATIONAL RESPONSIBILITIES

- A. Watch supervisors will direct action against the criminal and traffic problems in the City by:
 1. Ensuring that officers do not limit their activities to handling radio assignments, but that they are actually engaged in solving problems through directed patrol, random patrol, and direct communication with residents and business persons. The beat officer knows his beat better than anyone, and he has the responsibility to request that directed patrol be initiated when there is a need for it.
 2. Ensure that their subordinates spend as much time as possible on patrol. When it is necessary for any personnel to go to the station for any purpose, they will ensure that they return to their beat and resume patrol activity as soon as possible.
 3. Ensure that desk personnel exhibit the proper public relations, complete assigned tasks, and are supporting patrol watch activities.
 4. Ensure that effective relations are established with the dispatch personnel and supervisors and that dispatch problems are addressed quickly and effectively.
- B. Watch supervisors will ensure that their subordinates do not engage in practices which either interfere with effective law enforcement or which cause unfavorable public reaction.
Supervisors will immediately initiate investigations of all complaints against personnel that they are aware of and will take prompt disciplinary action where it is needed.
- C. Watch supervisors will acquaint themselves with the particulars surrounding the arrest of every prisoner brought into the station, and while the prisoner is in the custody of this police department, will be responsible for his safekeeping. If inquiry or investigation reveals insufficient cause for arrest or charging, the supervisor will release the prisoner.
- D. Watch supervisors will assume the responsibility for the proper maintenance of the department's records and will require prompt, accurate, and complete reporting from all personnel.
- E. Watch supervisors will ensure that their personnel create legible, understandable, accurate, and complete police reports.
- F. Watch supervisors will ensure that all personnel working irregular hours have properly reported on or off-duty when either occurs on his watch.
- G. Watch supervisors will keep their personnel informed of departmental policies and objectives, and will bring to the attention of their superior any questions on policies for which he does not have answers.
- H. Watch supervisors will make special reports to the Chief of Police and Deputy Police Chiefs on any events of major importance and will also inform the relieving watch supervisor of any such event. They shall, when the event is of enough importance, make immediate notification to their supervisor.
- I. Supervisors will have a working knowledge of all labor agreements pertaining to them and their personnel.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

Frank Kaminski

Subject: Watch Supervisor Authority, Duties, and Responsibilities	Number GO 5.15	Revised Date	Effective Date May 1, 2015	Page 4 of 3
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Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Patrol Organization and Administration	Number GO 5.16	Revised Date June 1, 2017	Effective Date May 1, 2015	Page 1 of 3
Index As: patrol organization			Approved By Frank Kaminski Chief of Police	

POLICY The Patrol Division is a line operations function of the police department. This Division normally wears the distinctive police uniform and uses distinctive vehicles and equipment. This Division pursues departmental objectives by general deployment of police officers on the streets, engaging in random and directed patrol assignments, and responding to calls for service. The purpose of this General Order is to establish standards and guidelines for the organization and administration of the Patrol Division.

I. PROCEDURE

A. Patrol functions. The functions of the Patrol Division are:

1. Preventive patrol and other crime prevention activities.
2. Responding to calls for service.
3. Conducting initial investigations.
4. Documentation through written reports.
5. Collection and preservation of evidence.
6. Arrest and prosecution of those who violate laws and ordinances.
7. Traffic control and direction.
8. Maintenance of public order.
9. Promote a positive relationship between the department and the community.

B. Emergency Response Availability. This department will provide uninterrupted twenty-four (24) hour police services to the community.

1. Work schedules for the Patrol Division will be arranged to allow for continuous street and desk coverage. The Patrol Division will maintain four (4) shifts covering two (2) watches according to the following duty times:
 - a. First watch - 0600 hours to 1800 hours
 - b. Second watch - 1800 hours to 0600 hours
2. To maintain continuous patrol coverage, one marked patrol unit from the on-duty shift will report on-duty on the street, available for emergency calls, for 30 minutes before the rest of the shift begins.
 - a. The early car, and a back-up if necessary, will be sent to all emergency calls.
 - b. For any non-emergency calls, dispatch will contact the on-duty watch commander and it will be at the watch commander's discretion if the early car is sent or the call is held for the oncoming shift.

C. Shift Assignment

The Deputy Chief of Field Operations will be responsible for assigning officers to a shift. These assignments will attempt to maintain a proper distribution of manpower.

D. Beat Assignments. Each patrol shift will have one patrol officer designated as the permanent beat officer for each of the five (5) beat areas. When a permanent beat officer is not scheduled to

Subject: Patrol Organization and Administration	Number GO 5.16	Revised Date	Effective Date May 1, 2015	Page 2 of 3
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work, another officer will be assigned that beat by the watch supervisor. Watch supervisors are responsible for the assignment of patrol officers to patrol beats. Watch supervisors will make these assignments in a manner that will achieve the best utilization of officer resources. The following criteria should be taken into account when making these assignments:

1. Special skills/training,
2. Performance,
3. Experience,
4. Seniority, and
5. Officer preference.

E. Desk Assignments

1. The Administrative Services Supervisor is responsible for the assignment of at least one (1) community service officer (CSO) or part-time police info technician to the Post One desk. The watch supervisor will ensure that another community service officer or police officer relieve desk personnel for breaks and mealtime. Under normal circumstances, desk personnel will stay on duty until relieved.
2. If the on-duty community service officer or police info technician must leave due to personal illness or emergency, relief will be sought immediately to fill the vacancy and ensure continuous coverage.

F. Manpower Requirements. Minimum manpower requirements for each watch can be changed at the Chief's discretion.

G. Beat Boundaries. The City is divided into five (5) beat areas.

1. When five (5) or more patrol officers are working on a watch, at least one (1) patrol officer will be assigned to each beat.
2. When only four (4) patrol officers are working on a watch, the four (4) beat plan will be utilized. One patrol officer will be assigned to each beat.

H. Rove Units. Whenever there are more than five (5) patrol officers working on a watch, these additional patrol officers will be designated as rove units. The watch supervisor may assign them as assist/back-up units to specific areas or beats, i.e. rove north, rove south; or he may utilize these units in other ways he feels appropriate, i.e. special events, special assignments, etc.

I. Each officer assigned to a particular beat will be responsible for familiarizing himself with the assigned beat, conducting any necessary vacant home checks, special watches, etc., and documenting their activity.

J. Beat Rotation. Permanent beat rotation, if used, will be at the discretion of the Deputy Chief of Field Operations or his designee.

K. Day Off Schedules. Officers working on a patrol shift will be assigned to one (1) of two (2) rotating day off keys. Assignments will be made based on operational needs and special training duties of the officers. (See attachment)

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DAY OFF KEYS

2 ON

2 OFF

3 ON

2 OFF

2 ON

3 OFF

M

T

W

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A**A****B****B****A****A****A****B****B****A****A****B****B****B**

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Productivity	Number GO 5.17	Revised Date	Effective Date	Page 1 of 1
Index As:			Approved By Frank Kaminski Chief of Police	

PURSUANT TO SPECIAL ORDER 14-68, REISSUANCE OF THIS ORDER IS TBD

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Policy/Enforcement School Curfew Violations	Number GO 5.18	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: curfew			Approved By Frank Kaminski Chief of Police	

POLICY Park Ridge police officers have discretion in deciding how to handle many of the incidents received. In the case of school curfew violations, it is expected that our officers will be conservative in deciding whether to stop the youth, the method of approach, and the disposition of the contact. The purpose of this General Order is to establish department policy related to the enforcement of violations of the School Curfew Ordinance, Section 14-12-7 (see City of Park Ridge Municipal Code).

I. INTENT OF THE ORDINANCE

- A. Deter truancy; thereby, reducing the opportunity for students to become victims of or offenders in criminal activity.
- B. Return truants to the school as quickly as possible. The objective is to have the student back in the classroom as soon as it is practical.
- C. Provide a tool for intervention in chronic truancy cases.

II. APPLICATION OF ORDINANCE

- A. This Ordinance applies only to currently enrolled students under the age of eighteen (18), when in a public place.
- B. Generally, students are exempt from the Ordinance when they are:
 - 1. Traveling to or from school by direct route (direct route as it relates to our enforcement is any route that is plausible to or from school),
 - 2. Accompanied by parent, guardian, or school official,
 - 3. Engaged in school activities,
 - 4. Engaged in personal business, employment, medical care, religious activities, etc. with parental or school permission.
- C. A parent may be cited for allowing a curfew violation only if probable cause exists that such parent knowingly permitted the activity that violated the Ordinance.

III. PROCEDURE

- A. Observation and Approach
 - 1. Police officers have access to school calendars containing holidays and events likely to result in students not being in class, and should be familiar with those calendars.
 - 2. Officers observing an apparent on-view school curfew violation will use discretion as to whether to stop and question, or to continue observation for a period of time.
 - 3. Officers will use positive community relations skills when approaching an apparent school curfew violator, and will immediately inform the student of the reason for the contact.
- B. Initial Contact and Disposition

Officers shall not exceed the fifteen (15) minute at-scene detention period allowed by this Ordinance. If a violation of the Ordinance cannot be confirmed within fifteen (15) minutes, the youth shall be released. This does not mean that follow-up cannot continue and further action taken if the youth is, in fact, in violation of the Ordinance. The following is a list of appropriate alternatives in ascending order:

- 1. Merely ask the youth why he/she is not in class and if no violation is apparent, send him/her on their way. No contact card made.

Subject: Policy/Enforcement School Curfew Violations	Number GO 5.18	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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2. Verify the youth's identity, age, school enrollment, and authority to be absent, and send him/her on their way. If necessary, authority to be absent shall be determined by a phone call from Post One personnel to the school attendance office. No contact card made.
3. Verify and release as indicated above with field contact card made.
4. Verify and transport youth from scene to:
 - a. School - Call ahead to drop the student off to school staff at a school entrance,
 - b. Home - Call ahead to drop the student off to a parent or guardian, or
 - c. Police Station - Youth will only be brought to police station for violation of this Ordinance when it is impractical to transport to school or home or is specifically directed to do so by juvenile officer or supervisor.
5. Citing for Violations. Officers can issue citations for school curfew violations; however, discretion should be used. Citations will be written under local ordinance 14-12-7 and violators will be released to school or parent.
6. Use of Handcuffs. Students should not be handcuffed during transport to school/home for only school curfew violation. In situations where there are other additional charges and the youth is in custody, the youth may be handcuffed when such a precaution is reasonably necessary under the circumstances.

C. Reporting

1. Officers will complete a field contact card (not an arrest report) for any school curfew violator removed from the scene. Optional if released at scene.
2. A copy of the field contact card will be forwarded to the juvenile section for proper disposition.

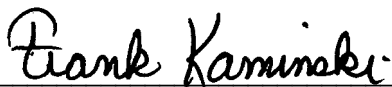
IV. JUVENILE SECTION PROCEDURES

- A. Juvenile officers will work with school staff in determining whether repeat offenders and/or parents will be cited.
- B. Juvenile officers will assign any court cases to their own court key, and request the appearance of the initial reporting officer.
- C. Juvenile officers will recommend to the court that school attendance be a stipulation to all school curfew court dispositions.

V. ISSUING AUTHORITY

This General Order will supersede any directives and understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Regulation of Tobacco Products	Number GO 5.19	Revised Date June 18, 2019	Effective Date May 1, 2015	Page 1 of 1
Index As: tobacco enforcement			Approved By Frank Kaminski Chief of Police	

POLICY Recognizing the dangers associated with the use of tobacco products, the City adopted an Ordinance regulating the sale and possession of tobacco products. Specifically, persons under the age of twenty one (21) are prohibited from purchasing and persons under eighteen are prohibited from possessing tobacco products including electronic smoking devices. All establishments that sell tobacco products are prohibited from selling to anyone under the age of twenty one (21). The purpose of this General Order is to establish guidelines for the enforcement of the City's Tobacco Ordinance.

I. ENFORCEMENT

- A. Retail tobacco sales. The Investigative Division will randomly inspect retail establishments that sell tobacco products. As part of the inspection, the officer will check that warning signs are posted at or near the tobacco products informing the public of the age restriction. If a violation is detected, all reports will be forwarded to the City Attorney for possible action by the Liquor License Review Board.
- B. Individual Enforcement. As is the case with all Ordinances, the officer has the discretion whether to charge the offender or not. The officer should consider the facts and circumstances at the time of the offense when making the decision.
 - 1. In all cases (whether the offender is charged or not) a complaint number will be initiated and a field contact card will be completed.
 - 2. If the offender is charged, a "MC" ticket will be utilized citing City Ordinance Number: 12-9-6A (Purchase by minors prohibited) or 12-9-7A (Possession by minors prohibited).
 - a. Juveniles who are twelve (12) and under. In these cases a parent or guardian will be notified and the offender will not be charged.
 - b. Juveniles between the ages of thirteen (13) and seventeen (17). In these cases a parent or guardian will be notified and the offender may be charged.
 - 3. All tobacco products that are possessed by the offender(s) will be confiscated and impounded pending any official hearing.
- C. Arrest reports will not be completed for possession or purchase of tobacco product offenses.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Automated External Defibrillator	Number GO 5.20	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: AED			Approved By Frank Kaminski Chief of Police	

POLICY The Park Ridge Police Department utilizes Automated External Defibrillators (AED), and AEDs are stored in designated areas of the Department. The purpose of this General Order is to establish guidelines regarding response to incidents in which the Automated External Defibrillators may be needed.

I. DEFINITIONS

- A. AED (Automated External Defibrillator) – A restricted medical device that can assess the cardiac rhythm and determine if a shockable rhythm is present. When powered ON, the AED analyzes the rhythm and “advises” the operator to press the SHOCK control if a shockable rhythm is detected.
- B. DEFIBRILLATOR – A restricted medical device that supplies an electric current to the heart to treat ventricular fibrillation. The current is delivered through either adhesive electrode pads that attach to the chest or hand-held metal paddles. Defibrillators can be either automated or manual.
- C. VENTRICULAR FIBRILLATION (VF) – A chaotic, uncoordinated quivering of the cardiac muscle that prevents effective cardiac contractions. VF causes cardiac arrest; biological death follows within minutes if VF is not defibrillated. VF can be converted only by “stunning” the heart with a strong electric shock (defibrillation).
- D. RESCUE ATTEMPT – Placing the electrodes on a patient, even if no shock is advised.

II. PROCEDURES

- A. When observing or being advised of a possible medical emergency, the employee will immediately render aid to the stricken person.
 - 1. The employee will use the following criteria to determine whether the use of the AED equipped with adult pads will be necessary (must meet all five):
 - a. Patient is not breathing,
 - b. Patient has no pulse,
 - c. Patient is unconscious,
 - d. Patient's age is eight (8) years or greater, and
 - e. Patient's weight is fifty-five (55) pounds or greater.
 - 2. The employee will use the following criteria to determine whether the use of the AED equipped with pediatric pads will be necessary:
 - a. Patient is not breathing,
 - b. Patient has no pulse,
 - c. Patient is unconscious,
 - d. Patient's age is under eight (8) years old, and
 - e. Patient's weight is under fifty-five (55) pounds.
 - 3. If it is difficult or not possible to determine the patient's age is under eight (8) years or weight is under fifty-five (55) pounds, then the employee should err on the side of caution and use pediatric pads on the patient.
 - 4. The AED should NOT be applied to a patient who is:
 - a. Suffering from obvious trauma (i.e., bleeding, wound, etc.),

Subject: Automated External Defibrillator	Number GO 5.20	Revised Date	Effective Date May 1, 2015	Page 2 of 3
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- b. Suffering from hypothermia,
 - c. Showing signs of obvious death (i.e. decapitation, decomposed, rigor mortis), or
 - d. In a wet area.
- B. Assisting the Fire Department
 - 1. If the Fire Department responds to a medical emergency, the dispatcher will notify the police.
 - 2. Based upon the information given and whether early intervention will benefit the outcome, an officer, if available, may determine the necessity for police response.
 - 3. The watch supervisor will also monitor this radio traffic and may determine the necessity for police response.
 - 4. If an officer does respond, he will notify dispatch and respond as he would any other emergency assignment.
 - 5. If the officer arrives before the Fire Department, he shall assess the situation using the criteria in Section II. A. to determine if an AED rescue attempt will be made.
 - 6. If the AED is used, the officer will notify dispatch so the Fire Department can be advised.

III. USE OF THE AED

- A. Location
 - 1. AEDs will be kept in a designated area, clearly labeled with a squad car number (i.e. 46), or marked as spare.
 - 2. In addition, an AED will be placed in City Hall, Public Works and the Park Ridge Library.
- B. Training
 - 1. All Police Department employees, both sworn and civilian, will be trained in the use of the AED and CPR in accordance with Illinois Department of Public Health rules and regulations.
 - 2. All Police Department employees, both sworn and civilian, will be retrained in the use of the AED and CPR in accordance with the Illinois Department of Public Health rules and regulations.
- C. Operation of AED (follow voice prompts as guide)
 - 1. Open cover; unit automatically turns on.
 - 2. Expose patient's chest so electrodes can be attached.
 - 3. Place one electrode first on upper right chest, then place the second electrode on lower left rib cage.
 - 4. AED unit will now analyze patient's cardiac rhythm (do not touch patient).
 - a. If "No shock advised", check pulse, begin one minute of CPR and then analyze. After three successive "No shock advised", repeat an analysis every one to three minutes until the arrival of ambulance.
 - b. If "shock advised", stand clear and make a visual head-to-toe check of the patient making sure that all rescuers are clear of contact with the patient.
 - 1) Once clear, the rescuer will press the illuminated rescue button to deliver a defibrillation pulse.
 - 2) The AED will re-analyze the patient and advise the rescuer if additional shocks are required.
 - 3) If no further shocks are advised, assess the patient's condition and continue with basic CPR until the arrival of ambulance.

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D. Post AED Use

Any member that uses the AED will complete a General Case Report detailing the circumstances it was used under and any other information regarding the use of the AED. A copy should also be given to the AED Coordinator, to be filed. The following information should be included in the report:

1. Patient information,
2. Incident time/location,
3. Responding Fire personnel,
4. Patient outcome, and
5. Any additional information pertinent to the use of the AED.

IV. MAINTENANCE OF AEDs

- A. At the beginning of his tour of duty, each officer will remove the AED, coinciding with his assigned squad car number, from the designated storage area and secure the AED in the cab portion of his squad car. The officer will ensure that the unit:
 1. Has a green indicator light verifying the unit is charged, and
 2. Is properly equipped with two sets of adult electrodes (not expired), and two sets of pediatric electrodes (not expired), and ensure the following items are located in the squad's first aid kit: a pair of medical scissors, a pair of latex gloves, and a CPR mask.
- B. If at any time the officer discovers an AED to be damaged, he shall write up the damaged AED for service describing the problem and advise the special services division supervisor.
- C. At the end of his tour of duty, each officer will remove the AED from his assigned squad car and return it to the designated storage area.
- D. In addition to the officer's check, the AEDs will also be checked weekly by the watch supervisor conducting squad inspections.

V. ISSUING AUTHORITY

This General Order will supersede any directives and understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Detentions	Number GO 5.21	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: detention, field interviews, pat-down searches			Approved By Frank Kaminski Chief of Police	

POLICY The Park Ridge Police Department established guidelines for conducting field interviews (FI) and pat-down searches. Due to a variety of situations confronting the officer, the decision to field interview a field detainee shall be left to the discretion of the involved officer based on the totality of the circumstances available to them at the time of detention.

I. DEFINITIONS

- A. **DETENTION** – Occurs when an officer intentionally, through words, actions or physical force causes an individual to reasonably believe he is being required to restrict his movement. Detentions also occur when an officer actually restrains a person's freedom of movement.
- B. **CONSENSUAL ENCOUNTER** – Occurs when an officer contacts an individual but does not create a detention through words, actions or other means. In other words, a reasonable individual would believe that his contact with the officer is voluntary.
- C. **FIELD INTERVIEW** – The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purposes of determining the individual's identity and resolving the officer's suspicions.
- D. **PAT-DOWN SEARCH** – This type of search is used by officers in the field to check an individual for weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.
- E. **REASONABLE SUSPICION** – Occurs when, under the totality of the circumstances, an officer has articulable facts that criminal activity may be involved and a particular person is connected with that possible criminal activity.

II. FIELD INTERVIEWS (FI)

- A. Officers may stop individuals for the purpose of conducting an FI where reasonable suspicion is present. In justifying the stop, the officer should be able to point to specific facts which, when taken together with rational inferences, reasonably warrant the stop. Such facts include, but are not limited to the following:
 - 1. The appearance or demeanor of an individual suggests that he is part of a criminal enterprise or is engaged in a criminal act;
 - 2. The actions of the suspect suggest that he is engaged in a criminal activity;
 - 3. The hour of day or night is inappropriate for the suspect's presence in the area;
 - 4. The suspect's presence in the particular area is suspicious;
 - 5. The suspect is carrying a suspicious object;
 - 6. The suspect's clothing bulges in a manner that suggests he is carrying a weapon;
 - 7. The suspect is located in proximate time and place to an alleged crime; and
 - 8. The officer has knowledge of the suspect's prior criminal record or involvement in criminal activity.
- B. **Initiating a Field Interview**
 - 1. An officer may initiate the stop of a person when there is articulable, reasonable suspicion to do so. A person, however, should not be detained longer than is reasonably necessary to resolve the officer's suspicions. Federal case law prevails in these detentions, however 725 ILCS 5/107-14 provides specific authority to an officer to initiate the stop when the officer reasonably infers from the circumstances that the person is committing, is about to commit, or has committed an offense as defined in Section 102-15 of the ILCS.

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2. Nothing in this policy is intended to discourage consensual contacts. Frequent and random casual contacts with consenting individuals are encouraged by the Park Ridge Police Department to strengthen our community involvement, community awareness and problem identification.

C. **Witness Identification and Interviews**

Because potential witnesses to an incident may be lost or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigators to utilize available personnel for the following:

1. Identify all persons present at the scene and in the immediate area.
 - a. When feasible, a statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
 - b. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probably cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his departure.
2. Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a statement. Such witnesses, if willing, may be transported by department personnel.
 - a. Consent should be obtained prior to transporting a witness in a department vehicle. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

III. **PAT-DOWN SEARCHES**

- A. A pat-down search of a detained subject may be conducted whenever an officer reasonably believes that the person may possess an object that can be utilized as an offensive weapon or whenever the officer has a reasonable fear for his own safety or the safety of others. Circumstances that may establish justification for performing a pat-down search include, but are not limited to:
 1. The type of crime suspected, particularly in crimes of violence where the use or threat of deadly weapons is involved;
 2. Where more than one suspect must be handled by a single officer;
 3. The hour of the day and the location or neighborhood where the stop takes place;
 4. Prior knowledge of the suspect's use of force and/or propensity to carry deadly weapons;
 5. The appearance and demeanor of the suspect;
 6. Visual indications which suggest that the suspect is carrying a firearm or other weapon; and
 7. The age and gender of the subject.
- B. Whenever practicable, pat-down searches should be performed by an officer of the same gender.

IV. **SUPERVISOR RESPONSIBILITY**

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph. Access to field photographs shall be strictly limited to law enforcement purposes.

V. **ISSUING AUTHORITY**

This General Order will supersede any directives and understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Recovered Stolen Vehicles	Number GO 5.22	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Stolen Vehicles Recovered			Approved By Frank Kaminski Chief of Police	

POLICY: The Department will insure the proper notification for recovered stolen vehicles.

I. PROCEDURES

- A. It is the responsibility of Post 1 to notify the owner of a locally reported stolen vehicle that has been recovered, either inside or outside of Park Ridge.
- B. Post 1 will furnish the owner with any pertinent information provided by the recovering agency.
- C. Notification will be made only after receipt of a LEADS message from the recovering agency.
- D. Post 1 will complete a Supplemental Report (Vehicle Theft Recovery Report) and attach the LEADS message.
- E. If Post 1 is unable to make the notification, he/she will inform the on-duty watch commander. The watch commander will insure that every effort is made to contact the owner.
- F. Reports related to the recovery of stolen autos will be forwarded to Investigations for further action.
- G. When a reported stolen vehicle is recovered by this department, but was reported stolen by another jurisdiction, the following procedures will be followed:
 1. The officer handling the recovery will secure the vehicle and request Post 1 to notify the originating agency.
 2. Post 1 will send a LEADS hit confirmation request to the jurisdiction requesting if the hit is in fact valid. Post 1 will be allowed to verify with the jurisdiction via telephone if LEADS confirmation is not readily available. Post 1 will, however, after telephone confirmation, either initiate a LEADS hit request or resend the request per applicable LEADS policy.
 3. If the originating agency does not request that the vehicle be secured for evidential processing, the reporting officer will be responsible for the Tow Report and follow the procedures outlined in the General Order regarding towing.
 4. Post 1 will "Locate" the vehicle when a positive response is received from the LEADS hit request according to LEADS policy.
 5. The reporting officer will do a Supplemental Report or be responsible for notifying Post 1 to complete a Supplemental Report.
 6. Any Supplemental and/or Tow Report will be forwarded according to department policy.
 7. If the originating agency requests to have the vehicle processed, the originating agency will be advised that it is their responsibility. The reporting officer or other designated department member will secure the vehicle until either the originating agency officer or their authorized towing service arrives on scene within a reasonable amount of time. Upon request by the originating agency and with the approval of the watch supervisor, the vehicle may be towed to a secure facility by this department and/or processed by a forensic technician of this department.
- H. When a vehicle is recovered by this department or another jurisdiction and has been reported stolen by this department, the following procedure will be followed:

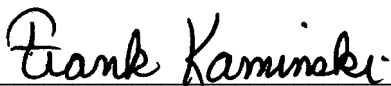
Subject: Recovered Stolen Vehicles	Number GO 5.22	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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1. If the decision is made to process the recovered stolen vehicle (see I. below), the vehicle will be towed by the contractual department towing service to the city garage or other secure facility for processing. The procedures outlined in the General Order regarding towing will be followed. If an outside agency recovers the vehicle, determination of where and who will tow or secure the vehicle will be made by the on-duty watch supervisor.
 2. Post 1 will do a LEADS hit response to confirm a hit request by another jurisdiction. Post 1 will be allowed to confirm by telephone if necessary, however, a hit response will need to be done as soon as possible.
 3. Post 1 will either contact the complainant and/or legal owner(s) unless directed otherwise by the reporting officer. Post 1 will contact the reporting officer or on-duty watch supervisor if unsure on who should be contacted and/or if unable to make contact.
 4. The reporting officer or Post 1 will do a Supplemental Report, generally depending on where the vehicle is located.
 5. Post 1 will cancel the applicable LEADS entry.
- I. The vehicle will be processed for evidence at the discretion of the on-duty watch supervisor or the on-duty Investigations supervisor. The above supervisor will take the following into consideration when making the decision to process the vehicle:
1. Suspect information, if any,
 2. The circumstances of how the vehicle was stolen and/or recovered,
 3. The time frame since the vehicle was reported stolen,
 4. The effects of natural elements on the vehicle,
 5. The present condition of the vehicle,
 6. Availability of manpower, and
 7. Specific request made for processing by reporting officer on initial complaint.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Narcan (Naloxone)	Number GO 5.23	Revised Date May 11, 2017	Effective Date July 19, 2016	Page 1 of 2
Index As: Naloxone			Approved By Frank Kaminski Chief of Police	

POLICY This General Order serves to establish guidelines and regulations governing utilization of the nasal Narcan (Naloxone) administered by the Park Ridge Police Department. The objective is to treat and reduce fatalities due to opioid overdoses

I. POLICY

It shall be the policy of the Park Ridge Police Department that officers may administer Narcan (Naloxone) in accordance within the mandated training guidelines as determined and provided by the Cook County Health Department and pursuant to 20 ILCS 301/5-23 (Public Act 096-0361). Under the auspices of the Cook Narcan Program trained Park Ridge Police Officers are authorized to administer Narcan in Cook County.

II. DEPLOYMENT

The Park Ridge Police Department will ensure Narcan (Naloxone) kits are stored in manner that it is immediately available to trained first responder police personnel and properly safeguarded from extreme temperature changes that may affect the effectiveness and integrity of the medication.

III. PROCEDURE

- A. Officers will use universal precautions and protections from blood borne pathogens and communicable diseases when administering Narcan (Naloxone); and administer the medication following the established training guidelines following a patient assessment; which may include but may not be limited to determining unresponsiveness and other indications of an opiate induced overdose.
- B. Officer(s) will inform the telecommunicator that the patient is in a potential overdose state and request an ambulance.
- C. Officers shall follow the protocol and training guidelines as provided by Certified Health Department Trainers Narcan (Naloxone) training and in compliance with Illinois Compiled Statutes 20 ILCS 301/5-23.
- D. Officers will immediately inform responding EMS/Paramedics that they have administered Narcan (Naloxone) and the number of doses used.
- E. Officers will immediately notify an on-duty supervisor that Narcan has been administered.
- F. After the administration of Narcan, the used cartridge and vial will be collected and turned over to the EMS/Paramedics for disposal.

IV. MAINTENANCE/REPLACEMENT

- A. Narcan kits will be carried and maintained in the AEDs to ensure consistent and proper temperature levels to avoid degrading Narcan (Naloxone) effectiveness. Each AED will be equipped with a kit containing one (1) dose of Narcan.
- B. Narcan (Naloxone) kit inspection is an individual officer responsibility. Officers will ensure the AED/Narcan kits are kept within the passenger compartment of their police vehicles and not placed in the trunk, this will ensure the officer has properly safeguarded from extreme temperature changes that may affect the effectiveness and integrity of the medication.
- C. A lost or damaged Narcan (Naloxone) kit will be reported to the officer's immediate supervisor and forwarded to the department's Narcan coordinator for replacement.

V. DOCUMENTATION/NARCAN REPORT

- A. Following Narcan (Naloxone) administration, the officer shall submit to his immediate on-duty

Subject: Narcan (Naloxone)	Number GO 5.23	Revised Date	Effective Date July 19, 2016	Page 2 of 2
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supervisor an *Overdose Reversal and Naloxone Administration Reporting Form* documenting name of patient, number of doses, serial number and manufacturer number located on the deployed cartridge. The report will also detail the nature of the incident, the care the patient received and the fact that Narcan (Naloxone) was deployed. A file of Narcan usage will be maintained by the department's Narcan Program Coordinator.

- B. The department's program coordinator is responsible for completion of the Illinois Department of Human Services Drug Overdose Reversal and Naloxone Administration Reporting Form.
- C. A copy of the report will then be forwarded to the Narcan (Naloxone) Program Coordinator at the Cook County Health Department for statistical value and tracking and in compliance with program guidelines and Illinois Compiled Statutes 20 ILCS 301/5-23.

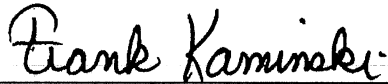
VI. TRAINING

Officers will receive documented training provided by a Park Ridge Police Officer who has completed the initial Certified Narcan train the trainer program.

VII. ISSUING AUTHORITY

This General Order will supersede any directives and understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police



OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM

(THIS FORM IS TO BE COMPLETED WITHIN FIVE (5) BUSINESS DAYS OF NALOXONE ADMINISTRATION.)

Program Name: Cook County Overdose Prevention Site Name: Orland Fire Protection Dist. Date: _____

Name of Trained Overdose Responder: _____

Use of Naloxone During Emergency Drug Overdose

How many doses of naloxone did you use?

How was naloxone given?

Date naloxone was used (MM/DD/YY):

If exact day is unknown, please provide month and year (MM/YY):

Location of Use/Location of Overdose

County: Cook

Town/Neighborhood: _____

Zip Code: _____

Was this location?

About the Overdoser/Is the Overdoser? (Check all that apply)

☐ Male

☐ Transgender

☐ Unknown Sex

☐ Female

☐ Intersex

☐ Other

If Other Please Specify: _____

Is the Overdoser (Check all that apply)

☐ African-American/Black

☐ Hispanic/Latino(s)

☐ Caucasian/White

☐ Other Race/Ethnicity

☐ Asian/Pacific Islander

☐ Native American

☐ Unknown

Please Specify: _____

About how old is the overdoser? (Use your best guess) _____ years old

What Drugs Had Been Used/Did the Overdoser (Check all that apply)

☐ Inject Heroin

☐ Sniff Heroin

☐ Not Use Heroin

☐ Not Sure if Heroin was Used

(Please Specify) _____

Was the Overdoser Using Anything Else? (Check all that apply)

☐ Methadone

☐ Amphetamine

☐ Alcohol

☐ Unknown

☐ Use Heroin, But How is Unknown

☐ Pain Pills

☐ Cocaine

☐ Benzos

☐ Other Drugs

Please Specify: _____

Condition of Overdoser

Was overdoser conscious before naloxone was used? ☐ Yes ☐ No ☐ Unknown

Was overdoser breathing before naloxone was used? ☐ Yes ☐ No ☐ Unknown

Actions Taken

Was rescue breathing performed? ☐ Yes ☐ No ☐ Unknown

Were Emergency Medical Services (911) contacted? ☐ Yes ☐ No ☐ Unknown

Did Emergency Medical Services assist in overdose? ☐ Yes ☐ No ☐ Unknown

Outcome

Did the overdoser survive? ☐ Yes ☐ No ☐ Unknown

Other Information

Please provide any information that would be helpful in describing the overdose: _____



OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM

Signature of Program Director and Health Care Professional

Program Director's Signature

Date

Program Director's Printed Name

Date

Health Care Professional's Signature

Date

Health Care Professional's Printed Name

Date

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Body Worn Camera System	Number GO 5.24	Revised Date July 01, 2021	Effective Date July 01, 2021	Page 1 of 10
Index As: Body Worn Camera, Portable Recording Device, Audio & Video Camera, Officer Worn Camera.			Approved By Frank Kaminski Chief of Police	

POLICY It is the policy of the Park Ridge Police Department to provide designated officers with body worn cameras. The police department is committed to the belief that video and audio documentation of an officer's encounter with the community is an important and valuable resource. Use of these cameras will facilitate professionalism, accountability, and transparency by documenting interactions with the public. This policy is not intended to erode relationships with the community by capturing footage or conversations with citizens who do not wish to be recorded when they are eligible to request the camera to be turned off. The police department strives to respect the reasonable privacy expectations of civilians, as provided by law.

Furthermore, the department recognizes that the body worn camera may not capture all of what the officer sees and hears, or what an officer senses or experiences. The recorded images do not provide the totality of the circumstances that drives the officer's response to a particular situation. Officers will continue to provide thorough police reports to ensure the totality of each incident is documented.

I. PURPOSE

The purpose of this policy is to provide officers with instructions on when and how to use body worn cameras so that officers may reliably record their contacts with the public in accordance with the law.

II. DEFINITIONS

Body Worn Camera (BWC) Administrator – Deputy Police Chief of Administrative Services, who is responsible for oversight of the police department's body worn camera program.

Body Worn Camera (BWC) Coordinator – Department personnel appointed by the Chief of Police, who is responsible for the day to day functions of the police department's body worn camera program.

Buffering mode – The device feature for which the camera continuously video records and holds the most recent 30 seconds of video prior to record activation; audio recording is not captured when the camera is in this mode. With this feature, the initial event that causes the officer to activate the recording is likely to be captured automatically. This feature is also referred to as the "Pre-event Recording."

Community caretaking function – Community caretaking function" means a task undertaken by a law enforcement officer in which the officer is performing an articulable act unrelated to the investigation of a crime. "Community caretaking function" includes, but is not limited to, participating in town halls or other community outreach, helping a child find his or her parents, providing death notifications, and performing in-home or hospital well-being checks on the sick, elderly, or persons presumed missing.

Event mode – When the event button on the body worn camera is activated and the camera is recording both audio and video for up to twelve hours or the life of the battery. The buffered video, not audio, captured directly before the event will be saved and attached to the event's recording.

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Law enforcement related encounters or activities – Pursuant to the Law Enforcement Officer Worn Body Camera Act, 50 ILCS 706/10, this includes, but is not limited to traffic stops, pedestrian stops, arrests, searches, interrogations, investigations, pursuits, crowd control, traffic control, non-community caretaking interactions or a consensual encounter with an individual while on patrol, or any other instance in which the officer is enforcing the laws of the municipality, county, or State. This does not include situations where the officer is completing paperwork alone or only in the presence of another law enforcement officer.

Officer Worn Body Camera or “BWC” – An electronic camera system for creating, generating, sending, receiving, storing, displaying and processing audiovisual recordings that may be worn about the person of a law enforcement officer.

III. PROCEDURES

A. OBJECTIVES OF THE BODY WORN CAMERA PROGRAM

The Park Ridge Police Department has adopted the use of body worn camera technology to accomplish the following objectives:

1. Promote officer safety.
2. Document statements and events during the course of law enforcement related encounters or activities.
3. Enhance an officer's ability to document and review statements and actions for internal reporting requirement, as well as courtroom preparation and presentation.
4. Preserve visual and audio information and evidence for use in investigations and criminal prosecutions.
5. Serve as a training tool to provide impartial measurement for self-critique and field evaluation during officer training.
6. Enhance public trust and accountability by preserving factual representations of officer and citizen interactions.

B. TRAINING PRIOR TO USE OF BODY WORN CAMERAS

1. Prior to being assigned to a body camera, officers must complete mandatory training provided by the department to obtain an understanding on how to use the body worn camera system and the procedures outlined in this order.
2. Additional training may be required at periodic intervals for officers displaying a substandard performance in the use of the body worn camera or when there has been a change in the procedure.
3. Recordings may be used for training purposes. Officers who are aware that a particular recording may be used for training should notify a supervisor who will review the recording to determine its feasibility as a training tool.
 - a. Officers involved in a recording that will be used for training shall be notified by a supervisor, when applicable.

C. SHIFT INSPECTION

Officers shall use reasonable care to ensure the proper functioning of body worn camera equipment. Equipment malfunctions shall be brought to the immediate attention of a shift supervisor so that a replacement unit may be procured and assigned to that officer.

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1. Prior to each shift, officers shall inspect and test the body worn camera to verify proper functioning and ensure the battery is fully charged in accordance with the manufacturer's recommendation.
2. Officers shall also inspect the body of the camera, the charging and camera cables to look for signs of visible damage. As soon as practical, any visible damage or concerns about the functionality of the equipment will be brought to the attention of the employee's supervisor and the Body Worn Camera Coordinator.

D. OPERATIONAL GUIDELINES

Officers are required to turn on body worn cameras at all times when the officer is wearing his/her uniform and is responding to calls for service or engaged in any official law enforcement related encounter or activities occurring while the officer is on duty, subject to the exceptions listed in the policy. As listed in the Law Enforcement Officer Worn Body Camera Act, in uniform indicates that the officer is wearing any officially authorized uniform designated by the department or a law enforcement officer who is visibly wearing articles of clothing, a badge, tactical gear, gun belt, a patch, or other insignia that indicates he/she is a law enforcement officer acting in the course of job related duties.

1. Officers shall utilize department issued BWC in the performance of his/her law enforcement duties; exceptions may be granted by the Chief of Police. This includes when serving under any position with the Northern Illinois Police Alarm System (NIPAS). Members assigned to NIPAS will review and follow the NIPAS policy on Body-Worn Cameras.
2. The safety of the officer and public takes precedence over the recording of events.
3. Officers have discretion as to the placement of the BWC as approved by the Body Worn Camera Coordinator and consistent with vendor recommendations.
4. Officers shall ensure the BWC is on buffering mode during his/her shift. This ensures that the previous 30 seconds of captured video is recorded when the camera transitions to the event mode.
5. Officers assigned a BWC shall activate the system from buffering mode to event mode to record the entire incident for all of the following:
 - a. Emergency driving situations.
 - b. Emergency vehicle responses to in-progress or just occurred dispatches where fleeing suspects or vehicles may be captured on video leaving the crime scene.
 - c. Execution of a search warrant, arrest warrant, Fourth Amendment waiver search, or a consent search in which the officer is looking for a suspect or contraband.
 - d. Foot and vehicle pursuits.
 - e. High risk situations.
 - f. Routine calls for service.
 - g. When another officer is on the scene, without sacrificing officer safety and when appropriate, the search of a detainee. Position the search so that it is captured on the camera.
 - h. Situations that may enhance the probability of evidenced based prosecution, such as crime scene searches. Additionally, if the scene is clear and secure, and the officer

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suspects there a potential of coming into contact with unauthorized persons, he/she shall ensure the camera is recording in event mode.

- i. Situations which the officer reasonably believes to serve a proper purpose. For example, recording the processing of an uncooperative arrestee or through the booking process.
 - j. Transporting a detainee or persons not in police custody, regardless of gender. If multiple officers are transporting, at least one officer will be required to record the incident using the body worn camera.
 - k. Prior to arriving at a dispatched call or when self-initiating a response to a call.
 - j. Officers shall also adhere to the provisions set forth in General Order 13.23 Mobile Digital Recording System.
- E. Verbal notification to the person being recorded is not required by law, except when there is a reasonable expectation of privacy. Refer to Section VI. Entitled Reasonable Privacy Expectation.
- F. When exigent circumstances exist which prevent the camera from being turned on, the camera shall be turned on as soon as practicable. The circumstances shall be documented in the officer's police report and, if possible, on the recording.
- G. During the recording of an incident, officers shall not stop recording until the entire incident has been recorded or when further recording of the incident will not serve a proper police purpose.
- H. In the event of an arrest, the incident is concluded when the subject is transported to the station. However, officers have discretion to continue recording through the booking process to when the subject is placed in a cell.
- I. If the officer fails to activate the body worn camera to event mode, does not record the entire incident, or interrupts the recording for any reason, the officer shall verbally document, on the recording, the time, place and reason why the recording was not made or was discontinued. This shall also be documented in the officer's police report.
- J. Officers shall indicate in the police report narrative when recordings were made during the incident and follow the proper protocol to document use of BWC in the records management system. The recording officer must disclose in the report that it was viewed. Officers shall utilize Best Practices documenting the presence of a recording and the review or not of the BWC footage by documenting the two, (2) lines of their report as follows:
- Line 1 of report, this incident is recorded on BWC, ID# (insert the full report number, 21-12345678). Line 2 of report, either "Reporting Officer reviewed or did not review recording prior to completing this report".
- K. The Recording Officer may access recording prior to completing incident reports or other documentation, except in situations where there is an Officer-Involved-Shooting, allegation of misconduct, and like situations.
- L. Supervisor of recording Officer may access and review recording prior to completion of incident report, provided that is disclosed in the report.
- M. The recording officer must document and notify their supervisor of technical difficulties, failures, or problems with body-worn cameras. Supervisors should then notify the Body Worn Camera Administrator or the Body Worn Camera Coordinator.

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IV. WHEN THE SITUATION MAY GENERATE COMMUNITY INTEREST

- A. Officers may encounter situations where the circumstances surrounding an incident have the propensity to generate community interest. These situations often require a response from supervisors and/or investigative units and shall be recorded. Such situations include, but are not limited to:
 - 1. Officer involved shootings.
 - 2. In-custody deaths.
 - 3. Officer involved traffic crash with fatalities or serious injuries.
 - 4. On-scene complaints of excessive force.
 - 5. Employee sustains a serious injury or death in the line of duty.
- B. Officers will refrain from viewing the recording until the investigative entity responsible for the investigation arrives on the scene. This does not prohibit officers with ongoing exigency from viewing the recordings that may aid the present investigation.
- C. The supervisor responsible for the investigation, but not directly involved in the actual incident, shall take physical custody of the body worn camera that may have captured the incident.
- D. The supervisor shall, as soon as practicable, upload the recording(s) to AXON evidence.com BWC database.
- E. Officers should be cognizant that any conversations following these types of events will be captured on the recording. Therefore, protected conversations with the appropriate counsel should not take place until the device is removed or completely powered down, but not before the termination of the event.

V. REASONABLE PRIVACY EXPECTATIONS

- A. Officers shall not activate Body Worn Cameras in locations where a reasonable expectation of privacy exists, such as a dressing room, restroom, medical and psychiatric facilities, or the incident involves exposure of private body parts, unless required for capturing evidence or the officer reasonably believes it serves a proper police purpose. A subject does not have a reasonable expectation of privacy if the subject was arrested as a result of an encounter.
- B. Private citizens do not have a reasonable expectation of privacy when talking with police officers during the scope of law enforcement related encounters or activities, even when the contact is in a private residence where the officer is lawfully present. When officers are lawfully present in a home, during the course of law enforcement related encounters or activities, there is no reasonable expectation of privacy. In such circumstances, officers are not required to give notice to the resident or others that they are being recorded. If the resident or others request notification, when the scene is safe, officers shall provide the requested notification. If an officer obtains consent to enter a private residence or otherwise perform a search or seizure, such consent shall be recorded.
- C. A person's objection to being audio and video recorded will not be honored in situations pursuant to an arrest or search of a residence. A subject who is being arrested does not have a reasonable expectation of privacy.
- D. An officer must provide notice of recording to any person if the person has a reasonable expectation of privacy and proof of notice must be evident in the recording. If exigent

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circumstances exist which prevent the officer from providing notice, notice must be provided as soon as practicable.

- E. If an officer is uncertain as to whether a reasonable expectation of privacy exists, the officer shall provide the aforementioned verbal notice.

VI. WHEN NOT TO ACTIVATE THE BODY WORN CAMERA

A. Officers have discretion to turn off the body worn camera under the following circumstances:

1. When the officer is inside of a patrol car which is equipped with a functioning in-car camera; however, the officer must turn on the camera upon exiting the patrol vehicle for law enforcement-related encounters. During long distance transports where the officer believes there is a propensity to come into contact with a citizen, the officer shall ensure his/her camera is recording in event mode. If multiple officers are transporting, at least one officer will be required to record the incident using the body worn camera. Officers shall also adhere to the provisions set forth in Department General Order 13.23 entitled Mobile Digital Video Recording System.
2. While engaged in a community care taking function. However, the camera shall be turned on if the officer has reason to believe that the person on whose behalf the officer is performing a community care taking function has committed or is in the process of committing a crime. If exigent circumstances exist which prevent the camera from being turned on, the camera shall be turned on as soon as practicable.
3. When the person being arrested is cooperative and safely secured inside the police department. If the person becomes uncooperative or if some evidentiary purpose arises, officers shall resume recording in event mode until the officer no longer has contact with the subject.
4. Officer-worn body cameras may be turned off when the officer is inside a correctional facility or courthouse which is equipped with a functioning camera system.

B. The BWC shall not record in event mode under the following circumstances:

1. A victim of a crime, witness of a crime, informant, or community member who wishes to report a crime requests that the camera be turned off and such request is made on the recording, unless impractical or impossible. However, the officer may continue to record or resume recording if exigent circumstances exist, or if the officer has reasonable articulable suspicion that the person who requests not to be recorded has committed or is in the process of committing a crime. Under these circumstances, unless impracticable or impossible, the officer shall indicate on the recording the reason for continuing to record, despite the objection of the person being recorded.
2. The officer is interacting with a confidential informant or assisting in a sensitive operation where confidentiality is imperative to the operation; approval must be sought from the appropriate supervisor.
3. Locations where a reasonable expectation of privacy exists, such as a dressing room, restroom, unless required for capturing evidence. Refer to Section VI entitled Reasonable Privacy Expectation for more information on expectation of privacy.
4. The incident involves sensitive exposures of private body parts, unless required for capturing evidence.

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5. Personal activities or other department members during routine, non-enforcement related activities. (locker rooms, break rooms, restrooms, completing police reports, case discussions with personnel)
 6. During any court related matter, to include pre-trial conferences, depositions, or any other activity in the courtroom.
 7. Inside medical and psychiatric facilities, except when a situation arises that the officer reasonably believes to serve a proper police purpose. Reasonable attempts shall be made to avoid recording persons other than the suspect.
- C. Nothing herein is intended to expand or constrict the permitted use of recordings by law enforcement officers in accordance with Article 14 of the Criminal Code of 2012 or Article 108A or Article 108B of the Code of Criminal Procedure of 1963.

VII. ACCIDENTIAL RECORDINGS

- A. In the event of an accidental Body Worn Camera activation during non-law enforcement related encounters or activities or in a situation where a reasonable expectation of employee privacy exists; the officer will notify their immediate supervisor. The supervisor will then categorize the video as "Restricted Accidental" and notify the Body Worn Camera coordinator. The video will remain isolated until it automatically deletes from the Axon Evidence video storage system.

VIII. SECURITY OF BODY WORN CAMERA RECORDINGS

All employees should be aware that audio and video data may contain extremely sensitive and private recordings and are responsible for ensuring compliance with this order. Furthermore, a breach in data security, careless handling of data and/or intentional release of data to non-authorized individuals may jeopardize relationships with fellow officers and citizens, subject victims to an invasion of privacy, jeopardize prosecutions and endanger the safety of individuals.

- A. All images and sounds recorded by BCW are considered investigative property and evidence of the Park Ridge Police Department. The utmost care and caution shall be taken to ensure the data is not mishandled or misused.
- B. Citizens shall not be allowed to review the recordings at the scene. However, supervisors have the discretion to determine if the circumstances warrant a review by the citizen at the scene. Otherwise, the recordings may be released by the Department at a later time pursuant to Freedom of Information requests or subpoena to the extent permitted by law.
- C. Employees shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization by the Chief of Police or his designee.
- D. Except to the extent permitted by the Body Worn Camera Administrator or required for an internal investigation, employees shall not access or view any BWC recordings other than recordings made by such employee or their subordinates for the purpose of exercising supervisory responsibility.
- E. Any violations related to the unauthorized access, views, edits, alterations, and dissemination of this data shall be cause for disciplinary action.

IX. UPLOADING AND CATEGORIZATION

- A. All BWC recordings may be considered as evidence.

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- B. The body worn camera system will be placed in the proper charging receptacle at the end of each shift.
- C. The unit will be placed in the appropriate docking station to facilitate the uploading of recordings.
- D. Once the recording has been uploaded, the officer is responsible for reviewing the footage and assigning data into categories in accordance with the records management system and department policy.
- E. When applicable, officers shall tag the segments of the recordings that have evidentiary value and categorize them according to the event number, case number, officer's name, and badge number.
- F. Identification of the footage shall correspond with the CAD incident identifiers, such as the incident number, CAD event title, etc. The Park Ridge Police Department currently utilizes evidence.com for the storage of Body Worn Camera videos. In this system, ID number will be the full report number, (i.e. 21-12345678). The title will be the address as shown in CAD. Categories will be listed in a drop down menu. A marker will be used when you want to mark a specific spot of the video for future reference.
- G. All footage shall be properly marked and identified as soon as practical.

X. RETENTION AND PUBLIC REQUESTS FOR RECORDINGS

- A. All body worn camera recordings will be retained for a minimum of 90 of days from the date of the recording. After the 90 day storage period, recordings will be destroyed unless any of the following occur:
 - 1. A formal or informal complaint has been filed.
 - 2. The officer discharged his or her firearm or used force during the encounter.
 - 3. Death or great bodily harm occurred to any person in the recording.
 - 4. The encounter resulted in a detention or an arrest, excluding traffic stops which resulted in only a minor traffic offense or business offense.
 - 5. The officer is the subject of an internal investigation or otherwise being investigated for possible misconduct.
 - 6. The supervisor of the officer, prosecutor, defendant, or court determines that the encounter has evidentiary value in a criminal prosecution.
 - 7. The recording officer requests that the video be flagged for official purposes related to his/her official duties.
- B. Recordings retained beyond 90 days will not be altered or destroyed for two years. If the recording is used in a criminal, civil or administrative proceeding, the recording will not be destroyed except for final disposition and order from the court.
- C. Recordings may be retained anytime a supervisor deems the recording useful for training purposes and may be viewed by officers for the purposes of instruction, training or ensuring compliance with department policies.
- D. Members of the public may request recordings by completing the Freedom of Information Act request form. FOIA requests for BWC recordings shall be referred to the City Attorney for review for compliance with the Body Worn Camera Act.

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XI. REVIEW OF BODY WORN CAMERA RECORDINGS

- A. Officers make decisions based on the totality of human senses. An officer's recollection of specific details may be different than what is captured in digital evidence since body worn camera recordings only capture audio and video. The review of recordings can provide a cue to an officer's memory to recall more facts and greater detail of an incident.
- B. For purposes of redaction, labeling, or duplicating recordings, access to camera recording shall be restricted to only those personnel responsible for those purposes. The recording officer or his or her supervisor may not redact, label, duplicate or otherwise alter the recording officer's camera recordings. Except as otherwise provided in this Section, the reporting officer and his or her supervisor may access and review recordings prior to completing incident reports or other documentation, provided that the supervisor discloses that fact in the report or documentation.
 - 1. A law enforcement officer shall not have access to or review his or her body-worn camera recordings or the body-worn camera recordings of another officer prior to completing incident reports or other documentation when the officer:
 - a. Has been involved in or is a witness to an officer-involved shooting, use of deadly force incident, or use of force incident resulting in great bodily harm;
 - b. Is ordered to write a report in response to or during the investigation of a misconduct complaint against the officer.
 - ii. If the officer subject to subparagraph 1 prepares a report, any report shall be prepared without viewing body-worn camera recordings, and subject to supervisor's approval, officer may file amendatory reports after viewing body-worn camera recordings. Supplemental reports under this provision shall also contain documentation regarding access to the video footage.
- C. The Supervisor of the recording officer may access and review the recording prior to completion of an incident report, provided that is disclosed in the report.
- D. The recording officer's assigned filed training officer may access and review recordings for training purposes. Any detective or investigator directly involved in the investigation of a matter may access and review recording which pertain to that investigation but may not have access to delete or alter such recordings.

XII. SUPERVISOR RESPONSIBILITY

- A. Supervisors shall ensure officers equipped with body worn cameras utilize them in accordance to policy and training.
- B. When a supervisor becomes aware that a recorded incident has the propensity to generate community interest, the supervisor shall review only those recordings relevant to their investigative scope and conduct further investigation that he/she deems appropriate. The supervisor is responsible for forwarding the information via the chain of command.
- C. Monthly, supervisors will randomly review 10 recordings pertaining to his/her area of responsibility to ensure that the equipment is operating properly and that officers are using the cameras appropriately and in accordance with this policy and training. Supervisors shall document their review using the BWC Supervisor Review form; refer to Attachment "B".

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Completed forms shall be forwarded to the BWC Program Coordinator through the chain of command.

- D. Supervisors shall identify any areas in which additional training or guidance is required.
- E. Recordings shall not be used to prepare performance evaluations, unless used for the purpose of correcting substandard employee performance that was brought to the supervisor's attention.
- F. Recordings may not be reviewed indiscriminately for disciplinary purposes. Recordings may be reviewed to determine possible employee discipline when:
 - 1. A formal or informal complaint of misconduct has been made;
 - 2. A use of force incident has occurred;
 - 3. The encounter on the recording could result in a formal investigation under the Uniform Peace Officer's Act. The Uniform Peace Officer's Disciplinary Act defines a formal investigation as the process of investigation ordered by a commanding officer during which the questioning of an officer is intended to gather evidence of misconduct which may be the basis for filing charges seeking his or her removal, discharge or suspension in excess of three days; or.
 - 4. As corroboration or other evidence of misconduct.

XIII. RESPONSIBILITIES OF THE BODY WORN CAMERA COORDINATOR

- A. Assign body worn cameras to officers who have completed the approved training.
- B. Maintain a record of assigned body worn cameras, to include the transfer of the unit to another officer, and related equipment.
- C. Maintain and troubleshoot the cameras and related equipment.
- D. Arrange for the warranty and non-warranty repair of units; maintain repair records.
- E. Update software and system settings as necessary.

XIV. PUBLIC RECORDING OF LAW ENFORCEMENT

- A. No officer may hinder or prohibit any person recording a law enforcement officer in the performance of his/her duties in a public place or in a circumstance where the officer has no reasonable expectation of privacy.
- B. The unlawful confiscation or destruction of the recording medium of a person who is not a law enforcement officer may result in criminal penalties, as well as departmental discipline, including, but not limited to termination.

XV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

BWC Recording Retrieval Request

Employees requesting a copy of a BWC recording shall complete this form, to be approved by his/her supervisor and forwarded to the Records Section.

Date: Requesting employee: Badge #:

Incident Information

Incident date: Time span: Video ID#:

Incident location:

Describe the footage and explain the reason for the request

Approval process

Employee's direct supervisor:  Date:

Request approved ☐ Yes ☐ No

If request is not approved, explain why

SUPERVISOR BWC MONTHLY AUDIT

Per General Order, on a monthly basis, shift commanders will review ten (10) recordings pertaining to his/her shift assignment. This practice helps ensure that equipment is operating properly and that officers are operating the BWC consistent with this order. Completed audits will be forwarded to the BWC Coordinator through the supervisor's chain of command.

Date:		Supervisor:		Badge #:	
Recording Number 1					
Incident date:		Time span:		Video ID#:	
Briefly describe the footage:					
BWC being used appropriately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, why?		
Recording Number 2					
Incident date:		Time span:		Video ID#:	
Briefly describe the footage:					
BWC being used appropriately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, why?		
Recording Number 3					
Incident date:		Time span:		Video ID#:	
Briefly describe the footage:					
BWC being used appropriately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, why?		
Recording Number 4					
Incident date:		Time span:		Video ID#:	
Briefly describe the footage:					
BWC being used appropriately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, why?		
Recording Number 5					
Incident date:		Time span:		Video ID#:	
Briefly describe the footage:					
BWC being used appropriately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, why?		

Attachment "B"

Date:		Supervisor:		Badge #:	
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Recording Number 6					
Incident date:		Time span:		Video ID#:	
Briefly describe the footage:					
BWC being used appropriately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, why?		

Recording Number 7					
Incident date:		Time span:		Video ID#:	
Briefly describe the footage:					
BWC being used appropriately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, why?		

Recording Number 8					
Incident date:		Time span:		Video ID#:	
Briefly describe the footage:					
BWC being used appropriately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, why?		

Recording Number 9					
Incident date:		Time span:		Video ID#:	
Briefly describe the footage:					
BWC being used appropriately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, why?		

Recording Number 10					
Incident date:		Time span:		Video ID#:	
Briefly describe the footage:					
BWC being used appropriately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, why?		

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Felony Review Process	Number GO 6.1	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Felony Review Process			Approved By Frank Kaminski Chief of Police	

POLICY: A Felony Review Assistant State's Attorney is available 24-hours a day, 7 days a week, and must be contacted for most felony charge approvals and after a felony arrest warrant has been executed.

The Department will work with the State's Attorney's Office in order to insure the system efficiently and effectively works. The primary responsibility of the Felony Review State's Attorney is to evaluate felony cases presented by an arresting agency to determine whether felony charges should be filed. Such case evaluation relates to both pre-arrest and post-arrest situations.

I. FELONY ARREST

- A. When a member initiates a felony arrest, the on-duty Felony Review State's Attorney will be contacted. The telephone numbers are located at Post 1, the watch commander's office, and the Investigations supervisors' offices.
- B. All contacts with the Felony Review State's Attorney will be recorded in the arresting officer's case report. This will include the name of the Assistant State's Attorney and the date and time of contact.
- C. In the case of executing felony arrest warrants, the member will contact the Assistant State's Attorney to review the case and activate the case file.
- D. The Felony Review State's Attorney will be requested to respond in person to the arresting agency to review cases of a more serious nature.

This protocol also applies whenever a police officer seeks an arrest warrant on felony cases.

** Felony Review must be contacted immediately when the offender is a juvenile in these cases. The assistant State's Attorney will then determine on a case by case basis if the juvenile cases will be handled telephonically or in person.*

Unless hospitalization prevents an interview, the defendant, as well as victims and witnesses, will be interviewed personally by the reviewing State's Attorney.

- E. If the Felony Review State's Attorney requests a detective, the officer will contact a supervisor.

II. PREPARING FELONY CASES FOR COURT

- A. The arresting officer will prepare an arrestee's Illinois Department of Law Enforcement Arrest Card and forward the State's Attorney's copy to the court by way of the prisoner transport team.
- B. It is the responsibility of the arresting officer to provide the felony case file for the State's Attorney's Office. The "arresting officer" refers to that officer who will be needed in court in reference to the arrest. If more than one officer's name is approved by a supervisor in this box, all officers listed are collectively responsible for insuring that the case file is completed.

The following is a list of pertinent information needed by the State's Attorney:

- 1. Felony 101 form
- 2. State's Attorney's copy of arrest fingerprint card
- 3. Park Ridge Police Department arrest report

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Pedestrian Stop Receipt and Data Collection	Number GO 5.25	Revised Date	Effective Date February 15, 2018	Page 1 of 2
Index As: Pedestrian Stop, Receipt, Data Collection			Approved By Frank Kaminski Chief of Police	

POLICY The purpose of this general order is to provide the procedure for the provision of stop receipts and the collection of data in compliance with PA 099-0352, Police Improvement Act, when conducting pedestrian stops on or after January 1, 2016.

I. PURPOSE

Beginning January 1, 2016 all officers in the State of Illinois will be required to issue stop receipts to pedestrians who are subject to stops as defined in Illinois Public Act 099-0352 and collect data that is required to be submitted to the Illinois Department of Transportation (IDOT). The stop data collection is being done in conjunction with the current collection of traffic stop data under 625 ILCS 11-212, for the purpose of monitoring for racial profiling of those individuals who are stopped and the protection the Civil Rights of pedestrians who encounter the Police.

II. DEFINITIONS

- A. Pedestrian: A person on foot, in a public place.
- B. Detention: Non-consensual contact with the police, in which a pedestrian is not free to leave, based upon reasonable suspicion developed by an officer and supported by articulable facts.
- C. Frisk: Cursory search of a detained person's outer garments conducted by an officer to determine if the individual is armed or has contraband based on reasonable suspicion of an officer and supported by articulable facts.
- D. Search: In-depth checking of clothing/articles supported by probable cause or consent of the detained person.
- E. Stop receipt: Form provided to a pedestrian, who has been the subject of a detention in a public place.
- F. Data reporting form: Form provided by the Illinois Department of Transportation (IDOT) on which to record required statistical data to be reported for the State of Illinois racial data bank for stops.

III. PROCEDURES

- A. All officers who detain a pedestrian in a public place for an investigative purpose based upon articulable facts or probable cause **shall** provide the detained person a receipt at the conclusion of the detention, except in cases where an articulable exigent circumstance exists. For the purposes of the legal requirements, for those individuals who are issued a court summons (LO or MC citation) or arrested as a result of their detention, the summons or arrest paperwork will be considered as the issued receipt for their stop.
- B. During a pedestrian stop in which a frisk, pat down or search is conducted, but does not result in a summons or arrest, the attached Park Ridge Police Department Pedestrian Stop Receipt shall be completed and provided to the pedestrian. The receipt will contain the following information:

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1. Officer Name
2. Badge Number
3. Date, Time and Location
4. Event Number
5. Reason for Stop

C. In addition, upon the completion of a pedestrian detention in which a receipt is issued, a summons is issued, or an arrest is completed, all officers shall complete an IDOT Pedestrian Stop Data Sheet (attached). The IDOT Pedestrian Stop Data Sheet shall include the following data:

1. The pedestrian's gender and the officer's subjective determination of the pedestrian's race.
2. The reason for the stop.
3. The date and time of the stop.
4. Whether a protective pat down or frisk was conducted, the reason for the pat down or frisk and result of the pat down or frisk.
5. Whether a search beyond a pat down or frisk was conducted, the reason for the search and the result of the search.
6. The disposition of the pedestrian stop.
7. If a summons or arrest was made, the violation, offense or crime with which the pedestrian was charged.
8. The name and badge number of the officer who conducted the stop.

D. All completed IDOT Pedestrian Stop Data Sheets are to be placed in the traffic bond box at the completion of an officer's tour of duty.

E. Completed IDOT Pedestrian Stop Data Sheets will be removed from the bond box by the authorized property officer and provided to Post One personnel for the purpose of transferring the data to IDOT via computer as proscribed by the State of Illinois.

F. Completed IDOT Pedestrian Stop Data Sheets will be retained as required by current record retention standards following the transfer of data to the Illinois State database.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

Subject: Felony Review Process	Number GO 6.1	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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4. Case report
5. Supplemental reports
6. Rights waiver form if applicable
7. Defendant statements if applicable
8. Criminal history
9. Evidence-inventory report
10. Lab reports if available
11. Photographs if available
12. Documents (forgery cases: copies of all documents front and rear)
13. Evidence technician reports
14. This information is not prepared for each defendant in the case, but for each felony arrest case. The information should be supplied to the State's Attorney's Office as soon as possible after the arrest.
15. The officer will be responsible for supplying any subsequent information to the Assistant State's Attorney's Office.

III. FATALITIES

- A. All fatalities of a criminal nature wherein a suspected offender is known will be reported immediately to the Felony Review Office by the investigating officer.
- B. All traffic fatalities will be reported to felony review to determine appropriate charges.

IV. FELONY REVIEW REJECTION

- A. After review of a case, felony charges may be rejected.
- B. The member will report rejection in the case report and forward a copy of the report to the Investigations Commander.
- C. If a member feels the rejection is inappropriate, the member will consult with their immediate supervisor. Rejections may then be brought to the attention of the Investigations Commander. The Investigations Commander will contact the Supervisor of District II to discuss disagreements regarding rejections. If disagreements continue, the Chief will be notified for final action.

V. HABITUAL/SERIOUS OFFENDERS

- A. Members should identify case investigations which may fall under the Habitual Offender Act (Illinois Revised Statutes).
- B. These cases should be brought to the attention of the State's Attorney handling the criminal prosecution.
- C. The Investigations Commander or a designee will monitor all investigations to make certain that these cases are brought to the attention of the State's Attorney.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Case Screening	Number GO 6.2	Revised Date	Effective Date May 1, 2015	Page 1 of 5
Index As: Case Screening, Solvability Factors, Case File Management			Approved By Frank Kaminski Chief of Police	

POLICY: Case screening will be used as part of the department's investigative case-management procedure. The purpose is to achieve the highest rate of case clearance possible, by (1) prioritizing criminal investigations in terms of the crime's seriousness and its potential solvability, and (2) allocating investigative personnel according to the needs as prioritized. Criminal Investigations will be managed in an efficient and effective manner.

I. SOLVABILITY FACTORS/INITIAL REPORTING OFFICER

- A. Solvability factors are those pieces of information present at a crime which have been found to be useful in bringing a case to a successful disposition. Solvability factors include the following:
 - 1. Suspect can be identified, even though unknown to the victim/witnesses.
 - 2. Suspect is known to the victim/witnesses.
 - 3. Suspect vehicle can be described and identified.
 - 4. Traceable physical evidence is recovered.
 - 5. There is a significant MO, and it fits an established crime pattern.
 - 6. The reporting officer has personal knowledge which provides substantial leads for clearing the case.
- B. The initial reporting officer will investigate the incident thoroughly and will complete ALL portions of the General Case Report. Solvability factors are implicit in that form, so it is imperative the form be completed thoroughly.
- C. Although it is primarily the responsibility of members of the Field Operations Division to conduct the preliminary investigation of a reported incident, members of the Investigations Division will, when appropriate, conduct both preliminary and follow-up investigations.
- D. If the initial reporting officer determines that the incident does not qualify for mandatory follow-up, and none of the solvability factors are present, the officer will mark the report "no further action". The officer will then advise the victim/witness that an incident report will be on file, subject to investigative review, and that no further investigative efforts will be undertaken.
- E. If the incident fits the mandatory follow-up criteria, or if any one of the solvability factors is present, the officer will tell the victim/witness that he/she will be contacted by a follow-up investigator, and the officer will mark the report "further action required".
- F. Each report will be reviewed by the reporting officer's supervisor, who will sign it and then forward the report to the Records Bureau.
- G. A copy of the report will be forwarded to the Investigations Division by the reporting officer's reviewing supervisor.

II. CASE SCREENING

- A. Step One - Categorizing Incoming Investigations
 - 1. The on-duty investigative supervisor, or a designee, will review all incoming reports at the beginning of, and throughout, each tour of duty.
 - 2. Each report necessitating follow-up work will be identified by the on-duty investigative supervisor, or a designee, as qualifying for one of the two following

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classifications:

a. **Mandatory Assignment for Criminal Investigations**

All major crimes and attempts, to include but not to be limited to, the following types of reports:

- i. Homicides - the taking of human life by another human being:
 - Murder, manslaughter, etc.
 - Suspicious deaths, unknown causes, overdoses, accidental deaths, suicide, etc.
 - ii. Criminal sexual assaults
 - iii. Robberies, both armed and strong-arm
 - iv. Arsons involving more than \$300 damage and involving a dwelling or related to other criminal activity
 - v. Residential and commercial burglaries
 - vi. Thefts - felony:
 - Various con games
 - Extortions
 - vii. Aggravated batteries, when serious injuries and/or firearms are involved
 - viii. Narcotics trafficking, prostitution, or other vice conditions
 - ix. Missing persons
 - x. Kidnapping
 - xi. Intimidations
 - xiii. Forgeries
- b. **Non-Mandatory Assignments for Criminal Investigations**
- i. Other reported crimes when there are substantial leads indicated in the initial reports, e.g. suspects, witnesses, certain physical evidence, etc.
 - ii. Situations or reports that don't meet the above criteria but which, based on his/her experience, intuition, or suspicion, the on-duty supervisor nonetheless recommends for investigation.

B. **Step Two - Case Prioritization**

1. The on-duty investigative supervisor, or a designee, will give each case a priority rating based on the following criteria:
 - a. Nature of the crime
 - b. Category
 - c. Number and type of solvability factors
 - d. Number of on-duty investigations
 - e. Current caseload of investigators
2. Cases will be prioritized as follows:
 - a. **Priority Investigation (#1 Priority)** - An investigator is immediately assigned the investigation after the case is received. The investigator will re-examine the crime scene and physical evidence, conduct a neighborhood canvass, interview victims/witnesses, check with informants and suspects.

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- b. **Non-Priority Investigations** (#2 Priority) - Investigations which do not need to be immediately assigned during the tour of duty and may necessitate only a telephone contact or a brief interview with the complainant.
 - c. **No Follow-up Required** (#3 Priority) - No solvability factors present to the extent to warrant a follow-up investigation.
 - C. Step Three - Case Assignment
 - 1. Case reports will be assigned to field investigators based on the priority system. Priority investigations will be assigned first and then non-priority cases will be assigned.
 - 2. Appropriate resources to be utilized during the course of the investigation will be determined by the on-duty supervisor.
 - D. Step Four - Case Monitoring

A three-level case monitoring system will exist for all investigations:

 - 1. Level 1 - An investigative supervisor will monitor the caseload of field investigators on a daily basis to insure that priority assignments are being handled.
 - 2. Level 2 - The investigative sergeant or commander will monitor this process to insure cases are being handled properly.
 - 3. Level 3 - The investigative sergeant or commander will monitor the case-screening process.

III. ANNUAL REVIEW

The Investigative Division supervisors will review this system annually in order to ensure its effectiveness.

IV. CASE FILE MANAGEMENT SYSTEM

- A. Division assignment follow-up investigation will use a case file management system. The Division supervisor will be directly responsible for the case management process.
- B. Procedures – Follow-Up Investigations/Case Assignments
 - 1. The supervisor, or a designee, will collect the daily reports from the Watch Commander's Office and Post 1. Several checks will be made during the shift with the Records Bureau to insure all reports are received.
 - 2. The supervisor will evaluate each report and determine which reports will receive a follow-up investigation. The criteria established under the case screening policy will be used to make this determination.
 - 3. Follow-up investigations will then be assigned to personnel. The supervisor will direct the investigator to devote special attention to recontacting victims and witnesses. These re-contacts will be recorded on supplementary report forms along with other investigative information.

Also, besides considering solvability factors in case assignment, the supervisor shall consider the seriousness of the crime, the investigators expertise, and the investigators workload.
 - 4. An investigations supervisor, or designee, will be responsible for maintaining the bureau's Case Assignment Report System. Each follow-up investigation will be recorded in the computerized tracking system as follows:
 - Victim's name
 - Investigator assigned
 - Date of assignment
 - Case number

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- Case status
 - Other information as deemed necessary by an investigations supervisor
5. An investigations supervisor, or designee, will be responsible for maintaining the bureau's Individual Officer Case Assignment System. Each follow-up investigation will be recorded as follows:
- Investigator Assigned
 - Victim's Name
 - Offense
 - Case Number
 - Date Assigned
 - Date Completed
 - Case Status
 - Other supplemental info as deemed necessary by an investigations supervisor
6. An investigations supervisor will maintain a Case Assignment and Reporting System to aid in case tracking, investigator caseload, and monthly statistics.
- C. Case Assignment Files
1. Investigative Records
- A copy of each case that is assigned to an investigator will be maintained in a case folder. This active file will contain a copy of the initial investigation, copies of all supplemental reports, and any other documentation pertinent to the case through completion.
2. All supplementary reports are to be done in two parts. After approval, the supervisor will route the original to the Record Bureau and place the second copy in the investigations bin for temporary filing.
3. Accessibility
- The Case Assignment Files will be accessible to supervisors and the individual investigator.
- D. Complaints
1. Complainants will be informed of case dispositions.
2. Complaints - Signing
- The decision whether a complaint will be signed or not shall be recorded in the investigator's follow-up report. If no complaint is signed, the reason(s) will be noted in the report.
- If a complainant persists in wanting to sign a complaint in a situation where the investigator believes that it is not warranted, a State's Attorney will be called. The appropriate documentation will be made in the follow-up report.
- Detectives will inform an investigations supervisor of the specific charges they intend to file on all cases before the complaints are formally lodged.
- E. Courtesy Call Volunteer Program
1. Citizen volunteers occasionally assist the Investigations Bureau with follow-up (courtesy) calls to victims that have filed a report for certain crimes, i.e. cases with no suspects and no leads. The following is the procedure to be followed for the courtesy call program:

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- a. The assigned volunteer will contact Post 1 to verify that there are cases that require attention.
- b. Assigned volunteers will report to the Park Ridge Police Department once a week during the evening hours to make follow-up calls.
- c. Post 1 personnel will then check the Courtesy Call book to determine if there are cases. The follow-up reports are pink and hole punched into the center of the Courtesy Call book. Please advise the citizen volunteer the approximate number of reports, if any, that are available.
- d. The volunteer will make their calls from the desk outside Deputy Chief of Administration's office.
- e. Volunteers have been trained and will work off of a standard preprinted script and a supplemental report to use as a guide. These items are located in the Courtesy Call book.
- f. A roster of citizen volunteers will be located in both the Courtesy Call book and at Post 1.
- g. Members shall offer any assistance or guidance if they have any questions. If members are unable to assist them, they should contact the on-duty supervisor.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Initial Investigations and Follow-Up	Number GO 6.3	Revised Date	Effective Date May 1, 2015	Page 1 of 5
Index As: Investigation, Follow-Up Investigation			Approved By Frank Kaminski Chief of Police	

POLICY: Major crimes may involve any number of different offenses, but the initial steps to be taken in preliminary investigation are similar:

- Observing all conditions, events, and remarks;
- Apprehend the perpetrator;
- Render emergency aid to the victim if necessary;
- Locate and identify witnesses;
- Maintain and protect the crime scene;
- Arrange for the collection of evidence;
- Interview the complainant, witnesses, and suspects.

The initial response to major crimes may be less than optimal if proper discipline is not followed. Officers should endeavor to limit radio transmissions to that which is essential. Unassigned units should remain in the staging area until specific assignments have been delegated.

Preliminary investigation will be handled by the initial responding officer assigned to the call, usually Field Operations. Follow-up investigations will be handled by the Investigative Division or designated bureau if assigned.

I. REPORTS OF MAJOR CRIMES

An investigation of a major crime first begins when the officer receives the call.

A. Planning a Route

For future reference, the officer should note his/her location at the time of the call and the route taken responding to the call.

1. The officer should select a route which is likely to be used as an escape route by the perpetrator.
2. Close attention should be given to vehicles or persons leaving the area of the crime. The location and manner in which the crime was reported should also be noted.
3. If necessary, clear a radio channel for emergency broadcasts or suspect descriptions.

B. Arriving on the Scene

Upon arriving on the scene, officers should park their police vehicles so that they do not contaminate the crime scene. Officers should also note the point at which they entered the crime scene and the approach that they used.

C. Aid to the Victim

An ambulance is to be requested for injured persons unless they are obviously dead. Obvious signs of death are decapitation or rigor mortis. In emergency situations, officers may transport victims to the hospital in police vehicles, after first obtaining permission from a police supervisor.

1. If it is necessary to move the victim, carefully note the victim's general appearance and the area around their body.

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2. If it is necessary to transport the victim to the hospital, an assisting officer should ride in the ambulance with the victim.

D. Fleeing Suspects

If it is clear that the victim is deceased or not in need of emergency assistance, an officer should pursue any suspects fleeing the scene, after instructing a witness or another officer to protect the crime scene.

E. Establishing the Crime Scene

As additional units arrive, efforts must be taken to secure the crime scene. The first officer to arrive remains in charge until relieved by a supervisor.

1. The second responding officer should be assigned as Recorder.
2. Inner and outer perimeters around the crime scene may be necessary where large areas have to be searched.
3. Do not touch or disturb anything.
4. A rough sketch of the room or scene should be made, showing the position of the body, weapon, evidence, furniture, etc.
5. If possible, indicate the path the perpetrator took leaving the scene.
6. Note the layout of the surrounding area of the crime scene; i.e. is the crime scene near an open field, park, business district, etc.
7. Note who is present at the crime scene. Indicate any unusual behavior such as anger, crying or nervousness. Also give a clothing description, and indicate any tears, stains, unusual arrangements, or similar peculiarities.

II. MANAGING INITIAL INVESTIGATIONS

The successful conclusion of a lengthy investigation is frequently determined by what transpires during the earliest stages of the investigation.

A. Supervisory Responsibilities

During major crimes, the highest ranking supervisor present will be in charge at the scene until that responsibility is specifically assumed by Investigations. The watch commander will maintain overall responsibility of the investigation until relieved by higher authority (Chief or Deputy Chief).

1. The supervisor should designate an officer to serve as Recorder.
2. The supervisor should identify a staging area. An additional supervisor or senior officer should be assigned to the staging area to brief officers and make assignments.
3. Verify that an officer has been assigned to accompany the victim to the hospital, if necessary.
4. As soon as practical contact the media liaison officer.
5. The first supervisor on the scene should notify the appropriate command personnel.

B. Recorder

The Recorder for major crimes is responsible for logging assisting units and their assignments. The Recorder is also responsible for logging in persons who enter or exit the crime scene. The Recorder should also indicate the supervisor who authorized that person to enter the crime scene.

C. Officer Assigned to the Victim

The officer assigned to accompany the victim to the hospital should obtain further descriptions of the suspect and the incident. He/she is also responsible for gathering the

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victim's clothing as evidence.

1. The victim's clothing should be packaged in separate bags.
2. The ambulance stretcher sheets that the victim rode in on should also be secured and packaged as evidence.

D. Processing the Scene

In most major crimes, a forensic technician (F.T.) will process the scene. The supervisor in charge should:

1. Determine if it's an MCAT case or a local case.
2. Designate a F.T. to process the scene or act as primary MCAT forensic liaison.
3. Coordinate the removal of any bodies with the Medical Examiner and assign an officer and/or F.T. to accompany the body to the morgue.

III. SUSPECTS

Once suspects are located, they should be questioned as soon as possible, so as to limit the amount of time they have to fabricate an alibi.

A. Waiver of Rights

A suspect who is not in custody does not have to be advised of his/her Constitutional rights to remain silent. Any restraints placed upon a suspect, though, will mitigate claims that he/she was not in custody. Once a suspect's freedom of movement is significantly restrained, Miranda warnings must be given and a waiver of rights obtained.

B. Suspects Taken Into Custody

Suspects who are taken into custody should not be permitted to wash their hands or change clothing. Be certain to record the suspect's mental state and whether they appear to be under the influence of any impairing substance. Also, record the condition of the suspect's clothing.

IV. FOLLOW-UP INVESTIGATION

A. Steps to be followed in conducting follow-up investigation should include at a minimum:

1. Reviewing and analyzing all previous reports prepared in the preliminary phase, departmental records, and results from laboratory examinations;
2. Conducting additional interviews and interrogations;
3. Seeking additional information (from uniformed officers, informants);
4. Planning, organizing, conducting searches, and collecting physical evidence;
5. Identifying and apprehending suspects;
6. Determining involvement of suspects in other crimes;
7. Checking suspects' criminal histories; and
8. Preparing cases for court presentation

B. Checklists may be used to aid in investigations. These are on file with the division supervisors.

C. Investigative personnel will attend patrol roll calls as needed. An investigator will attend roll call on major investigations that involved the Patrol Division.

D. Procedures for Criminal Investigations:

1. Information development

All investigators are responsible for developing sources of information that will assist them in their investigations.

Information that is obtained that relates to specific crimes being investigated by other

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investigators will be brought to the attention of those members. Information is available from many sources, e.g., concerned citizens who wish to remain anonymous, criminals who have first-hand knowledge of illegal activities, and relatives or friends of those involved. These sources should be kept in mind when conducting investigations and related interviews. Officers are cautioned to determine the motivation of individuals who provide information in order to help evaluate that information.

Some valuable sources of information that should be considered in the course of an investigation include:

- Departmental information -- records, etc.
- Outside agencies
- Neighborhood canvass

2. Interviews

Don't rely on your memory to retain information learned in an interview. Take notes during or immediately after the interview. Distractions during an interview should be avoided. Privacy and location should be considered, when circumstances allow, prior to conducting an interview.

The trauma/stress to which the victim or witness has been subjected should be considered and the interview conducted in such a manner as to reduce stress and minimize further problems.

The age, physical limitations and credibility of witnesses should also be considered.

3. Interrogation

Interrogations to obtain investigative leads can be very useful, but all constitutional precautions must be taken and recorded if the interrogation is to be used in court later.

Detailed notes should be made for future reference and court use giving time, date, location, officers present, waiver of rights, time.

Statements obtained during an interrogation must not be based on coercion, promises, delays in arraignment, or deprivation of counsel.

In order to use a statement in court, a suspect should be advised of his "Miranda" constitutional rights, and the officer must be able to demonstrate that the suspect understood those rights and made a knowing and intelligent waiver of those rights.

4. Physical Evidence

Physical evidence can be an important source of information, especially in cases where there are no witnesses. Care must be taken to protect physical evidence from contamination, and proper recording of the chain of custody after it is collected, is a must.

Most evidence collection will be performed by the department's forensic technicians. Questions about the collection and preservation of physical evidence should be directed to the on-duty forensic technician.

5. Surveillance

Information can be developed through observation of persons, places or vehicles. When such observations are done covertly, it is considered surveillance.

Surveillances can either be proactive or reactive responses to crime or crime problems. It must be conducted with supervisory approval, and in conjunction with those bureaus assigned this function.

6. Background Investigation

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Background investigation may be done on individuals using the usual departmental information resources, such as criminal history checks and department records.

V. TASK FORCES

In the event that the Department participates in an investigative task force, the following criteria will be met:

- A. The purpose will be identified;
- B. Authority, responsibilities, and written agreements will be defined;
- C. Accountability will be established;
- D. Available resources will be identified;
- E. Results will be evaluated as well as their continued necessity.

VI. LIE DETECTORS

If a lie detection instrument is used during the investigative process, it must be voluntary and with the approval of the Division Commander. The need for such a test must be clearly articulated. A person used to conduct such a test must be certified in this field.

VII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Vice, Drug, and Organized Crime Conditions	Number GO 6.4	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: Organized Crime, Vice Conditions, Drug Conditions, Intelligence Report			Approved By Frank Kaminski Chief of Police	

POLICY: The Park Ridge Police Department is committed to the suppression and elimination of vice, drug, and organized crime conditions and activities. Vice control may involve prostitution, illegal use/sale of alcoholic beverages, and the distribution/sale of obscene and pornographic materials. Drug control focuses on the distribution/sale of illegal and controlled substances. Organized crime control should address unlawful activities by members of organized groups or associations engaged in or promoting extortion, theft, fencing, loan sharking, labor racketeering, or other offenses for profit, or engaged in supplying illegal goods and services -- prostitution, drugs, liquor, weapons -- or other unlawful conduct that may include intimidation or corruption. It is the responsibility of every officer to participate in the suppression of vice, drug and organized crime conditions and activities, wherever and whenever they are discovered.

To ensure accountability, the Investigations Commander or an appointed designee will be responsible for overseeing and coordinating the Department's vice, drug, and organized crime control functions. As needed, the Chief may create specialized units or task forces to more effectively investigate and control these activities. Calls for police service relating to vice, drug, and organized crime (including gang activity) will be received, processed, and investigated in the same manner as any other call for service.

On some occasions, there may be other complaints or information made available regarding vice, drug and organized crime conditions from department members and citizens not normally reported as a call for service. For these situations, the department will maintain a separate information system, using Intelligence Reports, for receiving, processing, and investigating this information.

All members will report information related to vice, drug, and organized crime activities, including gang activities, either through a General Case Report or an Intelligence Report. Every complaint or report (tip) received about vice, drugs and organized crime will be reviewed and recorded by the Investigations Commander or designee and assigned to the unit responsible for investigating such complaints to be investigated to the fullest extent possible. The Investigations Commander or designee will review and record the disposition of every Intelligence Report complaint upon completion of the assigned unit's investigation.

I. INTELLIGENCE REPORT SYSTEM

The Department will maintain an Intelligence Report system in order to receive, process, and investigate additional information regarding vice, drug, and organized crime conditions. Procedures for receiving and processing Intelligence Reports are provided below.

A. Member Responsibilities

All Intelligence Reports will be completed and marked to indicate the type of information provided. The Intelligence Report will then be forwarded through the chain of command to the Investigations Commander's office.

B. Investigations Commander's Responsibilities

1. The Investigations Commander, or a designee, will receive all Intelligence Reports and forward them for follow-up.
2. The Investigations Commander, or a designee, will maintain a record of all Intelligence Reports and a log of their assignments and dispositions in a safe and secured location.
3. The Investigations Commander, or a designee, annually, at a minimum, will purge

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these records of all out-of-date material. Information should be retained on file for at least one year after final disposition.

C. Division Supervisor Responsibilities

1. The Division supervisor will maintain a log of all Intelligence Reports received, processed, and investigated.
2. Each Intelligence Report will be reviewed or preliminarily investigated to evaluate the accuracy and credibility of the information and to determine the scope and relative importance of the problem. Depending on the results of the preliminary review/investigation, the complaint or information will be assigned for follow-up investigation and investigated to the fullest extent that is practicable.
3. The final disposition of each Intelligence Report will be reported to the Deputy Chief of Field Operations.

II. RECEIVING INFORMATION FROM AND TRANSMITTING INFORMATION TO OUTSIDE AGENCIES REGARDING VICE, DRUGS, AND ORGANIZED CRIME ACTIVITIES

- A. The division supervisors responsible for investigating vice, drugs, and/or organized crime will maintain a written log of all information transmitted to any outside agency. This log will be inspected on a monthly basis by the supervisor in charge of these divisions.
- B. Information received from outside agencies will be processed in the same way as Intelligence Reports.

III. ACTIVE CASE FILES ON VICE, DRUG, AND ORGANIZED CRIME INCIDENTS

Active case files and other records and reports on vice, drug, and organized crime incidents and complaints will be maintained securely and separately from other files and records by the Investigations supervisor responsible for these incidents.

IV. CONFIDENTIAL DRIVER'S LICENSE

- A. Confidential driver's licenses will be used only in official undercover police capacity with the approval of the Chief of Police.
- B. If a confidential driver's license is used during a legitimate traffic stop to conceal the officer's true identity in an official undercover capacity, the undercover officer will report the traffic stop to the Investigations Commander.
- C. The confidential license must be returned to the Investigations Commander when undercover status is no longer needed. The Secretary of State must be notified by the officer to restore his true image identity.

V. COVERT OPERATIONS

- A. When deemed appropriate, the Department may conduct covert operations in an attempt to gather evidence leading to the arrest and prosecution of individuals involved in criminal activity.
- B. Covert operations may include decoy, undercover, and surveillance activities.
- C. All covert operations will be conducted in a legal manner.
- D. Guidelines for these operations are covered in the following sections of this General Order.
- E. All require prior approval of the Deputy Chief of Field Operations.

VI. SURVEILLANCE GUIDELINES

- A. Formal surveillance operations may not be initiated without the approval of the Deputy Chief of Field Operations or his supervisor designee.
- B. No surveillance operation may be initiated unless there is a reasonable suspicion that the person or location to be placed under observation is involved in criminal activity.
- C. Prior to initiation, a written operational plan will be formulated and reviewed with the Deputy

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Chief of Field Operations or his supervisor designee. This supervisor is responsible for approving the operational plan.

- D. The Deputy Chief of Field Operations must be notified prior to events initiated.

VII. RAIDS, UNDERCOVER BUYS, SEARCH WARRANT GUIDELINES

- A. These types of covert operations may not be initiated without the approval of the Deputy Chief of Field Operations or his supervisor designee.
- B. The Deputy Chief of Field Operations or his supervisor designee must be directly involved (on scene) for these operations.
- C. Prior to initiation, a written operational plan will be formulated and reviewed with the Deputy Chief of Field Operations or his supervisor designee. This supervisor is responsible for approving the operational plan.

VIII. OPERATIONAL PLANS

- A. All written operational plans will be completed on a Park Ridge Police Department Operational Plan form.
- B. The supervisor approving the operational plan will ensure that the following criteria are met:
1. Adequate personnel and equipment are used for the operation.
 2. A pre-operation briefing is conducted, during which all involved officers are briefed on the type of operation, the geographical area of the operation, their individual assignments, and any officer safety issues.
 3. Any photos, maps, diagrams, etc. are distributed to the appropriate personnel.
 4. The operational plan is sound, yet flexible enough to cover unexpected occurrences.

IX. REPORTING TO THE DEPUTY CHIEF OF FIELD OPERATIONS

- A. The commanders or designees whose units are responsible for, or share the responsibility for, the investigation and suppression of vice, drug and organized crime will submit a bi-annual status report to the Deputy Chief of Field Operations. The purpose of the report is to keep the Deputy Chief of Field Operations informed of current vice, drug and organized crime problems in the community and of the actions taken by the department to control those problems.
- B. The report should briefly summarize, as appropriate, the following information:
1. Complaints/intel received and incidents reported;
 2. Investigations and operations conducted by the division;
 3. Arrests and other results of unit efforts;
 4. The current status of vice, drug and/or organized crime conditions and activities in the community, and
 5. Plans or recommendations for future initiatives by the division or department.

X. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Criminal Intelligence	Number GO 6.5	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: Intelligence, Criminal Intelligence			Approved By Frank Kaminski Chief of Police	

POLICY: The criminal intelligence activities of the Department will be principally concerned with collecting, processing and disseminating information relating to specified crimes and criminal activities, including, but not limited to, organized crime, vice, illegal drug trafficking, terrorism, gangs, and civil disorders. The policy and procedures in this order do not pertain to intelligence-gathering activities associated with special events, such as sporting events and visits by dignitaries.

All members of the Park Ridge Police Department should consider themselves to be an integral part of the criminal intelligence gathering effort. All members are encouraged to seek crime-related information from all areas of the community.

All intelligence information should be reported through appropriate divisional channels to ensure continuous flow of raw intelligence data into the department for review, analysis, and dissemination. Information gathered by and known to only one member is not beneficial to the department's mission of suppressing crime. Only when a member shares information can the department benefit from that member's good work. The following procedures establish the criminal intelligence function and ensure the legality and integrity of its operation.

I. CRIMINAL INTELLIGENCE GATHERING AND REPORTING PROCEDURES

- A. The intelligence reporting form will be used to record and transmit intelligence information.
- B. Intelligence information collected by members will be limited to criminal conduct, and should relate only to activities that present a threat to the community. Any questions regarding the legality of the methods to be used will be referred to the Investigations Commander, who may seek advice from the Assistant State's Attorney's Office.
- C. Types of intelligence information that may be included in the system are:
 - 1. Active offenders and/or street-gang members with criminal histories, to include personal history information;
 - 2. Registration file of motor vehicles used by known offenders;
 - 3. Areas or locales frequented by known offenders;
 - 4. Informants (these are confidential and in their own file);
 - 5. Information received from other jurisdictions and relating to criminal activity of known offenders;
 - 6. Lists of confirmed street-gang members.
- D. Types of intelligence information that may not be included in the system are:
 - 1. Information that is not related to crime or criminal activity.
 - 2. Information related to persons engaged in political activity.
- E. After an intelligence report is completed, it will be forwarded to the member's immediate supervisor to be reviewed, initialed, and forwarded to the Investigations Commander's office. The member's immediate supervisor will review the intelligence report to ensure that the information fits the criteria for criminal intelligence as defined by this order and is accurate. All supervisors through the chain of command will review the information for appropriateness and accuracy.
- F. The Investigations Commander, or a designee, will review the intelligence report for

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appropriateness and accuracy, then perform the following:

1. Corroborate the information;
 2. Assign the report to the appropriate investigator for follow-up investigation;
 3. Distribute to the appropriate members.
- G. The Investigations Commander, or a designee, will maintain a record of all intelligence reports and a log of their assignments and dispositions in a safe and secured location, separate from all other agency records.
- H. The Investigations Commander, or a designee, will annually purge these records of all out-of-date or incorrect information. Any purged information will be shredded prior to discarding.

II. CRIMINAL INTELLIGENCE OPERATIONS PROCEDURES

A. Criminal Intelligence

1. Information may be received from a variety of sources: i.e., written report, letter, telephone call, verbally, etc. Any information falling into the criminal intelligence category that is not in written form should be put in writing by the officer obtaining the information. This can be accomplished by utilizing a department Investigative Intelligence Report form.
2. Criminal intelligence information should then be forwarded to the Investigations Commander who will evaluate the information and, if appropriate, make a criminal intelligence file. He will also determine what further action will be taken.
3. The security measures set forth in the previous sections will apply to all intelligence classified as being in the criminal intelligence category.
4. All intel operations must be approved by the Investigations Commander before implementation.

B. Strategic Intelligence

1. Strategic intelligence may also be received in a variety of forms. In addition to those previously mentioned, strategic intelligence is often contained in LEADS messages, Critical Reach (TRAK) bulletins, bulletins from other departments, information obtained while conducting an investigation, etc.
2. Most strategic intelligence, while limited to law enforcement dissemination, does not require the same security measures as criminal intelligence. In order to be effective, strategic intelligence should be distributed to the appropriate personnel/unit as quickly as possible. This will be done by the Investigations Commander, Investigations Sergeant, or investigator with the approval of the Investigations Commander.
3. Strategic intelligence may be disseminated within the agency through:
 - a. Weekly bulletins
 - b. Special bulletins
 - c. Shift briefings
 - d. An open door policy between the Investigations Commander or designee and the Patrol Division in order to promote sharing of information.
4. The Investigations Commander will maintain a system for reviewing disseminated written strategic intelligence. Since this information deals with short-term investigative goals, these items will be reviewed on a monthly basis, and any outdated or no longer useful information will be discarded.

C. Tactical Intelligence

1. Since tactical intelligence applies to a specific police operation; i.e. surveillance,

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stakeout, drug buy, etc., it will be distributed to all involved officers by the supervisor conducting the operation, or his designee.

2. This information will be included as part of any written operational plan.

III. SURVEILLANCE EQUIPMENT

- A. The Investigations Commander is responsible for the procurement and maintenance of all department surveillance equipment.
- B. Before utilizing this equipment, an officer must demonstrate his proficiency on its use to the Investigations Commander or his designee.
- C. Prior to utilizing surveillance equipment, approval must be obtained from the Investigations Commander, the Deputy Chief of Field Operations, or the Chief of Police.
- D. The use of surveillance equipment will be documented in any reports completed for the investigation.

IV. CRIMINAL INTELLIGENCE RECORDS

- A. If a division maintains intelligence information, the following procedures will be followed:
 1. Intelligence information will be kept in a secured and safe location.
 2. Intelligence information will be maintained separately from other case records and information.
 3. Access to intelligence will be limited to designated personnel.
 3. Intelligence records and files will be purged annually of all out-of-date and incorrect information by the unit supervisor and division commander. This information will be shredded.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: PEER Jury System	Number GO 6.6	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: peer jury			Approved By Frank Kaminski Chief of Police	

POLICY: The Peer Jury program sponsored by Maine Township has been in existence since 1995. The program offers another option in handling juvenile offenders. The purpose of this order is to describe this resource and establish a formalized, centralized referral system for officers.

I. PROGRAM DESCRIPTION

- A. Peer Jury is a program operating under the auspices of the Park Ridge and Des Plaines Police Departments, which is designed to provide a meaningful and remedial method of dealing with selected juvenile (under age 18) offenders without reference to Juvenile Court. It does not determine guilt or innocence. A case is only sent to the Peer Jury for hearing by a jury of six juveniles and an adult moderator when (1) the offender admits having committed the offense; (2) the responsible police officer determines that such a disposition is appropriate and (3) the offender and his/her parent or guardian consent in writing to such a disposition and sign a Waiver of Liability and Confidentiality.
- B. When these conditions are met, the offender and his/her parent or guardian is scheduled for a hearing before a Peer Jury panel in the police station at a definite date and time. At the hearing, a police officer reads the charges, states the possible sentence if the offense was committed by an adult, and summarizes the facts of the case. The offender is then questioned by the members of the panel. The offender and his/her parent or guardian then withdraws while the jury deliberates and fixes an appropriate punishment. The sentence usually includes some form of individualized community service.
- C. The offender and his/her parent or guardian are then recalled and informed of the sentence. Adjustments, if necessary, are made to allow for schedule conflicts and a completion date fixed. The offender is then given a written copy of the sentence and a date (usually 30 days later) for a discharge hearing.
- D. The offender then performs the assigned tasks. The performance is monitored by the Peer Jury Coordinator who is available to the offender in case any problems arise and may contact the offender if necessary.
- E. Upon completion of community service, a report on the offender's performance is forwarded to the Peer Jury Coordinator by the offender's supervisor for the service project and any other assigned projects are turned in to the coordinator.
- F. At the discharge hearing the offender and his/her parent or guardian again appears. The panel, which may or may not be the sentencing panel, reviews the offender's performance and questions the offender about his/her experiences while performing the sentence. If satisfactory, the offender is discharged. If the performance is incomplete or unsatisfactory, the discharge hearing may be continued or the offender remanded to the juvenile officer for appropriate court proceedings.
- G. List of Typical Offenses referred to the Peer Jury:
 1. Assault
 2. Criminal Trespass to Land
 3. Curfew
 4. Disorderly Conduct
 5. Hate Crime

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6. Initiating a False Police Report
7. Intimidation
8. Possession of Drug Paraphernalia
9. Possession of Cannabis
10. Telephone Harassment
11. Theft
12. Theft (Retail)
13. Theft of Services
14. Vandalism
15. Alcohol Violation (minors under the influence will not be referred to PEER Jury. Peripheral cases relating to alcohol may be referred. Consult your supervisor).

The above list is a sample of typical Peer Jury offenses. The list is not all-inclusive.

II. REFERRAL SYSTEM

- A. Officers are encouraged to use this disposition for cases suitable for the program. The officer will complete a case report indicating the facts of the case and that the offenders have accepted PEER Jury as a disposition. The juveniles will be released to his/her parents and advised that the PEER Jury Detective Coordinator will follow-up with them to schedule the proceedings. The Coordinator will monitor the case until completed. The Coordinator will advise the arresting officer of the final disposition of the PEER Jury.
- B. Supervisors will monitor juvenile arrests for placement in this program.
- C. The Investigations Commander is responsible for overseeing the PEER Jury Program and providing a monthly report on the program to the Chief.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Death Investigations	Number GO 6.7	Revised Date	Effective Date May 1, 2015	Page 1 of 6
Index As: Death Investigations			Approved By Frank Kaminski Chief of Police	

POLICY: A police supervisor will be called to the scene immediately on all deceased person calls, including traffic fatalities. This supervisor will be responsible for verifying proper notification of the Medical Examiner and next-of-kin. All death investigations should be approached as a homicide investigation, until it is definitely demonstrated that no criminal offense occurred.

I. DECEASED PERSONS

Field Operations personnel will respond to all calls involving deaths. Investigative Division personnel will be called to the scene only when there are unusual or unnatural circumstances, or criminal acts are involved.

A. Requesting an Ambulance

1. Officers are not to presume that a person is deceased. An ambulance should be called to the scene unless there are obvious signs of death. Obvious signs of death include decapitation, dismemberment, and rigor mortis.
2. If an ambulance is already on the scene, record the names of the attendants, and note what they did to the body prior to your arrival. Limit the number of medical personnel present on the scene of the deceased persons.

B. Moving the Body

1. If it is necessary to move the body to check for signs of life, carefully note the position and placement of the body. Also note the temperature of the body, as well as the room or outside air temperature.
2. For victims of hangings, do not cut or untie the knots. Instead, cut the rope near the top where it is tied, but not at the knot. If the victim is obviously deceased, leave the rope in place.

II. NOTIFYING NEXT-OF-KIN

A. When a next-of-kin notification or any death notification is requested or necessary, the on-duty supervisor along with one officer will make the notification.

1. Prior to notification, the on-duty supervisor will be responsible for the notification of the on-call Chaplain. The supervisor has the discretion to have the on-call Chaplain on stand-by or may request the Chaplain's presence. The Chaplain's services will be offered to the next-of-kin during an appropriate time during the notification.
2. Prior to notification, the on-duty supervisor will be responsible for contacting the social worker. The on-duty supervisor will make all reasonable attempts to speak to the social worker prior to the notification. The social worker may be requested or may wish to assist with the notification. If the social worker is not on scene, the on-duty supervisor will offer social worker services to the next-of-kin during an appropriate time during the notification.

Additionally, if the social worker is not on scene at the time of the notification, the on-duty supervisor will contact the social worker during or after the notification with the appropriate details of the situation (i.e. school districts effected, social service needs, funeral needs, follow up requests, etc.).

B. Suicides or Other Types of Notifications

1. A supervisor will respond to all suicide or other type of notification calls. When a supervisor responds to a suicide call, or other type of notification call, it is the responsibility of the on-duty supervisor or his designee to make the offer of our

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Chaplain and social worker services. It is the responsibility of the on-duty supervisor to contact the social worker and inform them of the suicide, even if the family turns down the services.

2. Investigation of apparent suicides poses difficulties for investigating officers due to the stigma attached. Relatives may attempt to conceal or destroy evidence.

In notifying the next-of-kin, members should indicate that the cause of death is still under investigation, and that a final determination will be made by the Medical Examiner.

C. Unknown Next-of-Kin

In instances where the next-of-kin is unknown or unavailable, officers should place into evidence for safe keeping any money, jewelry, or other valuables that are on the decedent. An indication should be made on the case report concerning the disposition of property, and whatever leads are available for locating the next-of-kin.

III. NOTIFYING MEDICAL EXAMINER

A. Prior to moving a deceased person, the Medical Examiner must be notified.

1. Medical Examiner

The Medical Examiner will be notified under the following circumstances:

- a. All homicides, suspicion of homicide, or when death is apparently due to a criminal act or criminal negligence.
- b. All suicides or suspicion of suicide.
- c. All deaths due to violence, accidents, or disasters.
- d. Death due to poison or suspicion of poisoning.
- e. All deaths that occur in police custody, or jail.
- f. Deaths that occur during therapeutic or medical procedures (including any form of therapy by any licensed or unlicensed practitioner).
- g. Deaths occurring in unknown, unnatural or suspicious circumstances.
- h. Sudden and unexpected deaths not apparently related to a previously known illness or disorder.
- i. Deaths without medical attendance (this does not mean a physician must be present at the time of death; only that the deceased has not been under the care of a physician).

2. When none of the above circumstances clearly exists, but the cause of death is not certain or the officer has some doubts, the member should notify the Medical Examiner. It will be the Medical Examiner's responsibility to determine if he/she should become involved.

3. Under the circumstances listed above, the Medical Examiner is in charge of removal of the body, and will specify how this is to be done. Although the Medical Examiner must be notified in the above situations, the Medical Examiner will determine if it is necessary for a Medical Examiner to come to the scene. Under no circumstances may the body be moved until the Medical Examiner has been notified.

B. Information Provided to the Medical Examiner

1. When calling the Medical Examiner, the officer shall be prepared to give the following information:

- a. Name, age, and address of deceased.
- b. Place where the body was found and place where the accident, injury, etc. occurred if different from the place where the body was found.

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- c. Name and address of any witness to the injury or attack.
 - d. Name and address of any witness to the death.
 - e. Name and address of the person finding the body and time when the body was found.
 - f. Name and address of the last person to see the deceased alive and when the deceased was last seen alive.
 - g. Name, address, and telephone number of the next-of-kin.
 - h. Name, rank, and agency of the officer calling, and report number.
- C. In a situation where an attending licensed private physician states he is going to sign the death certificate for an apparent natural cause, the Medical Examiner will be advised of this, and the physician's name, apparent cause of death, and brief medical history shall be indicated in the police death report. Also included will be:
 - 1. The name of the Medical Examiner concurring with the private physician's decision to accept responsibility, and
 - 2. The Medical Examiner's case number (if one is assigned).
- D. Hospice death cases
 - 1. The police department does not need to be contacted in a death involving a hospice case. Should this department be contacted by a family member of the deceased or a funeral director, the officer will confirm with the Medical Examiner's Office that authorization for transporting the deceased to a funeral home has been given.
 - 2. For additional information on the role and responsibilities of the Medical Examiner's Office and funeral directors in these types of deaths, see booklet *Information on the Cook County Medical Examiner's Office and Death Investigations*.
- E. Advocate Lutheran General Hospital deaths
 - 1. Whenever Lutheran General Hospital notifies this department that a death has occurred at the hospital, the assigned officer will notify the Medical Examiner's Office and inquire if there are any special instructions. The officer will also initiate a departmental death report and complete as much information as possible. See E. 4. below for jurisdiction.
 - 2. The hospital has designated their Director of Risk Management and the Hospital Administrator on call as their personnel authorized to respond to questions from our department. This will be advantageous to both the hospital and our department, as these people will be familiar with our needs and have authority to obtain the information that we require.
 - 3. If the initial observations indicate suspicious circumstances, a complex situation, or resistance by the people being interviewed, the officer will contact his supervisor immediately, advise him of the situation, and request direction.
 - 4. If Lutheran General Hospital reports a death to this department of an individual who died at the hospital after being transported to the hospital from another jurisdiction, i.e. accident victim, crime victim, etc., the following procedure will be followed:
 - a. If this is determined by the communications operator receiving the call, he will initiate a complaint card, notify the originating jurisdiction, and code the card appropriately.
 - b. If this information is determined after an officer is assigned the call, the officer will ensure that notification is made to the appropriate jurisdiction.
- F. Pronouncements
 - 1. The Medical Examiner of Cook County has authorized his/her investigators to make

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pronouncement of death either at the scene or at the Cook County Institute of Forensic Medicine. It will not be necessary to transport bodies to a medical facility for pronouncement of death in those cases where the deceased is destined for the Institute.

2. If preliminary indications appear that the death is natural or non-criminal in nature, the following guidelines shall be followed:
 - a. The Park Ridge Fire Department paramedics will call in to the hospital and give a verbal report or transmit a telemetry strip to the hospital. A doctor at the hospital will interpret the submitted data and, if appropriate, make the death announcement.
 - b. The reporting officer will then investigate the circumstances surrounding the death and examine the deceased body.
 - c. If nothing unusual is noted, the officer will then contact the Medical Examiner's Office for authorization to remove the body.
3. In some circumstances, the medical examiner may authorize the release of the body to a funeral home even though it is a medical examiner's case. In such a circumstance, the same procedure for pronouncement of death and transportation shall be followed as a natural or non-criminal in nature death.
4. In cases where the remains are being kept viable through artificial means for the expressed purpose of removing organs as part of an organ donor program, the remains must have been pronounced brain dead by competent medical authority prior to any action being taken by members of this department. A sudden death report will be prepared and the Medical Examiner's Office contacted after the reporting officer has seen evidence attesting to the brain dead status of the remains.

IV. TRANSPORTATION OF DECEASED PERSONS – MEDICAL EXAMINER CASES

Upon direction of the Medical Examiner to remove a body from the scene, the following procedure shall be adhered to:

- A. In cases where homicide is known or suspected, a police officer will accompany the body to the place designated by the Medical Examiner. (This is to preserve the chain of evidence.)
- B. In cases other than homicide, an officer need not accompany the body. In extraordinary cases, the Watch Supervisor may assign an officer to accompany the body of a non-homicide victim.
- C. In all cases, the name and title of the person receiving the body and location will be indicated in the police report.
- D. Transportation to local hospitals, if necessary, is to be made by a fire department ambulance.
- E. Transportation to the morgue, or other location outside of Park Ridge, as determined by the Medical Examiner, will be made by the transport service contracted by the City for such purposes.
 1. Exceptions:
 - a. See Section V. – Non-medical examiner cases.
 - b. If the contracted service is unavailable, contact the Deputy Chief.
 - c. If another governmental agency agrees to transport, such as the Cook County Sheriff's Police, the Watch Supervisor may authorize the transport.

V. TRANSPORTATION OF DECEASED PERSONS – NON-MEDICAL EXAMINER CASES

- A. After receiving authorization from the Medical Examiner's Office to remove the body, the officer will speak to the family of the deceased and determine which funeral home's service will be utilized.

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- B. If the family has a specific funeral home chosen, the officer will contact them and request that a representative be sent to transport the body to the funeral home. The officer should wait for the representative to arrive, answer any pertinent questions, and, if needed, assist the representative with removal of the body. A supervisor may authorize the officer to go back in service before the funeral home representative arrives if there will be a lengthy delay and the circumstances at the scene permits it; i.e. death was expected, no trauma signs on the body as a result of a fall or some other reason, a lot of family support, etc. The name and address of the person authorizing the funeral director shall be indicated in the police report.
- C. If the family is unsure about which funeral home they will be using or the designated funeral director cannot accomplish removal from the scene within a reasonable period of time, the officer will notify Post One and have them contact one of the approved "on call" funeral homes. A representative will respond to the scene, remove the body, transport it to the funeral home, and await further instructions from the family. Should the family choose a different funeral home other than the "on call" service, arrangements will be handled directly between the family and the representative businesses.
- D. If no relative can be contacted, the medical examiner shall be notified (unclaimed bodies fall under the categories investigated by the medical examiner).
- E. The name and address of the funeral home in which the body is transported to shall be indicated in the police report.
- F. A situation may arise where there is a need to have the deceased body removed from the scene immediately. In such an occurrence, the Park Ridge Fire Department supervisor can authorize the on scene ambulance to transport the body to a local hospital.
- G. Police personnel shall not authorize city vehicles to transport deceased persons to any private funeral home.

VI. DEPARTMENT NOTIFICATION

- A. Under certain death incidents, the Watch Supervisor shall ensure at least one of the following persons to be notified as soon as possible:
 - 1. Deputy Chief
 - 2. Chief of Police
- B. These incidents shall include:
 - 1. All deaths turned over to the Medical Examiner,
 - 2. All deaths resulting from police activity, whether justifiable or not,
 - 3. All deaths of on-duty police or fire personnel,
 - 4. Deaths of prominent persons,
 - 5. Death of an off-duty police officer when initial information is received by the police department and brought to the attention of the Watch Supervisor, and
 - 6. Death of immediate family member of police department employee.

VII. RELEASE OF INFORMATION TO THE NEWS MEDIA

- A. Request(s) for information regarding the deceased person in cases involving natural deaths or accidental deaths may be released by authorization of the Chief, Deputy Chief, or their designee.
- B. In situations involving homicides or other cases with special circumstances, or a potential lawsuit involving the City or an officer, notify the following personnel prior to release of any information:
 - 1. Deputy Chief
 - 2. Chief of Police

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- C. Attempts should be made to ensure that the relatives of the deceased have been notified of the death before the name of the deceased is given to the media.

VIII. DEATH REPORT

A Death Report will be completed by the initial investigating officer for all death investigations.

IX. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Social Services and Victim/Witness Assistance	Number GO 6.8	Revised Date July 01, 2020	Effective Date May 1, 2015	Page 1 of 9
Index As: Social Services, Victim Services, Crisis Services, Youth Services			Approved By Frank Kaminski Chief of Police	

POLICY: The Department is committed to treating victims/witnesses of violent crimes with fairness, compassion and dignity and to developing and implementing appropriate victim/witness assistance programs. The purpose of this General Order is to establish guidelines and procedures for the professional handling of victims/witnesses by department personnel in accordance with State Statutes. These procedures are designed to protect the rights of, provide emotional and social support to, and illicit greater cooperation from victims/witnesses during the investigative and judicial process. These procedures will also enhance communication between the department and other community social service agencies, and inform victims/witnesses/department personnel of various victim/witness rights and available services.

I. FUNCTIONS

The Deputy Chief of Field Operations has the overall responsibility for coordinating the department's victim/witness functions/programs. The specific responsibility for appropriate treatment of victims/witnesses will be shared by all department members. Various components of the department have specific roles in assisting victims/witnesses. Their functions and responsibilities are listed in this General Order.

II. DEFINITIONS

For the purpose of this General Order, the following terms are defined:

A. VICTIM:

1. A person physically injured in this State as a result of a violent crime perpetrated or attempted against that person.
2. A person who suffers injury to or loss of property as a result of a violent crime perpetrated or attempted against that person.
3. The spouse, parent, child or sibling of a person killed as a result of a violent crime perpetrated against the person killed.
4. Any person against whom a violent crime has been committed.
5. Any person who has suffered personal injury as a result of a violation of Chapter 625, Illinois Compiled Statutes, Section 5/11-501 (DUI) or a similar provision of a local ordinance, or Chapter 720, Illinois Compiled Statutes, Section 5/9-3 (Involuntary Manslaughter and Reckless Homicide).
6. The spouse, parent, child, or sibling of any person defined above as a victim, when such person is physically or mentally incapable of exercising such rights, except where the spouse, child, or sibling is also the defendant or arrestee.

B. WITNESS: Any person who personally observed the commission of a violent crime and who will testify on behalf of the State of Illinois in the criminal prosecution of a violent crime.

C. CHILD: Any person under the age of 18 years.

D. VIOLENT CRIME:

1. Any felony in which force or threat of force was used against the victim or any misdemeanor that results in death or great bodily harm to the victim.

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2. Any violation of Chapter 720, Illinois Compiled Statutes, Section 5/9-3 (Involuntary Manslaughter and Reckless Homicide), and particular violations of Chapter 625, Illinois Compiled Statutes, Section 5/11-501 (DUI).
 3. A similar provision of a local ordinance if the violation resulted in personal injury or death.
 4. Any offense involving sexual exploitation, sexual conduct or sexual penetration, domestic battery, violation of an order of protection, or stalking.
 5. Personal injury shall include any injury requiring immediate professional attention in either a doctor's office or a medical facility.
- E. CHAPLAIN TEAM: Person(s) trained in the ministry who understand the frustrations and problems of law enforcement related events, yet can remain emotionally detached from the situation. The police chaplain will serve as a resource person who voluntarily provides pastoral care, counseling, and assistance to police department personnel, their families, and the community.

II. RIGHTS OF VICTIMS/WITNESSES

- A. All police personnel will be familiar with the various rights of victims/witnesses. (For a summarization of these rights see "Rights of Victims/Witness" packet available in the Report Room.)
- B. Access to Information and Resources
1. All victims/witnesses that are assisted by this department shall be furnished (when applicable) with a listing of available victim/witness resources and "Rights of Victim/Witness" packet, available in the Report Room. Generally, these listings will be provided by the initial responding patrol officer. It will be documented on the original case report when this packet is given to a victim/witness.
 2. In domestic violence incidents:
 - a. The officers having contact with the victim shall furnish the victim with a bilingual copy of their rights. This fact will be documented on the case report.
 - b. The Social Services Unit is available to assist domestic violence victims throughout the legal process and prepare orders of protection. In the absence of the social worker, the States Attorney Victim Advocate will assist the victim for court related orders and support.
- C. Confidentiality. Police personnel shall exclude the name of the victim in a criminal sexual assault when records are being inspected or copied by anyone not investigating/prosecuting the offense. Exception: The Chief of Police may authorize the disclosure of such information.
- D. Notifications. The case officer, or assigned detective, will give timely notice to the victims/witnesses of the following:
1. Suspect's arrest,
 2. Criminal charges placed against the suspect,
 3. The suspect's custody status, and
 4. The initial court date of the criminal proceeding against the suspect.
- E. Protection from Intimidation and Further Victimization

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1. A secure area will be provided to victims while in the department so that they will not be in close proximity to the arrestee, his friends, or his family.
 2. Offenders who, with intent to harass or annoy, communicate directly or indirectly in such a manner as to produce mental anguish or emotional distress, or who convey a threat of injury or damage to the person or property of any victim/witness may be arrested and criminally charged.
- F. Protection and Return of Property. Stolen or other personal property held by the department shall be returned as expeditiously as possible by the property custodian with approval of the State's Attorney's Office.

III. RESPONSIBILITIES OF VICTIM/WITNESS

- A. Victims/witnesses have the responsibility to aid police officers in the prosecution of violent crime including:
1. Making a timely report of the crime,
 2. Cooperating with law enforcement authorities throughout the investigation, prosecution, and trial,
 3. Testifying at the trial, and
 4. Notifying law enforcement authorities of any change in their address or telephone number.

IV. ROLE OF POLICE PERSONNEL IN VICTIM/WITNESS ASSISTANCE

- A. Initial Contact (after a crime). Any of the following measures are appropriate for Park Ridge Police Officers and are authorized for responding officers to initiate for victims of crime:
1. Contact the department social worker (or back-up social worker) or the on-call Police Chaplain, when appropriate.
 - a. Back-Up Social Worker. If the department social worker is on vacation or cannot be reached, the backup social worker can be notified. This on-call police social worker will be pre-arranged between and the social worker in Park Ridge and a neighboring police based social worker. The name, department and contact information will be provided to supervisors. The on-call social worker may respond to large scale critical incidents if authorized by the Social Service Supervisor, Investigation Commander or Sergeant.
 - b. A schedule for the on-call Police Chaplain is issued as a Special Order each year, and a schedule is kept at Post 1. Contact information for all Police Chaplains is also available at Post 1.
 2. Trauma Assessment. Officers should conduct an immediate evaluation of the situation, to include the amount and degree of physical harm and the current state and degree of potential emotional harm to the victim/family members caused by the victimization. Such evaluation should include:
 - a. The need for first aid and other emergency medical attention; and
 - b. The need for crisis intervention, defusing any volatile situations, interviewing the victim and identifying his or her most pressing needs, and developing a plan of action to meet those needs.
 3. On-scene comfort: Officers should provide reassurance and support to the victim at the scene of the crime and shortly thereafter.

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4. Officers dealing with a victim of a crime should respond quickly, listen attentively, show concern for the victim's plight, reassure the victim and help to overcome the victim's sense of fear, helplessness, and be sensitive to the victim's special circumstances. Officers must avoid insensitive and unnecessary questioning, and any comments or attitudes suggesting that the victim contributed to his or her victimization.
 5. Safety and security measures. Measures designed to secure an unoccupied home when the victim/witness has been removed, or to prevent the immediate burglarizing, shall be handled by the initial responding officers. Locking the doors is sufficient in ordinary cases. In some situations, referrals for follow-up by the Community Strategies Officer are advisable.
 6. Shelter and other emergency aid. Victims/witnesses who cannot remain in their current residence, and have no alternative housing, will be assisted by this department. In these situations, the case officer will contact the department's social worker and attempt to locate suitable housing. In the case of domestic violence, transportation may be provided to the victim to the nearest place of safety, and/or accompaniment of the victim into the residence to remove personal belongings.
 7. Conflict mediation. Officers should provide assistance in resolving neighborhood or acquaintance disputes without arrest, using referral to other department personnel, the department social worker, or the Alternative Dispute Resolution Program.
- B. Preliminary Investigations. During the initial contact with the victim/witness of a crime and after emergency assistance has been rendered, the initial responding officer shall render the following services in addition to other normal investigative duties:
1. Provide a victim information packet to the victim/witness. This packet informs the victim/witness about applicable rights and services.
 2. Advise the victim/witness to immediately notify the investigating officer and/or their local police department if the suspect or the suspect's associates or family members threaten or otherwise intimidate them.
 3. Inform victim/witness of the case number and subsequent steps in the processing of the case.
 4. Provide the telephone number of the Investigative Division so the victim/witness can call to report additional information about the case or to receive information about the status of the case (status of the case refers to open, suspended or closed) and court disposition.
- C. Follow-up Investigations
1. A victim/witness will be re-contacted within 10 days of the initiation of an investigation and periodically thereafter by the investigating officer whenever, in the opinion of the investigating officer or a supervisor, the impact of a crime has been unusually severe upon a victim/witness. The purpose of this contact is to determine if needs are being met and/or additional assistance is needed.
 2. The investigating officer will explain to the victim/witness the procedures involved in the prosecution of their case and their role in those procedures. Caution should be used to explain in such a manner as not to endanger the successful prosecution of the case.
 3. Scheduling line-ups, interviews, and other required appearances should be at the convenience of the victim/witness whenever possible. Factors which should be

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considered in this scheduling include the physical, financial, and emotional well-being of the victim/witness. If necessary, the Park Ridge Police Department will provide transportation to and from the station for the victim/witness.

4. Whenever possible, victim/witness property taken as evidence by the department will be promptly returned to the victim after the case officer has received permission from the prosecutor. (With the exception of contraband, disputed property, and weapons used in the course of the crime.)
5. Whenever there is traumatic incident such as that involving a child, child abuse, or in cases of sexual abuse, which requires more than the average amount of victim/witness assistance, the victim/witness should be advised of the services of victim advocates to assist them during the follow-up investigation. Officers should refer the victim to the department's Social Service Unit.
6. Reporting officers should refer victims to the Community Strategies personnel regarding incidents of burglary, assault in home, etc., for the purpose of a home security survey.

D. Intimidation or Potential Danger to a Victim/Witness

The department will treat threats to a victim/witness or their fears of intimidation with sensitivity and concern, and will provide appropriate assistance to victims/witnesses who have been threatened or who express specific, credible reasons for fearing intimidation or further victimization.

1. Protective measures may be implemented and extended within the City of Park Ridge to protect persons to whom there is a real and tangible danger of serious physical harm from an assailant. The specific level of danger required to implement these affirmative protective measures will be determined by the best judgment of the watch supervisor and/or an Investigative Division Supervisor. Protective measures may include any of the following:
 - a. Notifying patrol officers of the threats, intimidation, and/or potential danger in a timely fashion, and instructing them to conduct additional frequent patrols of the victim's home and neighborhood.
 - b. Persuading the victim to take up temporary residence elsewhere.
 - c. Documenting reports of threats or intimidation on general case reports to be read at all roll calls by the watch supervisor.
 - d. Some serious cases should be referred to the State's Attorney's Office for protective custody determination.
2. In the case of harassing telephone calls or threats, the victim will be provided a case number by the reporting officer and instructed on telephone trap procedures.

E. Potential Danger to Victim/Witness in Other Jurisdictions

Whenever an officer becomes aware of potential physical danger to a victim/witness who resides in another jurisdiction, the officer will inform the watch supervisor. The above supervisor will then initiate the following action:

1. Contact a supervisor of the appropriate law enforcement jurisdiction, advise him of the circumstances of the incident, the nature of the threat, and request that reasonable precautions or protective measures be taken by that agency;
2. Request that the investigating officer of the case be advised of any additional information received from other agencies concerning the victim/witness; and

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3. Document the name of the person who was contacted at the outside agency and document all pertinent information on a supplemental report.

F. Notification of Threat from Other Sources

Whenever a police officer becomes aware of a threat to a victim/witness in Park Ridge, the officer will promptly attempt to advise the victim/witness of the circumstances and nature of the potential threat, and attempt to advise the victim/witness of alternatives available to deal with that threat.

G. Centralization of Information

1. Dispatch and the Park Ridge Police Desk generally receive the initial victim/witness assistance calls. The personnel assigned to the above center/desk, when appropriate, will refer victims/witnesses to appropriate department personnel.
2. In addition, the above communications center/police desk, when appropriate, will inform callers 24 hours a day of the available resources within the department and community.

H. Liaison with Other Agencies

The Social Service Unit will maintain liaisons with other criminal justice agencies and social service providers, including but not limited to the Chaplains, concerned with victim/witness rights and needs for the purposes of:

1. Ensuring that referrals of victims/witnesses to sources are based upon accurate and up-to-date knowledge of available services.
2. Maintaining an ongoing channel of communications by which to offer and receive suggestions about how the department can effectively provide and improve on services to victims/witnesses.

I. Access to Resource Information

It will be the responsibility of the department's Social Services Unit to maintain a current list of victim/witness rights and responsibilities and available resources to assist victims/witnesses.

NOTE: A listing of various available resources is available in the Report Room.

J. Confidentiality of Records and Files

1. The department will ensure the confidentiality of victim/witness information and their role in case development to the fullest extent possible consistent with applicable law. The identity and statements of victims/witnesses will only be disseminated:
 - a. To law enforcement and court personnel with a bonafide reason for requesting such information;
 - b. To the victim upon request;
 - c. To relatives of the victim, i.e. parent, spouse, sibling, etc. when the victim is either deceased, a juvenile, incapacitated, or unable to obtain the information himself. Exception: In a situation where the relative is the offender in the incident;
 - d. In response to court orders/subpoenas, that are legally obtained and properly served; and
 - e. As authorized by the Chief of Police.

K. Informing the Public of Victim/Witness Assistance Services

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The Social Service Unit shall regularly inform the public about victim/witness assistance services provided by the department. This will be accomplished by:

1. Periodic articles published in local newspapers and in the "Spokesman", a citywide quarterly publication mailed to all Park Ridge residents.
2. Available social services are posted on the Park Ridge Community website.

L. Documented review of Victim/Witness Assistance Needs

1. At least once every 3 years, the Investigative Division Commander and the department social worker will conduct a documented review of the victim/witness needs within the City. This analysis will include the following:
 - a. The major types of victimization and their frequency,
 - b. A review of victim/witness programs and services available in the area, and
 - c. A review of the past 3 years' cases to determine if victim/witness needs were met.
2. If it is determined that changes/improvements are needed, an appropriate plan will be developed and implemented.

M. Victim/Witness Coordinator

1. The Commander of the Investigative Division shall have the responsibility for administering and coordinating the department's victim/witness assistance program.
2. The Commander shall have the authority to direct the activities of all department personnel in carrying out the obligations of this function. These responsibilities include:
 - a. The supervision and guidance of the activities of the watch supervisors whose shift personnel are the initial responders who first come into direct contact with victims/witnesses.
 - b. The supervision of non-sworn department employees pertaining to victim/witness assistance who have direct involvement in the Victim/Witness Assistance Program.
 - c. Maintaining liaison with other criminal justice agencies.
 - d. Ensuring that all employees at the time of their hiring are informed of existing department policies and community victim/witness assistance services.
 - e. The Social Service Unit, when deemed necessary, will conduct training in victim/witness rights and needs, and the role of law enforcement in meeting those rights and needs.

N. Victim Assistance Services to Agency Personnel (also see General Order on serious injury and line of death protocol)

1. Whenever a police officer has been killed or is seriously injured, department personnel shall attempt to render appropriate assistance. Such assistance may include, but is not limited to the following:
 - a. Timely and compassionate notification of the spouse, next of kin, and other family members,
 - b. Assisting the family of a slain or injured officer at the hospital,
 - c. Supporting the family at the funeral and burial of a slain officer,

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- d. Helping the family with legal and benefit matters,
 - e. Counseling the family regarding finances and other possible problems,
 - f. Supporting the family during criminal proceedings (if any),
 - g. Maintaining long term contact with the family and keeping informed of their needs,
 - h. Group crises intervention for agency personnel,
 - i. Utilizing the services of the Department Chaplain, and
 - j. Offering the services of the Peer Support Program.
- 2. The Deputy Chief of Field Operations will coordinate such assistance. He may delegate such duties to appropriate departmental personnel.
- 3. Public Education and Information Services

The Community Strategies Officer and the Social Services Unit will be responsible for periodically informing the public through articles, brochures, and public speeches, of ways to minimize the risk of victimization and of the availability of victim/witness services.
- O. Victim/Witness Departmental Social Services

The department's Social Services Unit will be available 24 hours a day to provide or refer the following services to victims/witnesses when necessary:

 - 1. Crisis counseling – meeting the immediate emotional and physical needs of the victim.
 - 2. Emergency assistance to provide cash for the immediate needs related to food, shelter, transportation, and other necessities.
 - 3. Referrals – recommend or obtain sources of assistance not provided directly by the Department.
 - 4. Follow-up counseling – counseling by telephone, in person, or in the home, after the victimization; including providing reassurance and sympathetic listening, and advice for resolving practical problems created by the victimization experience.
 - 5. Assistance with financial claims – advising victim of crimes compensation plans, help in securing financial reimbursement for medical expenses, life insurance, lost wages, etc.
 - 6. Personal victim advocacy – acting on behalf of victims or witnesses to secure their rights vis-à-vis other social service agencies and the criminal justice system.
 - 7. Legal Advocacy – assist with the preparation of Orders of Protection, explain criminal court processes and work in conjunction with the Assistance State's Attorneys office for victims of crime. Promptly provide the police department updated copies of Orders if obtained in court as part of the criminal process.
 - 8. Childcare assistance – providing baby-sitting services for witnesses testifying in court.
 - 9. Preparation of victim impact statement – providing probation officers, prosecutors, and judges with descriptions of the impact of the crime on victims to assist in imposing sentencing and restitution.
 - 10. Counseling information on civil entitlement – referring victims to legal counsel regarding their rights in civil areas related to having been victimized.
- P. Suspected Child Abuse/Child Neglect

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In addition to initiating investigations, police officers are mandated by law to report suspected child abuse and/or child neglect to the Illinois Department of Children and Family Services (1-800-25-ABUSE).

Q. Suspected Elder Abuse

In addition to initiating investigations, police officers are mandated by law to report suspected elder abuse, neglect and exploitation to the Illinois Department of Aging at **(1-866-800-1409)**.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Major Fires and Arson	Number GO 6.9	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Arson Investigations			Approved By Frank Kaminski Chief of Police	

POLICY: In keeping with the goals of protecting life and property, the Department will routinely respond to the scene of all fires. Our on-duty response dictates that, in most cases, the Department will arrive first on the scene. Because of this, the Department will have primary responsibility for lifesaving, first aid, and property protection until relieved by the Fire Department, which has the ultimate responsibility at fire scenes. Once the Fire Department arrives, the police role shifts to one of secondary responsibility. This includes, but may not necessarily be limited to, the following:

- Assist the Fire Department in providing prompt medical assistance to victims.
- Protecting bystanders from becoming victims.
- Protecting Fire Department equipment.
- Controlling crowds and traffic.
- Being aware of the possibility of arson and other crimes, and keeping alert for possible suspects at the scene.

In all cases of death, injury, suspected arson, severe property loss, or in other unique situations, the assigned officer immediately will notify a supervisor, who in turn will make the proper notifications and will initiate all necessary action.

I. AUTHORITY FOR ARSON INVESTIGATIONS

The authority to initiate an arson investigation, either at the scene or subsequent to a fire's having been struck, will be at the direction of the Fire Department shift commander and/or field supervisor. The Police Department will investigate arson or related incidents as requested.

II. PROCEDURES -- FIRST PERSONNEL AT SCENE

- A. In addition to the responsibilities outlined, the first officer at the scene of a major fire will:
1. Evaluate the situation and inform dispatch and the watch supervisor of the incident.
 2. Rescue victims and provide first-aid, when possible.
 3. Clear the area of all non-essential personnel and vehicles, to a distance as far from the scene as is practical.
- B. The first supervisor at the scene must assume the following responsibilities:
1. Verify the observations and evaluations made by the first officer at the scene.
 2. Closely coordinate efforts with the ranking fire officer at the scene.
 3. Advise the ranking police official of all developments, i.e. manpower requirements, evacuation needs, etc.
 4. Initiate all necessary notifications.
 5. If appropriate, begin execution of the Department's Disaster Plan, or of any portion of that plan which applies to the specific situation or to the nature of the incident.

III. PROCEDURES - ARSON INVESTIGATIONS

- A. If arson is suspected, the initial responding officer will:
1. Evaluate the scene and notify a watch commander.
 2. Request a Forensic Technician (FT) to process the scene.
 3. Protect the scene until joined by the supervisor and the FT.

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4. At the direction of the FT, assist in locating and protecting evidence until relieved by investigators, or until all evidence is collected.
5. Prepare the initial incident report.
- B. Suspected Arson -- The watch commander will:
 1. Notify the Commander of Investigations or the on-duty detective supervisor.
 2. Ensure that an FT processes the scene.
 3. FT will coordinate investigation with the fire department arson investigators.
- C. Investigations Division
 1. The Investigations Division will be responsible for investigating incidents of arson, attempted arson, other arson-related offenses, and fires of suspicious origin. Investigations members trained in arson investigation will be assigned to these cases whenever possible.
 2. Investigators will work in cooperation with fire investigators.
 3. The arson investigator may request assistance from the following:
 - a. Illinois State Fire Marshal's Office
 - b. United States Treasury Department
 - c. Bureau of Alcohol, Tobacco, Firearms

IV. MEDIA RELEASES

All media queries regarding fires should be directed to the Fire Department. When a fire has been classified as a criminal investigation, media queries will be directed to the Police Department's Public Information Officer.

V. CONSIDERATIONS

The following considerations will serve as a guide in preparing for and reacting to a major fire. This list, however, should not be considered all-inclusive. Officers should closely coordinate all activities with the ranking fire officer at the scene.

- A. Constantly be aware of the need to evacuate as the fire spreads or as other factors become known. Always evacuate in advance of the fire.
- B. Assist in setting up traffic corridors so that Fire Department mutual-aid companies may quickly access the fire scene and so that ambulances may quickly remove the injured to medical facilities.
- C. Set up a safe security perimeter and maintain entry and exit control.
- D. Notify Public Works, should a large quantity of water be needed, so that they can increase supply to the affected area.
- E. Call immediately for additional manpower and equipment resources as required (refer to the Department's Resource Manual).
- F. Be aware constantly of the possibility of arson, and of the need to protect the fire scene from evidence-contamination.
- G. Assist displaced persons to obtain basic survival needs: housing, food, clothing, etc.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Handling Juvenile Offenders and Victims	Number GO 6.10	Revised Date July 1, 2020	Effective Date May 1, 2015	Page 1 of 8
Index As: Investigations – Juvenile, Juvenile Offender			Approved By Frank Kaminski Chief of Police	

POLICY: The Department is committed to the development of programs designed to prevent and control juvenile delinquency, and to the continuation of those programs, when effective. The responsibility for participating in and supporting the Department's juvenile operations is shared by all members. That is, even though primary responsibility for juvenile operations rests with the Investigations Division, all members are responsible for the care, safety, and welfare of juveniles, both criminal and non-criminal, brought to the Department's attention and custody.

Officers dealing with juvenile offenders should use the least coercive among reasonable alternatives to deal with the offender, as well as protecting their constitutional rights.

As part of its delinquency prevention efforts, the Department encourages its members to participate in community recreational programs and activities for juveniles, and it also encourages input from other elements of the juvenile justice system in reference to policies and procedures.

It shall be the department policy to refer juveniles to both public and private social service agencies within the parameters of the Illinois Compiled Statutes, Chapter 705, in order to direct non-serious juvenile offenders and/or troubled juveniles away from the formal juvenile justice system. This will enable the department to utilize local resources in solving of local community problems.

I. OPERATIONS

- A. The Park Ridge Police Department is responsible for a variety of functions related to juvenile crime. In order to fulfill this responsibility, a juvenile component exists. This component is made up of officers from both the Investigations and Patrol Divisions.

All officers assigned to the juvenile component will be appointed by the Chief of Police and shall be State certified juvenile officers. Members of this unit are responsible for handling youth related issues and problems, and for maintaining contact with other agencies and organizations involved in juvenile matters.

- B. The functions of the juvenile component include:

1. Follow-up investigations of juvenile matters,
2. Design, implementation, and participation in programs intended to prevent and control delinquent behavior by juveniles,
3. Coordinating and preparing cases for juvenile court,
4. When appropriate, diverting juvenile offenders from the juvenile justice system via station adjustment or other diversionary program, and
5. Maintaining a liaison with local schools, school resource officers, and local youth agencies.

- C. Patrol Division Juvenile Officers

1. Whenever possible, Patrol Division juvenile officers should be involved in any arrests of juveniles made by patrol officers.
2. Patrol Division juvenile officers will ensure that all requirements specific to juvenile law are followed, and that the best interest of the juvenile is considered when determining the direction the case will take.
3. When a Patrol Division juvenile officer becomes involved in an arrest, he will have

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the discretion to determine whether a juvenile should be put into the juvenile justice system or diverted from the system through the use of other alternatives.

4. If a Patrol Division juvenile officer determines that a juvenile should be petitioned to juvenile court, he may refer the case to a juvenile officer from the Investigations Division for that action.

D. Shared Responsibilities

1. All department members share the responsibility for participating in or supporting the functions of the Juvenile Section.
2. All police officers should maintain a working knowledge of the Juvenile Court Act, Chapter 705 of the Illinois Compiled Statutes, as it pertains to the handling of juveniles.
3. The juvenile component, along with the police department social worker, will also act as a liaison between the police department and all social service agencies within the juvenile court system. (This will include maintaining a current list of social service agencies in the area, which will be kept in the social services office.) It will provide information for the police officers in dealing with both criminal and non-criminal matters for the protection of the juvenile.

II. JUVENILE INCIDENTS

- A. Patrol Division personnel will be responsible for the initial handling of juvenile-related complaints and incidents. Patrol Division personnel will conduct the preliminary investigation until such time as it is referred to the Investigations Division.
- B. The Investigations Division will be responsible for subsequent follow-up investigations and juvenile disposition.
- C. If a serious or major incident occurs involving juveniles, a juvenile officer immediately will be assigned to handle the incident. If a juvenile officer is not on duty, the on-duty ranking supervisor will determine whether a juvenile officer should be called in. In making this decision, the supervisor will evaluate the nature and seriousness of the offense, age of the offender, availability of patrol resources to handle the problem, etc. If an off-duty juvenile officer is needed, one of the Investigations Divisions' supervisors will be contacted. One of the Investigations supervisors will be called on all child abuse and neglect incidents.

III. TAKING A YOUTH INTO CUSTODY

- A. A sworn member may take a minor into temporary custody without a warrant if:
 1. The officer, with reasonable cause, believes the juvenile is delinquent, addicted, requires intervention, is neglected, abused, or dependent;
 2. The juvenile has been adjudged a ward of the court and has escaped from any commitment ordered by the court;
 3. The juvenile found in any street or public place suffering from illness or injury requiring care, medical treatment, or hospitalization.
- B. Immediately make a reasonable attempt to notify the parent or other person legally responsible for the minor's care, or the person with whom the minor resides and document the attempt.
- C. Juveniles taken into custody for offenses other than a status offense, are to be held and processed in the secure prisoner processing area, when use of the area does not cause them to be held within sight or sound of adult prisoners, in compliance with the Juvenile Court Act. In cases where Juvenile arrestees cannot be held in the secure processing area, there must at a minimum be two officers with them at all times and may be secured in an alternative secure room or to a stationary object in order to limit their movement during their time in custody. Juveniles may be fingerprinted in the processing area provided all adult prisoners are secured in a cell and the Juvenile is escorted by an officer.

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- D. Juveniles under arrest SOLELY for status offenses should not be handcuffed to a stationary object or be held in a locked room or cell. However, this same juvenile may be handcuffed to himself and/or held at the station in an unlocked, multi-purpose room.
- E. No juvenile should be kept in custody for more than 12 hours for any offense, without the approval of a juvenile State's Attorney or as outlined in the Juvenile Court Act.
- F. Any sworn member who takes a minor into custody, with or without a warrant, will turn the minor over to a juvenile officer without unnecessary delay.

IV. OFFICER DISCRETION IN HANDLING JUVENILE OFFENDERS

With minor offenses, the police officer handling the case may, at his/her discretion, reprimand and release the youth. Officers selecting this option must forward a Contact Card of the contact to the Investigations Division.

V. JUVENILE WARRANTS

When a juvenile arrest warrant has been issued by the court, any sworn member may take into custody the minor named in the warrant. The youth then will be turned over immediately to a juvenile officer.

VI. JUVENILE ARREST REPORT

- A. A juvenile arrest report will be completed by the initial arresting officer and will be turned over to the Investigations Division after it has been reviewed by the officer's supervisor.
- B. Create a J-file. If a juvenile already has a J-number, do not assign a new one. The same number will be used and all new reports will be added to the original jacket. The juvenile index file or RMS can be used to determine if a juvenile has a prior juvenile jacket.
- C. If a juvenile officer is not utilized at the time of arrest, the J-file will be reviewed at a later time by a juvenile investigator for follow-up in a timely manner.

VII. LIMITED CUSTODY

- A. A sworn member may take into limited custody, without a warrant, a minor whom the officer reasonably determines is:
 - 1. Absent from home without consent of the minor's parent, guardian, or custodian, etc.;
 - 2. Beyond the control of his or her parent, guardian, or custodian in circumstances which constitute a substantial or immediate danger to the minor's physical safety.
- B. All members shall complete only the incident report when effecting an alternative to arrest, such as issuing an MC citation, a station adjustment or a referral to Peer Jury. Because the taking of a minor into limited custody is not an arrest and these are alternatives to arrest, no arrest report will be completed at the time of the initial report. Officers will document in their narrative which alternative was chosen, as well as the time and names of the parent or guardian the juvenile was released to. Should the juvenile violate any provisions of the alternative selected, a juvenile officer may choose to select another method of remediation, such as arrest with issuance of an LO ticket or petition to Juvenile Court.

A law enforcement officer who takes a minor into limited custody will:

 - 1. Immediately inform the minor of the reasons for such limited custody;
 - 2. Make a prompt, reasonable effort to inform the minor's parents, guardian, or custodian that the minor has been taken into limited custody, and where the minor is being kept.
- C. If the minor consents, the officer will make a reasonable effort to transport, arrange for the transportation of, or otherwise release the minor to a parent, guardian, or custodian. When releasing the minor, if it is believed that the minor is in need of, or would benefit from,

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medical, psychological, psychiatric, or social services, the officer may inform the minor and the person to whom the minor is released of the services that are available, and assist the minor and parent, guardian, or custodian in establishing contact with those services.

- D. If the officer is unable, by all reasonable efforts, to contact a parent, guardian, custodian, relative, or other responsible person, or if the contacted person lives an unreasonable distance, or if the minor refuses to be taken to the minor's home or other appropriate residence, or if the officer is otherwise unable to make arrangements for the safe release of the minor taken into limited custody, the officer will take or make arrangements for transporting the minor to an agency or association providing crisis intervention services, or, where appropriate, to a mental health or developmental facility for screening for voluntary or involuntary admission using the guidelines of the Illinois Mental Health Code. When no crisis intervention services exist, the minor may be transported for services to court service departments, or probation departments under the court's administration.
- E. No minor will be involuntarily subjected to limited custody for more than the time prescribed by law. Consult a juvenile officer for custody limitation.
- F. No minor in limited custody shall be placed in a jail, municipal lock-up, detention center, or secure correctional facility.
- G. The taking of a minor into limited custody is not an arrest, nor does it constitute a police record.
- H. Any law enforcement officer acting reasonably and in good faith in the care of a minor in limited custody will be immune from any civil or criminal liability resulting from such custody.

VIII. INVESTIGATION OF CHILD SEXUAL ABUSE, PHYSICAL ABUSE, AND NEGLECT

- A. Departmental members have responsibility for investigating suspected cases of child abuse and neglect, which may be initiated by the receipt of a report alleging abuse or neglect, or through investigation of other violations of the law.
- B. When a member suspects an abuse or neglect case, the initial responding officer will do the following:
 - 1. Protect the welfare of the juvenile;
 - 2. Contact a youth officer;
 - 3. Gather preliminary information regarding the incident.
- C. Members are required by law to report all suspected cases of child abuse and neglect, as well as all cases of intra-familial sexual abuse, to the Department of Children and Family Services.
- D. When a suspected abuser functions as a caretaker of, or has access to, several children, the possibility of multiple victims always should be considered. A suspect functioning in the role of "caretaker" might, for example, be employed as an employee of a child care facility, as a school bus driver, or as a volunteer in any number of roles giving access to children. The vast majority of persons working in these capacities are caring individuals who do not abuse children. However, abusive persons may be drawn to activities that place them in close contact with children. This type of investigation presents unique problems. The first is the many potential victims needing to be contacted and interviewed.

The second is the high visibility placed on this type of investigation by the media. The following investigative protocol provides guidelines that both assist and give direction to the investigator.

- 1. When a suspected abuser functions as a caretaker, as noted above, the following personnel will be notified:
 - a. Investigative Division Supervisor
 - b. Deputy Chief of Field Operations

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2. These persons will conference with the initial investigator to assess the possible scope of the investigation.
3. If more than one child may be a victim, and that resources beyond what is available within the Division are needed, one of the Investigations supervisors is to be advised.
4. After approval by one of the Investigations supervisors, additional investigators may be assigned from the Investigations Division. Responsibility for the investigation remains with the Investigations Division.
5. Notification of DCFS will be made as required by the statute and the written agreement between DCFS and the Park Ridge Police Department.
6. An investigative plan will be developed that will minimize the child's exposure to multiple interviews and will consider such aspects as the location and scheduling of interviews, medical examinations, etc.
7. Where interviews are to be conducted by more than one investigator, a basic series of questions should be developed, based on as complete an understanding of the initial allegation as possible.
8. Victim services will be provided to each possible victim and their family as needed. Care will be taken to assure protection of the child and their family from exposure to the media.
9. Every effort should be made to coordinate, in a cooperative way, the efforts of all investigating agencies. The goal is to reduce trauma to the victim and their family, and to build a good criminal case against the offender.

IX. JUVENILE INFORMANTS

When a potential informant is a juvenile, special consideration is necessary. Generally, no juvenile should be placed in this position without prior approval of his parent or guardian. This does not apply to casual conversation with a juvenile, when information is sought that will in no way expose that juvenile to danger or any sort of retaliation. If danger/retaliation is a likelihood, the juvenile will not be expected to participate any further in the investigation/prosecution of an offense.

Any member wishing to use a juvenile as an informant beyond the casual level must submit a memorandum to the Chief of Police. The memo should identify the juvenile, outline the nature of the investigation, and specify the manner in which the juvenile is to be involved. Any contact with the juvenile's parent or guardian should be noted as well. Parental consent to the child's participation must be in writing. Any juvenile used as an informant should follow guidelines listed in the General Orders on intelligence and informants.

X. CUSTODIAL INTERROGATIONS OF JUVENILES

- A. The Juvenile Court Act will be the basis for custodial interrogations.
- B. If an interrogation is needed:
 1. Advise the minor of his constitutional rights and the Department and juvenile justice system procedures, where applicable.
 2. Confer with the minor's parent(s) or guardian(s).
 3. Limit the interrogation to one youth officer unless circumstances require a second officer's involvement.
 4. Do not let the duration of the interrogation become a factor in fostering duress.

XI. PROCESSING JUVENILES FOR SERIOUS OFFENSES

- A. Juveniles Age 10 Years and Over
 1. Effective August 1, 1999, juveniles age 10 years and over arrested on a felony charge, misdemeanor drug violation, misdemeanor weapon violation, misdemeanor serious crime against person and designated Illinois Vehicle Code violations, as

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listed below, will be taken into custody and brought into the station.

- a. 625 ILCS 5/4-103. Offenses relating to motor vehicles and other vehicles – felonies. This includes 5/4-103.1, 5/4-103.2, 5/4-104, 5/4-105.1, 5/4-105.5, 5/4-107, and 5/4-108.
- b. 625 ILCS 11-501. Driving while under the influence of alcohol, other drugs, intoxicating compound or compounds, or any combination thereof.
- c. 625 ILCS 204. Aggravated fleeing or attempt to elude a police officer.

2. In addition, the following steps will be taken:

- a. The arresting officer will complete a General Case Report and an Arrest Report, which will include the charge(s) for which the juvenile offender was taken into custody.
- b. When a juvenile offender has been taken into custody by this agency for a misdemeanor or felony charge, and will be petitioned to Juvenile Court, members will process them using the CABS/Livescan system.
- b. The arresting officer will ensure that the juvenile offender is processed through the Bureau of Identification before being turned over to a juvenile officer.
- c. The arresting officer will ensure that the juvenile offender's photo is taken.

B. Juveniles Under the Age of 10 Years

Juveniles under the age of 10 years for the above mentioned offenses will be taken into custody and brought to the station. Once the juvenile has been taken into custody, the following things will be done:

1. The arresting officer will complete a General Case Report and an Arrest Report, which will include the charge(s) for which the juvenile was taken into custody.
2. The juvenile will not be processed through the Bureau of Identification but taken directly to an Investigations Division or Patrol Division juvenile officer.
3. Juveniles taken into custody on misdemeanor charges not included in the above categories will be handled according to the arresting officer's discretion.

C. Investigations Division Supervisor Responsibilities

1. All felony arrests will be reviewed and approved by an Investigations Division supervisor for final disposition.
2. Review of Policies. It will be the responsibility of the Investigations Division Commander to annually review all of the policies and procedures that affect juvenile matters. In the event of any significant department policy or procedural changes that affect the juvenile matters, the juvenile officer(s) will solicit input and recommendations from the juvenile court system.
3. Evaluation of Ongoing Programs. It is the responsibility of the Investigations Division Commander to annually review all of the juvenile enforcement and prevention programs of the Juvenile Section. The review will include but is not limited to the following:
 - a. Whether or not existing programs should continue,
 - b. Whether new programs should be added, or
 - c. Whether existing programs need to be updated or changed due to changes in the Juvenile Court Act.
 - d. Prior to any program changes or revisions, a written recommendation will be

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submitted to the Chief of Police. If practical, this should be done prior to the start of the school year.

XII. JUVENILE ARREST DISPOSITIONS

When dealing with juvenile offenders, officers will use the least coercive among all reasonable alternatives, consistent with preserving public safety, order, and individual liberty. Disposition decisions are based on several factors, including such variables as the severity of the delinquent act, the age and circumstances of the offender, offender's prior record, and the availability of diversion programs. The following are disposition options listed in their order of severity:

- A. Released without charge to parent. This action should only be used in very minor incidents or in cases where charges may not be substantiated.
- B. Released to parent with station adjustment by juvenile officer.
 - 1. The juvenile officer, at his discretion, may impose conditions upon the station adjustment, i.e. restitution, work program via social services, mandatory counseling with social services, etc.
 - 2. The juvenile officer may refer the juvenile offender to the Peer Jury Program.
 - 3. A period of supervision may also be imposed upon a juvenile offender by the juvenile officer in which he will loosely monitor the youth's activities.
 - 4. Should the juvenile violate any provisions of the station adjustment during his period of supervision, a more restrictive alternative may be utilized by the juvenile officer to reduce further delinquency.
- C. Released to parent pending referral to Juvenile Court for formal adjudication. The following cases should be considered for referral by the juvenile officer.
 - 1. The minor's act would constitute a felony if he were an adult,
 - 2. Act involves the use of a weapon or the threat or bodily harm,
 - 3. Aggravated assault or battery,
 - 4. Gang-related offenses,
 - 5. Minor is currently on court supervision or probation for another offense, or has a case already pending before the court,
 - 6. Repeat offender; a prior referral within the last year, or
 - 7. Violation of a prior station adjustment.
- D. Detained at Juvenile Detention Center pending custody hearing by court.

XIII. JUVENILE DIVISION RECORDS

- A. The Records Bureau, under the direction of the Investigations Division Commander, shall be responsible for all collection, dissemination, processing, retention, and security of all juvenile files and records.
 - 1. Any form of juvenile identification shall be forwarded to the Investigative Division. The Records Bureau will maintain a filing system whereby arrest reports, supplemental reports, photos, fingerprints, and all other documents pertaining to the case at hand will be stored under an assigned youth number (J-file number).
 - 2. All juvenile records shall be maintained and filed separately from all adult files and records. All access to these files shall be to authorized personnel on a need-to-know basis. Generally only departmental juvenile officers and command staff will access these files.
- B. The Records Supervisor shall be responsible for complying with the terms of any court ordered expungement, as set forth in the Juvenile Court Act, Chapter 705 ILCS 405/1-9. Juvenile records shall otherwise be maintained until the person's 80th birthday or one year

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after the death of the person.

XIV. PARTICIPATION IN COMMUNITY PROGRAMS

- A. School Liaison Program. The department, through the combined efforts of the juvenile component and the school resource officers, will fulfill the following responsibilities within the school environment:
1. Act as a resource to delinquency prevention by establishing a rapport with students and staff through frequent/regular visits to local schools.
 2. Upon request, provide guidance on ethical issues in the classroom setting. This may be accomplished through classroom presentations conducted through the Community Strategies Section addressing such issues as drug use, peer pressure, etc. (This will also help the student better understand the role of law enforcement in society.)
 3. Provide counseling and/or mentoring service to students on an individual basis. Troubled students may be referred to the department's Social Service Unit for assistance and counseling.
 4. Explaining the law enforcement role in society by appearing as guest speakers and by participating in annual school government week activities.
- B. Community-Based Youth Programs. The department supports the philosophy of positive interaction between area youth and department members. To this end, the department supports a Law Enforcement Explorer Program, which is co-sponsored by Learning for Life, which is affiliated with the Boy Scouts of America and the FOP Lodge 16. Department members also participate in annual volleyball, basketball, and other sporting events with local youth.

XV. ANNUAL EVALUATION OF YOUTH PROGRAMS

The Chief of Police will ensure that an annual review and written evaluation of all enforcement and prevention programs relating to juveniles is conducted.

XVI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Unlawful Visitation Interference and Parenting Time Interference	Number GO 6.11	Revised Date June 23, 2015	Effective Date May 1, 2015	Page 1 of 3
Index As: Visitation Interference			Approved By Frank Kaminski Chief of Police	

POLICY: Keeping children in regular contact with both of their parents is important for their emotional, mental, and physical development. Situations occur where a lawful custodial or non-custodial parent who has a written court order stating specific visitation hours will find the children not where the court order says they should be. Instead of doing something rash or just giving up and going home, he/she will now be able to contact the police and ask the officer to verify that his/her children are not where they are supposed to be and issue a citation to the lawful custodial or non-custodial parent when he/she can be found.

I. INFORMATION

The Park Ridge Police Department will, when there is cause to believe any person has committed or is committing an act in violation of the Unlawful Visitation Interference Law, issue to such person an "LO" citation. (Refer to Addendum A)

- A. The Law – Unlawful Visitation Interference or Parenting Time Interference: 720 of the Illinois Compiled Statutes, Section 5/10-5.5 states:
1. As used in this Section, the terms "child", "detain", and "lawful custodian" shall have the meanings ascribed to them in Section 5/10-5 of this Code.
 2. Every person who is in violation of the visitation, parenting time, or custody time provision of a court order relating to child custody, detains or conceals a child with the intent to deprive another person on his/her rights to visitation, parenting time or custody time, commits the offense of unlawful visitation interference.
 3. A person committing unlawful visitation interference or parenting time interference is guilty of a petty offense. However, any person violating this Section after two (2) prior convictions of unlawful visitation interference or parenting time interference is guilty of a Class A misdemeanor.
 4. Any law enforcement officer who has probable cause to believe that a person has committed or is committing an act in violation of this Section shall issue to that person a notice to appear. After a second conviction, a long form Class A misdemeanor complaint will be issued.
 5. The notice shall:
 - a. Be in writing,
 - b. State the name of the person and his address, if known,
 - c. Set forth the nature of the offense,
 - d. Be signed by the officer issuing the notice, and
 - e. Request the person to appear before a court at a certain time and place.
 6. Upon failure of the person to appear, a summons or a warrant of arrest may be issued.
 7. It is an affirmative defense that:
 - a. A person or lawful custodian committed the act to protect the child from imminent physical harm, provided that the defendant's conduct in withholding visitation rights, parenting time or custody time was a reasonable response to the harm believed imminent;

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- b. The act was committed with the mutual consent of all parties having the right to custody and visitation of the child; or
- c. The act was otherwise authorized by law.
- 8. A person convicted of unlawful visitation interference or parenting time interference shall not be subject to a civil contempt citation for the same conduct for violating visitation, parenting time or custody time provisions of a court order issued under the Illinois Marriage and Dissolution of Marriage Act.

II. PROCEDURE

- A. Officers responding to a complaint of unlawful visitation interference, parenting or custody time should use discretion, taking into consideration whether the actions of the lawful custodial or non-custodial parent are responsible and/or meet the affirmative defense provisions stated in Section 7 above. If so, a case report will be completed, a social service referral will be made, and a citation will NOT be issued.
- B. Upon verification of a violation of the visitation court order:
 - 1. The lawful custodial or non-custodial parent will be issued an "LO" citation.
 - 2. The verifying officer is the complainant.
 - 3. Officers will use their traffic court key when issuing court dates to custodial violator. The lawful custodial or non-custodial parent will be informed of the court date by the officer and requested to appear.
 - 4. No bond will be required.
 - 5. An arrest report will be completed, documenting the incident and the officer's actions (UCR Code 4255).
 - 6. The officer will photocopy the original court order, which states visitation rights and hours, and attach the copy to the officer's copy of the citation. The original court order will be left at Post 1 to be picked up by the lawful custodial or non-custodial parent.
 - 7. The officer will complete a social service referral regarding the incident.
 - 8. If the lawful custodial or non-custodial parent is not present, the reporting officer is responsible for contacting this subject, determining if an alternative defense exists, and taking enforcement action if it is warranted.
- C. Officers WILL NOT enforce a visitation court order.
- D. Officers will deposit the original and copies of notice to appear (except officer's and defendant's copy), in the wall safe located in the report room. The property management technician will retrieve and process all copies of the issued citations.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

Subject: Unlawful Visitation Interference & Parenting Time Interference	Number GO 6.11	Revised Date June 23, 2015	Effective Date May 1, 2015	Page 3 of 3
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Addendum A

1. Place an "X" in the People of the State of Illinois box.
2. Write in defendant's information.
3. Write in statute section violated.
(720 ILCS 5/10-5.5)
4. Place an "X" in Illinois Compiled Statutes box.
5. Write in "Unlawful Visitation interference".
6. Describe violation.
7. Write in date and time of occurrence.
8. Write where offense occurred.
9. Write in complainant's name.
10. Officer's signature and Star #.
11. Defendant's signature acknowledging receipt, or write in "refused".
12. Write in complaint number.
13. Write court date and location. (Traffic court call).

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Illinois Domestic Violence Act Procedures	Number GO 6.12	Revised Date June 24, 2015	Effective Date May 1, 2015	Page 1 of 4
Index As: abuse, domestic violence act, emergency orders of protection, GPS monitoring device, order of protection, victims of domestic violence			Approved By Frank Kaminski Chief of Police	

POLICY The purpose of this General Order is to establish procedures for responding to domestic violence calls as mandated by the Illinois Domestic Violence Act of 1986 and notifying respondents of an active Order of Protection by completing the short form notification (see 725 ILCS 5/112A-22, 725 ILCS 5/112A-27 and 750 ILCS 60/101).

It is the policy of this department to provide immediate effective assistance and protection to victims of domestic violence, and to take appropriate action against the offenders. Also, it is the policy of this department that officers shall treat all acts of domestic violence as criminal conduct.

I. DEFINITIONS

For the purpose of this policy, the following definitions apply:

- A. ABUSE means physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation, but does not include reasonable direction of a minor child by a parent or person in loco parentis.
- B. FAMILY OR HOUSEHOLD MEMBERS includes spouses, former spouses, parents, children, stepchildren, other persons related by blood or marriage (past or present), persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, and persons with disabilities and their personal assistants. For purposes of this paragraph, neither a casual acquaintanceship nor ordinary fraternization between two individuals in business or social context shall be deemed to constitute a dating relationship.
- C. ORDERS OF PROTECTION issued by the courts describe what the court has ordered the respondent to do or refrain from doing, and the duration of the order. There are three (3) types of Orders of Protection:
 - 1. Emergency – Can be granted without notice to the alleged abuser because he/she cannot be found, or would likely become abusive if notified; valid for not less than 14 or more than 21 days, and the remedies for counseling, legal custody, and monetary compensation are not available.
 - 2. Interim – Can be granted where the alleged abuser has been notified of the Court Hearing and the victim is at least attempting to complete service of process. Valid for up to 30 days and all remedies available where process has been served.
 - 3. Plenary – Can be granted where all procedural and substantive requirements have been met. Valid for up to two (2) years, and all remedies are available.
- D. PETITIONER – the person who requests the action or relief in an Order of Protection.
- E. RESPONDENT – the person to whom the Order of Protection is directed.

II. PROCEDURES

- A. Whenever an officer responds to a bona fide domestic violence incident, as defined by the Act, and the offender is on the scene, the responding officer will:
 - 1. Immediately use all reasonable means to prevent further abuse.
 - 2. Ascertain if an Order of Protection has been obtained. The officer will verify the existence of the Order and its provisions by referring to the copy provided by the

Subject: Illinois Domestic Violence Act Procedures	Number GO 6.12	Revised Date June 24, 2015	Effective Date May 1, 2015	Page 2 of 4
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victim or by requesting the police desk to check the records of the Department of State Police via LEADS computer.

3. Arrest and required reports of domestic violence
 - a. In domestic violence cases when probable cause exists that he/she has committed a violation of an Order of Protection as defined in the Illinois Compiled Statutes, 720 ILCS 5/12-3.4. Members shall charge persons violating such order with 720 ILCS 5/12-3.4, "Violation of an Order of Protection."
 - b. In domestic violence cases where probable cause exists that he/she has committed an act of domestic violence, an arrest should be made whether the victim wishes to sign a complaint or not.
 - c. In all other cases of domestic violence, it is within the officer's sound discretion to arrest when they believe there is probable cause that a person has committed a domestic violence offense.
 - d. A detailed report shall be completed whether or not an arrest is made. The report will include the officer's observations, victim/witness statements, relationships to abuser, history of abuse, calls prior for police assistance and Domestic Violence Bond Screening Form if applicable.
 - e. If no arrest is made and the offender is on scene, the officer's detailed report shall contain information on why the offender was not arrested.
 4. Provide or arrange transportation for the victim to a medical facility for treatment of injuries, or to a nearby place of shelter or safety. If strangulation occurs to the victim, the Park Ridge Fire Department will be called to evaluate the victim. The officer will transport the victim or arrange the transport of the victim outside the city limits with the permission of the Watch Supervisor.
 5. When there is a court holiday or after the close of court business hours, provide or arrange transportation for the victim of the abuse to the nearest available circuit judge or associate judge so the victim of the abuse may file a petition for an Emergency Order of Protection. The officer may transport such victim to the police station where the officer should telephone the State's Attorney and/or the emergency judge for instruction.
 6. Accompany the victim to his/her place of residence, for a reasonable period of time, to remove necessary personal belongings and possessions.
 7. Provide the victim or responsible party acting on the victim's behalf with a copy of the Illinois Domestic Violence Act Victim Information form. The form includes a summary, written in English and Spanish, of the victim's rights under the Act, and of procedures and relief available to victims of abuse under the Act.

The form also provides 1 referral to a social service agency, and the officer's name and star number.
 8. Take photographs of any injuries for evidentiary purposes.
- B. Whenever an officer responds to a bona fide domestic violence incidents as defined by the Act, and the offender is not at the scene of the incident, the officer will:
1. Follow the procedures outlined in A. 4-8;
 2. Advise the victim of his/her right to pursue criminal complaints through our Investigative Division or the State's Attorney's Office;
 3. Advise the victim of the importance of preserving evidence; and

Subject: Illinois Domestic Violence Act Procedures	Number GO 6.12	Revised Date June 24, 2015	Effective Date May 1, 2015	Page 3 of 4
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4. Attempt to locate the offender from information gathered from the victim/witness, LEADS message if applicable, and assistance from other agencies, if applicable.
- C. If there is a question of neglect or abuse of a minor, the Department of Children and Family Services (DCFS) should be contacted (1-800-25ABUSE).
- D. Order of Protection Short Form Notification
 1. When an officer comes in contact with a respondent who has not been served with an Order of Protection as indicted in 725 ILCS 5/112A-22, the officer will serve the respondent with a short form notification. The Office of the Illinois Attorney General is responsible for providing law enforcement agencies with copies of the short form notification. Forms will be kept at Post 1.
 2. A LEADS inquiry will identify those individuals against whom an Order of Protection has been issued but remains unserved (no data in the date served field). Police are authorized to detain respondents for a reasonable period of time in order to complete the short form. Service of the form is not a primary stop (probable cause) violation. Do not advise the respondent of the LEADS Protective Order entry until the short form notification is completed and ready to be served on the respondent.
 3. Completion of the form
 - a. Using the information obtained from LEADS, complete the identification section found in the upper right corner of the form, including the date of service, respondent and the petitioner's name. Include the hearing date if available; if unavailable, write "not available" on the Location line.
 - b. From the information provided by LEADS, check all remedies/restrictions applicable to the respondent. The numbers of remedies/restrictions on the short form correspond to the numbers in LEADS.
 - c. Complete the Affidavit of Service. Write an incident number in the affidavit portion. It is not necessary to have it notarized.
 - d. In order to facilitate the respondent's obtaining a full copy of the order, write the name of the county that issued the order in the space provided on the back of the respondent's copy of the order.
 - e. Serve the short form (respondent's copy) and explain what the respondent is required to do or refrain from doing. Read aloud the notice to respondent section. Explain to the respondent that additional information is found on the back of the form. Emphasize that the order is now in effect, and the respondent may be subject to arrest for violating the order.
 4. Officers are required to complete a General Case Report if the notification did not accompany another documented incident such as an accident, arrest, or general case report. In all cases, officers must document when a short form was served.
 5. Post 1 will be required to do a LEADS add-on entry indicating short form service.
 6. Distribution of copies
 - a. Respondent copy given to respondent.
 - b. Law enforcement copy will remain with the original report.
 - c. Records will make two copies of the form and send them to the Sheriff's Office in the county where the order was issued.
 7. Any questions concerning the use, completion, notification or distribution of the short form may be directed to the Office of the Attorney General at 888-414-7678.

III. GPS MONITORING DEVICES

Subject: Illinois Domestic Violence Act Procedures	Number GO 6.12	Revised Date June 24, 2015	Effective Date May 1, 2015	Page 4 of 4
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- A. A GPS monitoring device is an ankle bracelet that uses satellite technology to keep track of where an Order of Protection offender is at all times. In Illinois, someone who violates an Order of Protection may have the option to or be ordered to wear a GPS ankle bracelet instead of going to jail.
- B. Definitions:
1. Stationary Exclusionary Zone - home, work, school, etc.
 2. Mobile Exclusionary Zone - Petitioner is mobile
- C. If the respondent has received a court order to wear the monitoring device from a judge, the respondent is prohibited from being within 2,500 feet of the petitioner. The department will receive information from Adult Probation about the respondent and the stationary exclusionary zones. If we receive a call from Monitoring Center (G4S Justice Services) on a GPS Monitoring Violation that the respondent is within 2,500 feet of the petitioner, below will be our response.
1. Check the address from the Monitoring Center (G4S Justice Services) to ensure the safety and well-being of the petitioner.
 2. If the petitioner is safe and the respondent cannot be found, a detailed written report will be completed by the officer about the incident. The respondent will be contacted by Adult Probation to explain his or her actions, or be summoned before a judge the following day.
 3. If the respondent is found at the stationary zone or within the mobile exclusionary zone (2,500 feet) the respondent will be detained by officers for investigation of a possible violation of an order of protection, or a violation of probation.
 4. If the respondent is detained, the 24/7 phone number will be called at Adult Probation (312) 491-6628 to determine if the violation is a bond violation or a probation violation.
 5. If it is a bond violation, Adult Probation will contact the respondent to appear in court in front of a judge the following day. An investigation by the officer at the scene will be conducted to determine if a new violation of the order of protection has occurred in which the respondent would be arrested.
 6. If it is a probation violation, the respondent will be taken into custody and he will be processed for a violation of probation. Adult Probation will bring additional paperwork to the PRPD for the bond hearing. The respondent will be charged with a "Petition to Violate Probation" 730 ILCS 110-11 UCR Code 4510.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Identity Theft	Number GO 6.13	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: identity theft			Approved By Frank Kaminski Chief of Police	

POLICY It is the policy of this department to thoroughly investigate and accurately document cases of reported identity theft in accordance with Illinois Compiled Statute 720 ILCS 5/16G-30. As mandated under Illinois statute, law enforcement agencies are required to take a report from a person who knows or reasonably believes that another person has unlawfully used his or her personal information. The agency that has jurisdiction over the victim's actual residence is the agency to which the victim is to report. If the suspected crime was committed in a different jurisdiction, the victim shall be referred to the proper law enforcement agency.

I. DEFINITION

IDENTIFY THEFT – the wrongful use of another person's personal identifying information; such as, credit card, social security or driver's license number, in order to commit financial crimes or to impersonate that person.

II. PROCEDURES

A. Jurisdiction

1. When it has been determined by the reporting officer that this agency is the reporting jurisdiction, the officer shall complete a General Case Report and provide the victim with the assigned report number. The victim will be instructed on how to obtain a copy for their records pursuant to the regulations under the Freedom of Information Act.
2. In the event the reporting officer determines that the crime was committed in another jurisdiction, the officer will provide the victim with contact information of the jurisdiction where the crime occurred.

B. Reporting

1. Officers taking reports of identity theft shall take all available steps reasonably possible to help victims resolve their complaint. Officers will provide victims with prevention/awareness information and suggestions about following up with credit reporting agencies.
2. If it is determined that the jurisdiction the identify theft occurred is another country or the victim needs simple documentation for a financial institution, a General Case Report may be completed.

C. Follow-up

1. All documented identity theft reports will be forwarded to the Investigative Division for follow-up
2. The assigned investigator shall coordinate the investigation with other applicable agencies determined through the follow-up and all investigative efforts and new information received will be documented.
3. If it is determined upon review of the report that the crime was committed in a different jurisdiction, the investigator will refer the matter to that jurisdiction for follow-up.

D. Awareness

When officers give public talks or crime prevention presentations, attention will be given to the topic of identity theft prevention and awareness. Information will be provided at crime prevention talks and identity theft information will be available in the lobby of the police department.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of


Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Police Chaplain/Clergy Team Program	Number GO 6.14	Revised Date June 23, 2015	Effective Date May 1, 2015	Page 1 of 4
Index As: Police Chaplain, Clergy Team Program			Approved By Frank Kaminski Chief of Police	

POLICY: The Department will maintain a Police Chaplain Program for department personnel, their families, and the community with person(s) trained in the ministry who understand the frustrations and problems of law enforcement related events, yet can remain emotionally detached from the situation. The police chaplain will serve as a resource person who voluntarily provides pastoral care, counseling, and assistance to police department personnel, their families, and the community. Department members or their family members may contact the chaplain on their own in times of personal stress or crisis. THESE MATTERS WILL BE HELD IN STRICT CONFIDENCE UNLESS THERE IS A DANGER OF DEATH OR VIOLENCE.

I. QUALIFICATIONS

- A. Be an ordained religious leader or clergy person who lives or practices in the City of Park Ridge.
- B. Submit a letter of ordination or a letter of endorsement from a recognized religious authority.
- C. Be a member of the International Conference of Police Chaplains (ICPC) or meet the requirements of and be accepted for membership in that organization.
- D. Have served a congregation for at least five (5) years. This may be waived under special circumstances and reviewed by the Chief of Police or a designee.
- E. Emergency responding chaplains must have Clinical Pastoral Education (CPE) or be certified by the International Conference of Police Chaplains (ICPC).

II. PROCEDURES

- A. The police chaplain is not a law enforcement officer but a person of God, duly ordained. His responsibility is to assist all officers, their families, and community members, upon request, on matters within the chaplain's realm. He shall not in any way interfere with an officer in the performance of his duties.
- B. The police chaplain is assigned to the Chief, under the supervision of the Deputy Chief of Administration. The chaplain is authorized to visit the agency and have access to all buildings and scenes where the presence of police officers necessitates need for his services.
- C. The police chaplain shall carry on his person the identification card issued by the department. The police chaplain, when on duty, shall prominently display the proper department identification, be courteous, and conduct themselves in a manner commensurate with his role and ministry.
- D. The police chaplain may converse with any member of the department whenever the need for such services arise. All conversations between department personnel, their families, and the police chaplain are strictly confidential, unless there is a danger of death or violence.
- E. The police chaplain shall be on call at all times. When the need for his services arises, the officer shall notify the on-duty watch supervisor prior to contacting the chaplain.
- F. Department members shall request permission from the watch supervisor to request a chaplain. The supervisor will then notify Post 1 to contact the police chaplain. A roster of participating chaplains and their telephone numbers will be provided to Post One.

Appropriate requests include, but are not limited to:

- 1. Incidents involving serious injury, multiple victims, or fatalities handled by department

Subject: Police Chaplain/Clergy Team Program	Number GO 6.14	Revised Date June 23, 2015	Effective Date May 1, 2015	Page 2 of 4
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members;

2. Emergency or crisis situations when department members feel the chaplain's response would be beneficial to the officer or civilians involved;
3. All death or serious injury notifications involving department personnel or citizens; (see the General Order on serious injuries and line of duty death) and
4. Debriefing and stress management with department members as a follow-up to critical incident situations.

III. POLICE CHAPLAIN DUTIES AND RESPONSIBILITIES

- A. Assist in making death notifications to families of department members who have been seriously injured or killed. After family notification, they will respond to the hospital when an officer has been seriously injured or killed. In addition, they may assist officers in making civilian death notifications.
- B. Assist in debriefing meetings following traumatic events.
- C. Visit sick and injured department personnel in the hospital and home.
- D. Complete Critical Incident Report and submit it in a timely fashion to the chaplain team following the chaplain's critical incident call-out.
- E. Attend and participate, when requested, in the funerals of active or retired members of the department.
- F. Be on call and, if at all possible, be on the streets during any major demonstration or any public function requiring the presence of a large number of department personnel.
- G. Counsel with officers and other personnel having personal problems, at their request. Chaplains will emphasize the religious aspect of personnel needs.
- H. Participate in in-service training classes for personnel and be willing to enter into training courses to enhance his/her effectiveness.
- I. Attend department graduations, promotion activities, award ceremonies, dinners, social events, etc. and offer invocations and benedictions as requested.
- J. Offer interfaith prayers at times of need and at special occasions, when requested.
- K. Fulfill Chaplain Team responsibilities as identified in "Commitments."
- L. Attend monthly Police Department Chaplain meetings.
- M. Attend staff meetings as requested.
- N. Participate in annual self-evaluation process as a group.
- O. Ride along with police department officers, visit with communication personnel in the 911 Communication Center, visit police department, including civilian offices, and attend roll calls.
- P. Represent the department before official bodies and at public functions upon the request of the Park Ridge Police Department Chief.
- Q. Be responsible for the organization and development of the spiritual organizations in the department.
- R. Respond to all major disasters such as bombings, building collapses, explosions, multiple fire alarms, unusual industrial accidents, and similar situations as notified by the police supervisor.
- S. Be involved in public relations efforts.
- T. Provide liaison with other religious leaders in the community.
- U. When responding to the scene of death or injury, whether departmental person or private citizens, the chaplains will notify the person's personal clergy person as soon as possible.

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- V. Will make referrals in cases where specialized attention is needed or in those cases beyond the chaplain's ability to assist.
- W. Each chaplain should become familiar with community agencies and resources so appropriate referrals can be made for victim assistance of medical care, mental health services, crisis intervention, or housing and welfare services.
- X. Chaplains are to serve as supplements to the personal clergy and/or religious affiliations of department personnel. Chaplains will not usurp the position of an employee's pastor or clergy or act in an unethical way at any time.
- Y. Chaplains may withdraw from participation at any time with immediate notification to the Chaplain Liaison. Chaplains may be removed from participation in the program for conduct inconsistent with program objectives.
- Z. Provide input to the police department on community problems, needs and concerns.

IV. RIDE ALONG PROTOCOLS

- A. Adhere to the Citizen Ride-Along protocol.
- B. Before initially going out, the Chaplain will complete and sign a one-time waiver for all ride-alongs he does during his appointment as Chaplain. This form will be permanently on file and will not need to be completed each time.
- C. Chaplain must check in with and get permission from the on-duty supervisor before going on a ride-along.
- D. The on-duty supervisor will assign the chaplain to the police officer or detective to be their ride-along partner.
- E. A vest may be worn.
- F. During the ride-along, the chaplain must remember that he is entering the police officer's office and must respect his time.
- G. Chaplain must listen and adhere to all instructions given by the police officer.
- H. Chaplain is reminded not to proselytize during ride-alongs.
- I. Chaplain should not ride for more than four hours at a time.
- J. Chaplain should not continuously ride with the same shift or with the same officer unless approved by the Senior Chaplain or his designee.

V. COMMITMENTS

- A. The purpose of the yearly review is to allow each member of the Chaplain Team to evaluate his involvement and commitment to the chaplaincy ministry. The process of evaluation should be considered in a prayerful manner with a view toward spiritual stewardship of your time and talent.
- B. Understanding the commitment to the Chaplain/Clergy Team:
 - 1. Agree to wholeheartedly subscribe to the Chaplains Canons of ethics as outlined by the International Conference of Police Chaplains.
 - 2. Agree with the overall approach and philosophy of the Chaplaincy ministry.
 - 3. Agree to the police department mission/vision statement and its Chaplain Teams' protocols.
 - 4. Agree that attendance at Chaplaincy meetings and other activities is a priority in any schedule.
 - 5. Agree to commit to the following Chaplaincy program requirements:
 - a. Roll Calls
 - b. Visits to police department and office

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- c. Ride-alongs
- d. Communications
- e. Chaplaincy Meeting
- f. Management meeting
- 6. Agree that the on-call chaplains will represent the department at official functions when on call.
- 7. Agree to always follow the chain of command.
- 8. Agree that, when possible, to assist other chaplains when requested.
- 9. Agree when requested by Senior Chaplain, to represent chaplains at in-service training(s).
- 10. Agree to continue to participate with police chaplain training.

VI. COMPENSATION AND BENEFITS

- A. **INSURANCE COVERAGE:** Chaplains are not covered by or entitled to any injury or death benefits provided to City employees. Chaplains enter the program as volunteers, and illness and injuries must be covered by personal insurance.
- B. Volunteer chaplains will not receive payment, benefits, or otherwise be compensated for hours worked.

VII. AUTHORITY AND RESTRICTIONS

- A. Chaplain(s) shall abide by all department policies and procedures that apply to the performance of their duties.
- B. Chaplain(s) are authorized to visit department facilities and independent scenes if there is a need for ministerial services.
- C. Chaplain(s) do not have police duties or responsibilities and will not take police actions when officers perform in their official capacity.
- D. Chaplain(s) shall treat all information gained through his/her service as confidential. Information may only be released in accordance with departmental policies and procedures and not to violate religious canons of confidentiality.
- E. Chaplain(s) shall comply with orders and instruction of the officer in charge of the operation.
- F. Chaplain(s) are not authorized to operate department vehicles or to carry firearms, mace, batons or other weapons.
- G. Chaplain(s) may accompany officers in department vehicles as observer or while being transported to or from a department event or operational scene.
- H. Chaplain(s) bears the heavy responsibility to foster integrity and honor within the department. Chaplain(s) shall guard against placing himself in a position in which the public can reasonably presume that special consideration has been given.
- I. Chaplain(s), while servicing in an official role, should refuse personal gifts, favors or gratuities, large or small, which the public could interpret as being offered to influence others.

VIII. INCIDENT REPORT FORM

When a chaplain is called for service, an incident report form will be completed and forwarded to the Chief's office.

IX. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

Frank Kaminski

Subject: Police Chaplain/Clergy Team Program	Number GO 6.14	Revised Date June 23, 2015	Effective Date May 1, 2015	Page 5 of 4
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Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Informants & Confidential Expenditure Fund	Number GO 6.15	Revised Date June 24, 2015	Effective Date May 1, 2015	Page 1 of 8
Index As: Confidential funds, informants			Approved By Frank Kaminski Chief of Police	

POLICY: It is the policy of the Park Ridge Police Department to utilize informants whenever possible to bring about the successful conclusion of law enforcement investigations. The purpose of this General Order is to establish guidelines for the utilization and documentation of individuals commonly referred to as informants and to establish guidelines for the maintenance of a confidential expenditure fund.

I. DEFINITIONS

- A. **SOURCE OF INFORMATION (SOI)** – An individual that aids the police department or any officer and does not request that his identity remain confidential.
- B. **CONFIDENTIAL INFORMANT (CI)** – An individual documented and controlled in accordance with this General Order, who by agreement collects and/or provides information or assistance of law enforcement value while operating under the instructions and supervision of a Park Ridge police officer.
- C. **INFORMANT FILE (IF)** – A controlled access file maintained by the Commander of the Investigative Division containing identification and historical and performance data on a specific informant.
- D. **INFORMANT CONTACT** – The police officer who recruits or directly controls a particular informant.
- E. **INFORMANT CONTROL SUPERVISOR (ICS)** – The Commander of the Investigative Division, who is responsible for maintenance and security of all files and ensuring that all informant related activities are conducted in accordance with this General Order.

II. INFORMANT PROCEDURE

A. General

- 1. The intent of this program is to develop and utilize useful informants in all types of criminal activities and criminal investigations. An informant recruitment effort will be emphasized in crimes against persons, property, vice, drug trafficking, and organized crime activity.
- 2. The sensitive nature of an informant program and the potential danger to informants if compromised dictate that all aspects of informant procedures be conducted with extreme care and discretion.
- 3. Recruiting and initial contact with informants is accomplished primarily by officers of this department. Each informant is assigned to an informant contact who is responsible for maintaining contact with the informant, exercising appropriate control over the informant's police-related activities, directing the informant, systematically debriefing the informant, relaying information to those best suited to utilize it, and ensuring that a file is maintained that reflects the informant's current status and activities. This relationship requires that all reasonable measures be implemented to protect informants and that only individuals capable of providing information within the spirit of this General Order are classified as informants.

B. Reporting

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1. The ICS is responsible for the management, security, and integrity of the informant program. The ICS will ensure that the files are kept up-to-date, that informant performance is continuously evaluated, and that any coordination required between other agencies, courts, or officers is conducted in accordance with established guidelines.
2. All informants recruited and utilized by officers of this department will be reported to the ICS, who will assist in documentation, directing informant efforts, and provide any other assistance requested or required.

C. File Initiation and Records Management

1. A system of recording certain information and maintaining specific files is necessary to ensure that informant-related efforts are coordinated, that informants and their contacts are protected, and that the information obtained from informants is put to the most efficient use possible. The following sections deal with the record system and files concerning informant activities and biographical information which will be maintained by the ICS:

Informant file – The following must be placed into a file folder and completed by the informant contact as soon as an informant is recruited. The file upkeep will be the responsibility of the contact, and file security will be the responsibility of the ICS.

2. Each file will contain the following information/documentation:
 - a. Biographical and background information;
 - b. Criminal history;
 - c. Telephone numbers (home, work, cell phone);
 - d. Additional identifiers, driver's license, FBI, IL, IR numbers, etc;
 - e. Fictitious/code name or number, if applicable;
 - f. Source of Information/Confidential Informant Advisement form with signature;
 - g. Type of information that can be supplied, i.e. burglary, drugs, theft, etc.;
 - h. Photograph;
 - i. Copies of any Receipt of Confidential Funds forms;
 - j. Listing of all complaint numbers or cases generated by the informant's information and the results of those investigations;
 - k. Juvenile Waiver form, if applicable;
 - l. Debriefing supplemental form indicating:
 - 1) How the informant was recruited and motivation,
 - 2) Contact procedures and any preset locations for meetings,
 - 3) Personal or other problems which might hinder the informant's effectiveness and steps taken regarding them, and
 - 4) Threats against the informant, danger anticipated, and counter measures to be taken.
 - m. Reports documenting all meetings and activities including information received that is not documented elsewhere, i.e. case reports or intelligence files.

NOTE: A Park Ridge Police Department Field Contact/Suspect Information Report

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may be used to list the items in 2.a.-h. above.

3. Under no circumstances will any officer of this department, without the permission of the informant contact and/or the ICS, review or discuss another officer's CI/SOI files or discuss the identity of a CI. Only the following members will have access to the files maintained by the ICS:
 - a. Informant contact,
 - b. Informant control supervisor (Commander of the Investigative Division),
 - c. Deputy Chief of Field Operations, and
 - d. Chief of Police.
4. The informant files and related codes will be stored in a locked file cabinet inside the Investigative Division Commander's office. The only person who has access to the key for this locked file cabinet is the Investigative Division Commander.
5. All inactive files will be maintained for a period of two (2) years and then destroyed by the Commander of the Investigative Division.

D. Restrictions

1. No juvenile (under 18 years of age) will be utilized as an informant by any officer of this department without having obtained parent or guardian's permission on the Juvenile Waiver Form.
2. No officer of this department shall have contact with an informant that is not of a professional nature. No social off-duty contacts will be allowed.
3. Additional precautions should be taken when dealing with informants of the opposite sex and with informants whose sexual preferences may make an investigation more susceptible to compromise through alleged improprieties.
4. All officers are prohibited from accepting gifts, loans, or other form of gratuities from an informant.
5. No officer shall meet with an informant or conduct investigative activities without the knowledge of the ICS, and/or their immediate supervisor, and the presence of a back-up officer.
6. Only information concerning criminal activities is authorized for collection by informants and maintained within the files of this agency.

III. UTILIZATION GUIDELINES

- A. Officers are to use caution and discretion in order to protect the identity of an informant. The identity of an informant should only be disclosed to those individuals who have a lawful right and a need to know that information.
- B. Contacts with informants will be such that their knowledge of department facilities, operations activities, and personnel is kept to a minimum.
- C. All meetings with informants require the presence of two (2) officers or at least one (1) back-up surveillance officer in the area.
- D. Officers of the department may not make any explicit or implicit promises or predictions regarding the likely disposition of any criminal charges that are pending against the informant. Informants may only be advised that the officers will make the extent of the informant's cooperation known to prosecuting authorities.
- E. All active informants will normally be contacted by their contact at least once every 60 days. All contacts should be recorded in the informant file by the informant contact.

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- F. If no useful information is received and/or contact cannot be established in 90 days, the informant should be terminated and the file placed on inactive status. If the informant should resume productivity at a later date, the file may be reactivated and updated.
- G. When the informant contact determines that the services of an informant are no longer desirable, or the service of the informant is terminated for any reason, the file will be placed in the inactive status and maintained for a period of two (2) years unless pending litigation requires lengthier maintenance. An entry reflecting the basis for the informant's file.
- H. When the services of an informant are terminated, a debriefing will occur and results annotated in the informant's file. The informant will also be advised that although formal assistance to the department is no longer required, the department should be notified of any threats which may be directed toward him as a result of services rendered. Further, the officer handling the debriefing should attempt to obtain any criminal information known to the informant and not previously reported.
- I. If debriefing an informant is not considered appropriate in the judgment of the informant contact or informant control supervisor, an entry to this effect explaining the full circumstances citing specifics will be included in the informant's file. Several reasons for not debriefing an informant are listed below:
 - 1. A debriefing would not be in the best interest of the Park Ridge Police Department.
 - 2. A debriefing would in some ways serve to compromise, needlessly delay, or endanger the informant.
 - 3. The informant moves out of the area without prior notice.
 - 4. Termination is for cause and the informant is suspected of engaging in criminal activity.
 - 5. The informant has not been sufficiently productive or involved in contact with the department to warrant a debriefing.
 - 6. The informant contact has substantial reasons not mentioned above for terminating further contact with an informant.

IV. PROTECTION OF INFORMANTS

- A. Protection must be furnished to all documented informants who, regardless of motive, have provided the Park Ridge Police Department with information concerning the criminal activities of others and who are in danger of retaliation. Protection can normally be provided by restricting the release of the identity of the informant, by the exercise of appropriate security measures with regard to communications between the informant and contact and caution in documenting their activities. Additional measures may become necessary such as providing physical protection and/or placement into the state/federal Government Witness Protection and Relocation Program. No guarantees will be made to informants concerning placement into these programs.
- B. It is the policy of the Park Ridge Police Department to protect the identity of any documented informant.
 - 1. The confidentiality of an informant's identity is a limited privilege as recognized by law. The identification of an informant may be ordered disclosed by the presiding judge of the state or federal courts. If the informant contact, informant control supervisor, and the police command staff believe that disclosure is not appropriate, the Chief of Police or his designee will contact the prosecuting attorney and explain his reasons for wishing to resist the order. The existence of and reasons for any specific promises of confidentiality given to the informant should be made available for presentation to the trial judge and attorneys. If disclosure would have significant impact on other ongoing investigations, consideration should be given to requesting

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termination of judicial proceedings. If the trial judge still orders the disclosure of the informant, suitable protection, if needed, will be provided in accordance with this General Order.

2. Whenever there is a request for the identity or release of communications which would lead to the identity of an informant, a careful analysis of the relevant facts must be made.
- C. Factors regarding the disclosure of privileged information include:
1. Whether the privilege of confidentiality has been/would be waived by the informant for the intended purpose of the request.
 2. Whether the identity of the informant is already known to those who would have cause to request the activity/information of the informant.
 3. Whether the disclosure is material or necessary to an accused's defense on the issue of guilt or innocence.
 4. Whether adequate precautions can be taken to ensure that there will be no greater dissemination of the confidential information than the necessities of the situation requires.
 5. Whether there are significant and current investigative reasons for concealing the identity and/or information of an informant, i.e., protection from reprisals, compromise of ongoing investigations, compromise of future potential in identified serious situations.
 6. Whether the individual was only a supplier of information or an active transactional participant or witness to criminal acts.
- D. Based upon the listed factors, the Chief of Police may elect to withhold identification of a confidential informant even though the State's Attorney advises that to do so will lessen or eliminate the chances of a successful prosecution.
- E. The disclosure issue regarding all informants should be coordinated with the State's Attorney's Office from the earliest states of the investigation.
- F. When an informant is used to purchase drugs or other contraband directly from suspected criminals and prosecution is intended, confidentiality of the informant's identity cannot be maintained and the informant may be required to testify. In such instances, informants should be made aware of this prior to initiating such activities. Conversely, where an informant merely provides information in support of a search warrant or whose only contribution to the case is the introduction of an officer to a suspected criminal, testimony is not always required.
- G. Specific promises of confidentiality may be offered only under the most compelling circumstances either because it is clear the informant will not provide the information or assistance desired unless such a promise is expressly offered, or because disclosure of the informant's identity would endanger any person's life or safety. In order to better withstand future requests for disclosure of an informant's identity, it is suggested that appropriate annotation be made in the informant's file from initial recruitment.
- H. Any disclosure of an informant's identity to outside law enforcement agencies must be documented in the informant's files.
- I. Informants will be provided security when necessary for their physical protection. When it is necessary to provide such security for a source of information/confidential informant not yet registered as an informant, this source will be registered immediately.
- J. Police officer informant contacts must determine if a threat of physical harm to an informant warrants special protective measures. The results of an investigation will be annotated in the

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informant's file.

- K. Evaluations of a threat should verify that a threat was actually made or that in lieu of a verbal threat there exists a significant amount of evidence indicating the strong possibility of physical harm to the informant.
- L. If the threat appears to be legitimate and the informant must remain in secure surroundings, the police command staff must be notified immediately and coordination with the State's Attorney's Office initiated.

V. **GUIDELINES FOR UTILIZATION AND HANDLING OF STATE/FEDERAL PAROLEES OR RELEASEES AS INFORMANTS**

- A. The following procedures are to be used when officers utilize a state parolee or releasee as an informant. The same general guidelines are to be followed for federal parolees or releasees except that the appropriate U.S. Attorney and corresponding federal level authorities are contacted instead of state officials:
 - 1. Immediately advise the Commander of the Investigative Division of the situation and provide him with the parolee/releasee's name, sex, race, date of birth, institution number, institution released from and county of parole. Also provide the type of investigation(s) in which the parolee/releasee will be assisting in.
 - 2. The Commander of the Investigative Division will call the Deputy Director, Community Services Division, Department of Corrections (DOC), providing that information and requesting authorization for the parolee/releasee's utilization be the requesting division.
 - 3. DOC will approve or deny the request.
 - 4. The Commander of the Investigative Division will provide the response to the requesting officer or his supervisor.
 - 5. When officers wish to utilize a parolee/releasee who is being held in jail on new charges, DOC must be apprised of the situation at the time of request. The appropriate State's Attorney must be contacted to ascertain what prosecutive action will take place and if the action will be held in abeyance, pending the parolee/releasee's assistance to the Park Ridge Police Department.
 - 6. The State's Attorney must provide his approval for release of the parolee/releasee and agree to delay any charges, pending the parolee/releasee's assistance, prior to contact with the DOC.

VI. **PATROL OFFICERS' USE OF INFORMANTS**

- A. Patrol officers are encouraged to develop informants.
- B. Most informants that come to the attention of patrol officers will be as a result of an arrest situation.
- C. Should an arrestee indicate that he wants to work as an informant, he will be charged as usual.
- D. The watch supervisor will be advised and a preliminary interview will be conducted to determine the following:
 - 1. Informant's motivation,
 - 2. Informant's past dealings with any agency, and
 - 3. On whom or what the informant can provide information.
- E. Extreme care should be taken to ensure the informant's confidentiality.

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- F. The officer and the watch supervisor will contact the Commander of the Investigative Division the informant will be entered into the informant file, and a careful review and assessment is made.
- G. A determination will be made after the informant has worked as to the value of this information and/or services.

VII. CONFIDENTIAL EXPENDITURE FUND PROCEDURES

- A. Authorization Expenditures
 - 1. The use of confidential funds may be authorized for the following activity:
 - a. Services of informants, and
 - b. The purchase of evidence and/or contraband.
 - 2. The aforementioned expenditures may be authorized provided that each of the following conditions exist:
 - a. Approval by either the Chief of Police or the Deputy Chief of Field Operations. If the amount of the expenditure is greater than \$500.00, approval must be obtained from the Chief; and
 - b. The expenditure is clearly required in the furtherance of an investigative mission.
- B. Personnel Authorized to Expend Funds. Unless otherwise authorized by the Deputy Chief of Field Operations, only officers assigned to the Investigative Division are authorized to expend funds.
- C. Fund Custodian. The confidential expenditure fund custodian will be the Chief of Police unless otherwise designated, and the fund shall be maintained in the safe provided for such purpose. The Chief of Police and the Deputy Chief shall be the only members authorized to gain access to the safe.
- D. Request for Confidential Fund Expenditures. Requests for funds by line personnel must be made to the Commander of the Investigative Division with sufficient advance notice. The Commander of the Investigative Division will then forward the request through the chain of command.
- E. Issuance of Funds. Upon approval for the expenditure of funds, the fund custodian shall tender the amount to the Commander of the Investigative Division or his designee for disbursement. The confidential fund will be maintained through the use of a Log Book. The fund custodian shall be responsible for making the following Log Book entries:
 - 1. Date money was issued or spent and to whom the money was issued,
 - 2. Amount issued or spent,
 - 3. Reason for the expenditure or issuance, i.e. informant's information, flash roll, etc.,
 - 4. Complaint number if applicable,
 - 5. Authorizing official for the expenditure,
 - 6. Indicate if an arrest was made, and/or the amount and brief description of evidence or contraband purchased or obtained,
 - 7. Date and amount of money added or returned to the fund,
 - 8. In the case of an informant payment, the name of the informant will be listed,
 - 9. Balance of remaining funds.
- F. Any written requests for cash advances or confidential fund expenditures, including any

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receipts for expended funds shall be filed in the safe by the fund custodian.

- G. The informant contact who expended the funds shall ensure that the Receipt of Confidential Funds is completed correctly (including stating the purpose of the expenditure in the remarks section of the form) and must submit the receipt to the Commander of the Investigative Division within 24 hours of the expenditure. The Commander of the Investigative Division will then forward the receipt to the fund custodian.
- H. Fronting of Confidential Funds/Flash Rolls
1. Unless specifically authorized by the Chief of Police, NO confidential funds shall be "fronted" or given in advance to any party during the conduct of an investigation. It shall be the responsibility of the Chief of Police, Deputy Chief of Field Operations, and Commander of the Investigative Division to determine the use of front money weighing the risk of its loss versus the termination of the attempted purchase.
 2. The use of flash rolls is prohibited unless there are a minimum of three (3) officers participating in the operation. Flash rolls are an effective means of retaining control of funds during "Buy-Bust Operations." The danger of a robbery being committed by the offender is also a determining factor. Therefore, all operations of this nature will, for the purpose of officer safety and fund control, require a minimum of three (3) officers.
- I. Audit of Confidential Fund Expenditure
1. The Deputy Chiefs of Field Operations and Administrative Services will conduct an audit and Log Book inspection of the fund at least quarterly.
 2. These audits will be documented in the Confidential Expenditure Fund Log Book. This entry will include a signature of either person performing the audit and the date of the audit.
 3. In the event that any discrepancies are noted, the Chief of Police will be notified immediately by written correspondence.
 4. In the event a noted discrepancy is not resolved within 24 hours, the Chief of Police will give written notice of said discrepancy in the fund to the City Manager.

VIII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Habitual/Serious Offender	Number GO 6.16	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: habitual offender			Approved By Frank Kaminski Chief of Police	

POLICY It is generally recognized that the habitual or serious offender who has been arrested and convicted on a number of occasions for similar offenses, presents a greater threat to the community than a first time offender.

In the continuous process to improve the Criminal Justice System, the Park Ridge Police Department has established procedures to identify persons who have exhibited a propensity toward criminal behavior, identify all cases in which these persons are a party, and cooperate with State's Attorneys, prosecutors, and social service agencies in obtaining diversionary solutions to the problem.

I. DEFINITIONS

- A. **HABITUAL OFFENDER:** As defined in Chapter 720 of the Illinois Compiled Statutes, Act 5, Article 33B-1: Every person who has been twice convicted in any state or federal court of an offense that contains the same elements as an offense now classified in Illinois as a Class X felony, criminal sexual assault, or first degree murder, and is thereafter convicted of a Class X felony, criminal sexual assault, or first degree murder. See Chapter 705, Illinois Compiled Statutes, Act 405, Chapter 5-815, for definition of habitual juvenile offender.
- B. **SERIOUS OFFENDER:** An offender who is repeatedly arrested and convicted for similar serious offenses such as:
 - 1. Felonies;
 - 2. Misdemeanor offenses that indicate behavior patterns of a career criminal such as, but not limited to, shoplifting, theft, prostitution, dangerous drugs, etc.; and
 - 3. Persons with two (2) or more arrests and convictions for driving while under the influence of alcohol, other drug, or combination thereof.

II. IDENTIFICATION OF HABITUAL/SERIOUS OFFENDER

- A. During routine arrest processing procedures officers will:
 - 1. Make inquiries into the possibility of any prior criminal background by using LEADS (Law Enforcement Assistance Data System), NCIC (National Crime Information Center), CCH (Computerized Criminal History), RMS (Records Management System).
 - 2. During these inquiries, if the arrestee is identified as a habitual offender based on the above mentioned criteria, the arresting officer is to file the computer printout in the arrest jacket. This will serve as a reminder to the arresting officer in court that this defendant should be prosecuted to the fullest extent of the law and should not be extended concessions or special considerations that may be granted to a first time offender.
 - 3. On all felony arrests that require the bond being set by a judge, send the arrestee's fingerprints via facsimile or CABS (Computerized Arrest Booking System) to the State of Illinois, Department of State Police, Bureau of Identification, to ascertain the arrestee's true identity and criminal history. If an arrestee is in custody on a lesser charge, and either his identity is unconfirmed or he must be taken for a bond hearing, the above fingerprint check should also be conducted.
- B. Investigators should attend regularly scheduled area investigators' meetings with other agencies to share information concerning recent arrests of known habitual/serious offenders.
- C. Patrol bulletins will be generated by the Investigative Division as appropriate, identifying recent arrests of known habitual/serious offenders arrested in the area. Officers should routinely read all such bulletins including bulletins disseminated by outside agencies.

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III. NOTIFICATION OF THE PROSECUTING AGENCY

- A. Arresting officer must obtain approval from the Felony Review Section of the Cook County State's Attorney's Office before felony complaints can be lodged.

If the arresting officer has determined that the offender/suspect is in the habitual offender or serious offender categories, the Felony Review Section will be advised.

- B. Felony Review Procedures:

1. Contact the State's Attorney's Felony Review Office anytime during day or night.
2. Current phone numbers are available in the watch supervisor's office, Investigative Division, and Post One.
3. Information needed for felony approval:
 - a. Arresting officer(s) name and badge number,
 - b. Name of offender,
 - c. Last known address of offender,
 - d. CCH identification number,
 - e. Date of birth of offender,
 - f. Prior criminal history if available, and
 - g. A synopsis of the probable cause and evidence surrounding the case.
4. Information needed on witness:
 - a. Name,
 - b. Address, and
 - c. Phone number.
5. Information needed on the victim:
 - a. Name,
 - b. Address,
 - c. Phone number, and
 - d. Age and date of birth.
6. List of charges, and place and time of occurrence.
7. Department incident number.
8. Court date and court key.

- D. In serious crimes, the State's Attorney's Office should be notified as soon as possible in order to assist in case preparation.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Eyewitness Identification Process	Number GO 6.17	Revised Date	Effective Date May 1, 2015	Page 1 of 9
Index As: Lineup, Photo Lineup, Showup			Approved By Frank Kaminski Chief of Police	

POLICY It shall be the policy of the Park Ridge Police Department to carry out witness identification procedures in a manner that is consistent with applicable rules of evidence, court rulings and state and federal laws.

I. PURPOSE

The purpose of this General Order is to facilitate reliable identification testimony by witnesses. Eyewitness evidence can be critical in identifying, charging, and ultimately convicting suspected criminals. It can also aid in eliminating innocent persons from an investigation. It is essential that members of the Park Ridge Police Department obtain accurate and reliable eyewitness evidence through sound protocols and practices. An identification achieved through procedures outlined in this policy should minimize the risk of misidentification and increase the evidentiary value of witness identifications.

II. DEFINITIONS

- A. Eyewitness - A person viewing the lineup whose identification by sight of another person may be relevant in a criminal proceeding.
- B. Filler – A person or a photograph of a person who is not suspected of an offense and is included in a line-up.
- C. Independent Administrator – A lineup administrator (sworn officer is preferred) who is not participating in the investigation of the criminal offense and is unaware of which person in the lineup is the suspected perpetrator.
- D. Lineup – Includes a photo lineup or physical lineup.
- E. Lineup Administrator – The person who conducts a lineup.
- F. Photo Spread Lineup – A procedure in which photographs are displayed to an eyewitness for the purpose of determining if the eyewitness is capable of identifying the perpetrator of a crime.
- G. Physical (Live) Lineup - A procedure in which a group of persons is displayed to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime, but does not include a showup.
- H. Sequential Lineup – A physical or photo lineup in which each person or photograph is presented to an eyewitness separately, in a predetermined order, and removed from the eyewitness's view before the next person or photograph is presented, in order to determine if the eyewitness is able to identify the perpetrator of a crime.
- I. Showup – A procedure in which a suspected perpetrator is presented to an eyewitness at, or near, a crime scene for the purpose of obtaining an immediate identification.
- J. Simultaneous Lineup – A physical or photo lineup in which a group of persons or array of photographs is presented simultaneously to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime.

III. FACTORS TO CONSIDER IN EYEWITNESS IDENTIFICATION

- A. In order to determine whether an out-of-court confrontation/identification gives rise to the likelihood of misidentification, the courts have considered the following factors:
 - 1. The opportunity of the witness to view the criminal at the time of the crime.
 - 2. The witness' degree of attention.
 - 3. The accuracy of the witness' prior description of the criminal.

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4. The level of certainty demonstrated by the witness at the confrontation/identification.
 5. The length of time between the crime and the confrontation/identification.
 6. Whether the witness was a “casual observer” or the victim of the crime.
- B. Courts consider the totality of the circumstances when determining if the confrontation/identification was suggestive or otherwise unreliable.

IV. LINEUP AND SHOWUP PROCEDURES

- A. A supervisor must be notified prior to conducting any lineup. Additionally, in accordance with 725 ILCS 5/107A-5 all physical lineup and photo spread procedures shall be conducted as follows:
1. Unless it is not practical or the eyewitness refuses, a video and/or audio record of all lineup procedures (photo spread and physical) shall be made. If a video and/or audio record is not practical or the eyewitness refuses, the reasons or the refusal shall be documented in the official report. All live (physical) lineups shall be photographed. If the eyewitness refuses recording, a Request Not to Record Lineup Form must be completed.
 2. The photographs, recordings and the official report of the lineup shall be disclosed to the accused and his or her defense counsel during the discovery proceedings as provided in Illinois Supreme Court Rules. All photographs of suspects shown to an eyewitness during the photo spread shall be disclosed to the accused and his or her defense counsel during discovery proceedings as provided in Illinois Supreme Court Rules.
 3. Each eyewitness who views a lineup or photo spread shall sign the Lineup/Photo Spread Advisory Form (Annex I). This form will notify the eyewitness that the suspect may or may not be included in the lineup/photo spread and the eyewitness is not obligated to make an identification. The eyewitness will also be notified not to assume the officer administering the lineup or photo spread knows which person is the suspect. Officers administering the lineup or photo spread are prohibited from providing feedback to the witness. Each witness shall be given the instructions without other witnesses present. If the witness refuses to sign the form, the refusal shall be documented by the administrator by writing “REFUSED” on the witness signature line.
 4. All lineups shall be conducted using the Simultaneous method if the automated computer program is not available. If an officer conducts a lineup using one of the other methods, the reason for doing so will be documented in the police report. An independent administrator may be used for any method.
 - a. Simultaneous: A physical or photo lineup in which a group of persons or array of photographs is presented simultaneously to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime. This method is preferred with the aid of an independent administrator.
 - b. Sequential: A physical or photo lineup in which each person or photograph is presented to an eyewitness separately, in a predetermined order, and removed from the eyewitness’s view before the next person or photograph is presented, in order to determine if the eyewitness is able to identify the perpetrator of a crime. For photo lineups, the photographs will be placed in folders, randomly numbered, and shuffled and then presented to an eyewitness such that the lineup administrator cannot see or know which photograph or photographs are being presented to the eyewitness until after the procedure is completed. This method shall be used when no independent administrator is available.
 - c. An automated computer program or other device that can automatically display a photo lineup to an eyewitness in a manner that prevents the lineup administrator from seeing which photograph or photographs the eyewitness is

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viewing until after the lineup is completed. The automated computer program may present the photographs to the eyewitness simultaneously or sequentially. The eyewitness's preference shall dictate which type of lineup will be conducted.

- d. Any other procedure that prevents the lineup administrator from knowing the identity of the suspected perpetrator or seeing or knowing the persons or photographs being presented to the eyewitness until after the procedure is completed.
5. There should not be anyone else present during a lineup who knows the suspect's identity, except the witness and suspect's counsel if required by law.
6. Lineups consisting of only one suspect and at least five fillers, when practical, will be presented to each witness. If the sequential format is used, all photos or persons must be viewed by the witness even if the witness identifies a suspect before all photos or persons are presented. Solely at the witness's request, the lineup may be presented to the witness an additional time, but only after the witness has first viewed each photo or person one time. Suspects in a lineup or photo spread should not appear to be substantially different from "fillers" or "distracters" in the lineup or photo spread, based on the eyewitness's previous description of the offender or any other factors that may draw attention to the suspect.
7. No information concerning any previous arrest, indictment or conviction of the suspect shall be visible or made known to the witness.
8. If an identification is made, the witness will be told to circle the identified photo, and write their initials and the date next to it. If an identification is made, the officer shall clearly document the witness's remarks in the police report. If no identification is made, this fact must also be clearly documented.
9. If there is more than one witness, each witness will be shown the lineup separately. The suspect photo shall be placed in a different position in the grouping for each witness, and witnesses will not be permitted to communicate with each other until after the lineup procedure has been completed.
10. All photo lineups created, viewed, identified or not identified must be kept, and secured with the officer's case.
11. Required Reporting: The lineup administrator shall document all lineups in a Case Report and will include the following:
 - a. All identification and non-identification results.
 - b. The names of all persons who viewed the lineup.
 - c. The names of all law enforcement officers and counsel present during the lineup.
 - d. The date, time and location of the lineup.
 - e. Whether it was a photo spread or physical lineup and how many persons or photos were presented in the lineup.
 - f. The sources of all persons or photos used as fillers.
 - g. In a photo spread, the photos shown to the witness.
 - h. In a physical lineup, a photo or other visual recording of the lineup that includes all persons who participated in the lineup.
 - i. Any statements made by eyewitnesses
 - j. If applicable, the witness's refusal to be recorded.
 - k. If applicable, the reason for any impracticability in strict compliance with these procedures.

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- I. The Lineup/Photo Spread Advisory Form shall be turned into Records to be scanned into the RMS and made a part of the official police report. The form will be signed by the witness, including any and all statements by the witness as to the suspect's identity. If the witness refuses to sign, the officer shall note the refusal of the witness to sign the results and shall also sign the notation.
 - m. The Showup Advisory Form (if applicable), Request Not to Record Lineup Form (if applicable), and Lineup Administrator Case Report Form shall also be turned in to Records to become part of the official police report.
 - B. Additional considerations for physical lineup procedures include:
 1. Suspect and fillers will each be assigned a number for identification purposes.
 2. Place the suspect in different positions in each physical lineup when conducting more than one lineup for a case involving multiple witnesses.
 3. Do not reuse fillers in lineups shown to the same witness when showing a new suspect.
 4. All physical lineups involving minors will be done in accordance with Illinois Statute 705 ILCS 405/5-410, which states: For purposes of appearing in a physical lineup, a minor may be taken to a county jail or municipal lockup under the direct and constant supervision of a juvenile police officer. During such time as necessary to conduct a lineup, and while supervised by a juvenile police officer, the provision of sight and sound separation from adult prisoners shall not apply. See the General Order regarding juvenile offenders and victims.
 5. Any identifying actions, such as speech, gestures or other movements shall be performed by all lineup participants.
 6. All lineup participants must be out of view of the witness prior to the lineup.
 7. If the eyewitness identifies a person as the perpetrator, the eyewitness shall not be provided any information concerning the person until after the lineup is completed.
 - C. Show-up procedures shall be conducted as follows:
 1. Because a show up is inherently suggestive, compelling reasons must exist before it is decided to use this procedure. If a suspect is located within an hour of the crime being committed a field show up may be used. If longer than an hour has transpired from the time the crime was committed and the time a field show up would occur then a photo lineup will be used. An officer may arrange a show-up between a witness and a suspect whenever a potential suspect is located and detained within a reasonable length of time, in proximity to the location of the crime, and fits the specific description of the perpetrator given by the witness.
 2. If an officer has reasonable suspicion to detain a suspect under the above circumstances, the officer may use such force as is reasonably necessary to stop the suspect from leaving, or to cause the suspect to remain in the officers' presence. If probable cause to arrest develops during the detention, an arrest should be made. A suspect cannot be detained for longer than a reasonable period of time to confirm or refute whether the suspect is the perpetrator. When conducting a show-up, officers will use the following guidelines:
 - a. Officers at the scene and in contact with the witness will obtain a detailed description of the perpetrator before the suspect is shown to the witness. The witness must advise the officers that they will be able to recognize the person who committed the crime prior to the show-up.
 - b. A suspect should not be taken to the police station for a show-up. The suspect should be detained at the place he/she was located, in the least restrictive manner possible that will ensure the suspect remains with the officer. The witness should be transported to the suspect's location for the show-up, and care should be used

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to shield the witness from being seen by the suspect. Suspects should not be transported to the witness's location unless exigent circumstances exist.

- c. If possible, do not show the suspect handcuffed, or in the back seat of a patrol car. If the suspect is handcuffed, take measures to conceal this fact from the witness when possible. Suspects may not be required to put on clothing worn by the perpetrator. However, they may be asked but not required to speak words uttered by the perpetrator, or perform other actions of the perpetrator.
- d. Each eyewitness who views a showup shall sign the Showup Advisory Form (attached). This form will notify the eyewitness that the suspect may or may not be included in the showup and the eyewitness is not obligated to make an identification. The eyewitness will also be notified not to assume the officer administering the showup knows which person is the suspect. Each witness shall be given the instructions without other witnesses present. If the witness refuses to sign the form, the refusal shall be documented by the administrator by writing "REFUSED" on the witness signature line. Advise the witness that the person detained may or may not be the perpetrator and the witness should not feel compelled to make an identification. If the witness makes identification, do not confirm or corroborate the identification.
- e. Show-ups should not be conducted with more than one witness present at a time. If there is more than one witness, the show-up must be conducted separately for each witness, and witnesses should not be permitted to communicate before or after any show-up regarding the identification of the suspect. The same suspect should not be presented to the same witness more than once.
- f. Make note of witness remarks for report documentation.
- g. If there are multiple suspects, the suspects must be separated and subjected to separate show-up procedures.
- h. Consideration should be given to photographing the suspect(s) in the field as documentation
- i. In emergency circumstances, such as when a witness is in danger of imminent death or blindness, or when a suspect is in danger of imminent death, an immediate show-up may be arranged if medical authorities permit. In these situations, time and location limitations contained in the preceding guidelines can be disregarded. If there is any doubt about an emergency show-up, officers should contact a supervisor and/or the prosecutor immediately for guidance.
- j. Nothing in these guidelines prohibits the common procedure of transporting a witness in a patrol car to cruise the general area in which a crime has occurred in hopes of spotting the perpetrator and arranging a show-up identification procedure. Officers, where practical, should attempt to maintain the eyewitness's anonymity during any showup.
- k. No person has a right to have a lawyer present at any show-up procedure.
- l. If the detained suspect is not identified by a witness as the perpetrator, and officers lack any other probable cause for an arrest, the suspect should be released after obtaining basic information. It is equally as important to clear innocent persons as it is to arrest guilty perpetrators.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police



Park Ridge Police Department
LINEUP / PHOTO SPREAD ADVISORY FORM

Conducted by (check one): ☐ Non-Independent Administrator
☐ Independent Administrator

Case Number: _____

As a possible eyewitness, you are being asked to view a lineup or photo spread of a number of individuals. You should not be compelled to make an identification. It is just as important to exclude innocent persons from suspicion as it is to identify perpetrators. Please note that individuals depicted in this lineup or photo-spread may not appear exactly as they did on the date of the incident. Regardless if an identification is made, the Park Ridge Police Department will continue to investigate the incident. You are hereby notified that:

1. If a recording of the administration of the lineup is practical, an audio and video recording of the lineup will be made for the purpose of accurately documenting all statements made by the eyewitness. Unless a recording is refused, this recording will contain the persons in the lineup and the eyewitness.
2. The perpetrator may or may not be in the lineup or depicted in the photo spread and you are not obligated to make an identification.
3. Either the administrator does not know suspected perpetrator's identity or if he/she does, you are not to assume that the person administering the lineup or photo spread knows which person is the suspect in the case.

I, _____, have agreed to view a lineup or
(Printed Name)

photo spread at _____ on _____.
(Location) (Date/Time)

(Signature of Eyewitness Viewing the Lineup or Photo-Spread)

(Administrator Signature and ID #)

(Date)

(Time)

(Supervisor Signature and ID #)

(Date)

By signing this form, the officer administering the lineup acknowledges that they did not provide feedback as to whether or not any person(s) selected by the eyewitness is or isn't a suspect in the case.



Park Ridge Police Department
SHOWUP ADVISORY FORM

Case Number: _____

As a possible eyewitness, you are being asked to view a subject. It is just as important to exclude innocent persons from suspicion as it is to identify a perpetrator. You should not be compelled to make an identification. Regardless if an identification is made, the Park Ridge Police Department will continue to investigate the incident. You are hereby notified that:

1. The subject that you are being shown may or may not be the perpetrator and you are not obligated to make an identification.
2. You are not to assume that the person(s) administering the show up knows that the subject being shown is the actual suspect in the case.

I, _____, have agreed to perform a
(Printed Name)

showup at _____ on _____.
(Location) (Date/Time)

(Signature of Eyewitness Performing Showup)

(Administrator/Officer Signature and ID #)

(Date)

(Time)

(Supervisor Signature and ID #)

(Date)

By signing this form, the officer administering the show up acknowledges that they did not provide feedback as to whether or not any person(s) identified by the eyewitness is or isn't a suspect in the case.



Park Ridge Police Department
REQUEST NOT TO RECORD LINEUP FORM

Case Number: _____

Eyewitness Refusal to be Recorded Pursuant to 725 ILCS 107A-2(e)(2)

I, _____ (the eyewitness), to here by request
(Printed Name)

_____, located at _____
(Name of Administrator) (Location of Lineup)

_____, _____ AM/PM, not to record any portion of the lineup I am about to view.
(Date) (Time)

I understand there is a preference under the law [725 ILCS 107A-2(f)(10)] that this procedure is to be recorded.

No police officer has suggested in any way that I should have this lineup recorded.

The refusal to have this lineup recorded is my personal preference.

(Printed Name)

(Signature)

(Date)

(Time)

(Administrator Signature and ID #)

(Date)

(Time)

(Investigator Signature and ID #)

(Date)

(Time)



Park Ridge Police Department
LINEUP ADMINISTRATOR CASE REPORT FORM

Case Number: _____

I, _____, after viewing the live/photo lineup have identified number _____ as the offender
(Printed Name) (Circle one)

in the above listed case. This lineup took place on _____ at _____ at _____.
(Date) (Time) (Location)

Eyewitness Statements during viewing:

*Please review video for exact verbiage.

Names of Law Enforcement and Counsel (if applicable) present during the lineup:

Number of people or photos presented for the lineup: _____

Source of all persons or photos used as fillers:

If Photo Spread, is a copy of photos shown to eyewitness attached? **Yes or No**

If Applicable, is "Request Not to Record Lineup Form" attached? **Yes or No**

If Applicable, reason for non-compliance with the above procedures:

By signing this form the officer administering the lineup acknowledges that they did not provide feedback as to whether or not any person(s) selected by the eyewitness is or is not a suspect in the case.

Signature of eyewitness making statements
(If Refused, notate Refused above)

Date

Administrator Signature & ID

Date

Supervisor Signature & ID

Date

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Sexual Assault and Sexual Abuse Investigations	Number GO 6.18	Revised Date	Effective Date August 21, 2017	Page 1 of 30
Index As: Sexual assault, sexual abuse, sexual investigations			Approved By Frank Kaminski Chief of Police	

SEXUAL ASSAULT AND SEXUAL ABUSE INVESTIGATIONS

I. PURPOSE AND SCOPE

The trauma of sexual assault and sexual abuse often leads to emotional, physical, and economic consequences for the victim. The diminished ability of victims to recover from their sexual assault or sexual abuse has been directly linked to the response of others to their trauma. The response of law enforcement can directly impact both a victim's ability to heal and his or her willingness to actively participate in the investigation by law enforcement.

Victim participation is critical to the successful identification and prosecution of sexual offenders, which can prevent new victimization. For this reason, improving the criminal justice system's response to victims of sexual assault and sexual abuse is critical to protecting public safety.

II. POLICY

The Park Ridge Police Department will:

- A. Treat sexual assault and sexual abuse as criminal conduct.
- B. Respond to sexual assault and sexual abuse calls for assistance without unnecessary delay.
- C. Take all reasonable steps to prevent retraumatization of sexual assault victims and ensure referrals for follow-up services are provided to victims and witnesses.

III. AUTHORITY

- A. 55 ILCS 80/3, Child Advocacy Advisory Board
- B. 210 ILCS 30/4
- C. 320 ILCS 20/4, Reports of abuse or neglect
- D. 325 ILCS 5/4, Persons required to report; privileged communications; transmitting false report
- E. 410 ILCS 70/1a, Definitions
- F. 720 ILCS 5/11-1.10(f-g), General provisions concerning offenses described in Sections 11-1.20 through 11-1.60
- G. 720 ILCS 5/11-1.20, Criminal sexual assault
- H. 720 ILCS 5/11-1.30, Aggravated criminal sexual assault
- I. 720 ILCS 5/11-1.50, Criminal sexual abuse
- J. 720 ILCS 5/11-1.40, Predatory criminal sexual assault of a child
- K. 720 ILCS 5/11-1.60, Aggravated criminal sexual abuse
- L. 720 ILCS 5/11-1.70, Defenses with respect to offenses described in Sections 11-1.20 through 11-1.60
- M. 725 ILCS 120/4, Rights of crime victims
- N. 725 ILCS 120/4.5, Procedures to implement the rights of crime victims
- O. 725 ILCS 200/1, Lie detector tests
- P. 725 ILCS 202/10, Submission of evidence
- Q. 725 ILCS 203/1 *et seq.*, Sexual Assault Incident Procedure Act
- R. 740 ILCS 45/5.1(b)

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- S. 77 Ill. Adm. Code 545.60(e)(1), Treatment of sexual assault survivors
- T. ISP 6-386 (4/16), Illinois State Police Toxicology Screening Information For Drug Facilitated Sexual Assaults: Patient Information Sheet

IV. DEFINITIONS

“Consent” means a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused will not constitute consent. The victim’s manner of dress at the time of the offense will not constitute consent. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct. [720 ILCS 5/11-1.70]

“Evidence-based, trauma-informed, victim-centered” means policies, procedures, programs, and practices that have been demonstrated to minimize retraumatization associated with the criminal justice process by recognizing the presence of trauma symptoms and acknowledging the role that trauma has played in a sexual assault or sexual abuse victim's life and focusing on the needs and concerns of a victim to ensure compassionate and sensitive delivery of services in a nonjudgmental manner. [725 ILCS 203/10]

“Law enforcement agency having jurisdiction” means the law enforcement agency in the jurisdiction where an alleged sexual assault or sexual abuse occurred. [725 ILCS 203/10]

“Sexual assault evidence” means evidence collected in connection with a sexual assault or sexual abuse investigation, including, but not limited to, evidence collected using the Illinois State Police Sexual Assault Evidence Collection Kit as defined in Section 1a of the Sexual Assault Survivors Emergency Treatment Act or a urine sample collected when there is reasonable cause to believe that a person has consumed a controlled substance without his or her consent. [410 ILCS 70/1a; 725 ILCS 203/10]

“Sexual assault or sexual abuse” is defined in Section 1a of the Sexual Assault Survivors Emergency Treatment Act. An act of nonconsensual sexual conduct or sexual penetration, as defined in Section 11-0.1 of the Criminal Code of 2012, including, without limitation, acts prohibited under Sections 11-1.20 through 11-1.60 of the Criminal Code of 2012. [725 ILCS 203/10]

V. PROCEDURES FOR RESPONDING TO AND INVESTIGATING ALLEGATIONS OF SEXUAL ASSAULT AND SEXUAL ABUSE

A. Dispatch/Call Taker Response

Telecommunicators will provide a trauma-informed response to victims of sexual assault and sexual abuse in accordance with standards established by the Office of the Statewide 9-1-1 Administrator pursuant to 20 ILCS 2605/2605-53(a)(1) and should implement the following procedures when receiving allegations of sexual assault and sexual abuse:

1. Assess immediate safety of victim and need for emergency medical services.
2. Gather vital information for responding officers.
3. Provide information to the victim on preserving evidence.

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VI. INITIAL RESPONDING OFFICER DUTIES

- A. Contact victim as soon as possible and address safety concerns.
- B. Assess need for hospital emergency and forensic services and summon emergency medical assistance, if needed, or offer to provide or arrange for transportation. [725 ILCS 203/25(a)(2)]
 1. If the victim consents to a medical forensic exam, the officer will not be present during the physical exam, unless requested by the victim.
 2. An officer may conduct a joint interview with health care providers, with victim consent.
- C. Provide victim or third-party reporter with the “Mandatory Notice for Survivors of Sexual Assault Form” (P.A. 99-0801 - Form A) and document in the narrative of the report that the form was provided. [725 ILCS 203/25(a)(1); (b)] See Appendix.
- D. Provide victim or third-party reporter with the Written Statement of Explanation of Crime Victim Rights - Statement of Marsy’s Rights within 48 hours of initial contact to inform victims of their rights under the Illinois Constitution, the Rights of Crime Victims and Witnesses Act, and the Crime Victims Compensation Act and document in the narrative of the report that the form was provided. [725 ILCS 120/4(b)] See Appendix.
- E. Assist victim.
 1. Inform the victim that he or she does not need to make a decision about participating in the criminal justice process at this time.
 2. If the responding officer speaks with the victim after the close of court business hours and if a judge is available, the officer will offer to provide or arrange accessible transportation for the victim to the nearest available circuit judge or associate judge so the victim may file a petition for an emergency civil no contact order or an order of protection. [725 ILCS 203/25(a)(3)]
 3. Contact the department social worker or victim advocate, if available, or identify other resources for the victim, including the National Sexual Assault Hotline (1-800-656-4673).
 4. Determine the best way to contact the victim for follow-up based on the victim’s concerns about privacy, confidentiality, and safety.
- F. Assess for drug-facilitated sexual assault. See Section X. Evidence Collection, Crime Scene Processing, and Chain of Custody.
- G. Notify an investigating officer, if other than the responding officer. After January 1, 2019, the investigation will be assigned to an officer trained in sexual assault and sexual abuse investigations pursuant to Section 10.19(d) of the Illinois Police Training Act. If no trained investigating officer is available, the agency will seek assistance from another law enforcement agency with officers trained in sexual assault and sexual abuse investigations pursuant to Section 10.19(d) of the Illinois Police Training Act. [725 ILCS 203/20(g)]
- H. Follow evidence collection, crime scene processing, and chain of custody policies and protocols. See Section X. Evidence Collection, Crime Scene Processing, and Chain of Custody.
 1. Preserve crime scene, if possible.
 2. Follow G.O. 11.6 Collection and Preservation of Evidence on crime scene processing, documentation of evidence collected, and chain of custody.
 3. Look for evidence suggesting co-occurring, serial, and/or interconnected crimes.
- I. Conduct preliminary/initial victim interview utilizing evidence-based, trauma-informed, victim-centered interview questions and techniques.
 1. Determine the primary language of victim and any translation needs. If the interview is conducted at a hospital, the officer may request interpretive services from the hospital. [725 ILCS 203/25(c)] If the

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interview is conducted at another location, refer to agency policy regarding the use of interpreters. Use of friends and family as interpreters should be avoided, if at all possible.

2. Victim will not be required to submit to an interview. [725 ILCS 203/20(e)]
 3. Victim will not be asked or required to submit to a polygraph examination or any form of a mechanical or electrical lie detector test. [725 ILCS 200/1]
 4. A private location should be secured, if possible.
 5. A victim's request for a person, advocate, or attorney for the purposes of support or consultation should be accommodated, if possible. If such person is needed but not available, the interview should be paused to allow the victim to contact the National Sexual Assault Hotline (1-800-656-4673) for immediate support.
 6. Utilize a Children's Advocacy Center for a forensic interview of a child victim, when available, in accordance with the Children's Advocacy Center's written operational protocol as required by Section 3(c) of the Children's Advocacy Center Act. [55 ILCS 80/3(c)]
 7. Concerns or needs of specific populations/communities should be taken into consideration. See Section XIV Consideration for Specific Populations/Communities.
- J. Fulfill mandatory reporting requirements and document any notifications made in the narrative of the report.
1. If responding to report of sexual assault or abuse of a child, a Children's Advocacy Center will be notified, if available in the jurisdiction.
 2. Suspected abuse or neglect of any child will be immediately reported to the Department of Children and Family Services at 1-800-252-2873. [325 ILCS 5/4]
 3. If responding to a report of sexual assault or abuse, which has occurred within the previous 12 months, of an adult with disabilities aged 18 through 59 or a person aged 60 or older who resides in a domestic living situation, who because of a disability or other condition or impairment is unable to seek assistance for himself or herself, the officer will report this suspicion, within 24 hours, to the North Shore Senior Center at 847-784-6000 or the Department on Aging at 1-866-800-1409. [320 ILCS 20/4]
 4. Officer will immediately report any long-term care facility resident subjected to abuse or neglect, with whom the officer has had direct contact, to the Department of Public Health at 1-800-252-4343. [210 ILCS 30/4]
- K. Identify potential conflicts of interest and notify a supervisor
- L. Complete a written report. See Section VII Mandatory Report Writing.
- M. Send a copy of the written report, if the incident occurred in another jurisdiction, to the law enforcement agency having jurisdiction in person or via fax or email within 24 hours of receiving the reported information using the "Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction Form" (P.A. 99-0801 – Form D). [725 ILCS 203/20(c)] See Appendix. If confirmation from the law enforcement agency having jurisdiction of its receipt of the report is not received within 24 hours of sending the report, the agency will follow up with the agency having jurisdiction. [725 ILCS 203/20(d)]

VII. MANDATORY REPORT WRITING

- A. Reporting methods. A written report will be completed when receiving information about a sexual assault or sexual abuse crime from the following:
1. A victim. [725 ILCS 203/20(b)(1)]
 2. Hospital or medical personnel. [725 ILCS 203/20(b)(7)]

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3. A witness. [725 ILCS 203/20(b)(6)]
4. A third-party reporter who has the consent of the victim. [725 ILCS 203/22]
 - i. The name and contact information of the third-party reporter will be documented in the report.
 - ii. The reporter's affirmation that he or she is reporting with the consent of the victim will be documented in the report.
- B. Documentation of facts in the report. The report will include information required by 725 ILCS 203/20(b), if known, whether provided at the time of initial report or obtained through investigation and should:
 1. Include documentation of signs of physical and psychological trauma to the victim.
 2. Include documentation of any aggravating factors present included in 720 ILCS 5/11-1.30; 11-1.40; 11-1.60 or other relevant statutes.
 3. Detail and describe the victim's lack of consent, with documentation of the victim's subtle and overt actions. Silence does not imply consent.
 4. Clearly document, if a consensual encounter turned non-consensual, the details of how and when the suspect's behavior changed and how the victim expressed or demonstrated non-consent to the continued acts.
 5. As accurately as possible, use the victim's, witness's, and/or suspect's own words in writing. The language used by the victim will not be sanitized or cleaned up.

VIII. DUTIES OF OFFICERS INVESTIGATING SEXUAL ASSAULT AND SEXUAL ABUSE

Prior to January 1, 2019, all investigations of sexual assault and sexual abuse should be assigned to an officer who has completed training in sexual assault investigations pursuant to Section 10.19(d) of the Illinois Police Training Act, if one is available. After January 1, 2019, all investigations of sexual assault and sexual abuse will be assigned to an officer who has completed the required training. [725 ILCS 203/20(g)]

Investigating sexual assault and sexual abuse cases:

- A. Determine the primary language of the victim, witnesses, and suspects and any translation needs. If a victim interview is conducted at a hospital, the officer may request interpretive services from the hospital. [725 ILCS 203/25(c)] If the interview is conducted at another location, the investigating officer will secure an interpreter. Use of friends and family members as interpreters should be avoided, if at all possible.
- B. Interview the victim utilizing evidence-based, trauma-informed, victim-centered interview questions and techniques.
 1. Victim will not be required to submit to an interview. [725 ILCS 203/20(e)]
 2. Victim will not be asked or required to submit to a polygraph examination or any form of a mechanical or electrical lie detector test. [725 ILCS 200/1]
 3. A comprehensive follow-up interview should be conducted after the victim has been medically examined and treated and personal needs have been met.
 4. A victim should be allowed to complete at least two full sleep cycles before an in-depth interview occurs, if at all possible; however, a victim's request to complete the interview sooner should be honored.
 5. A private location should be secured, if possible.
 6. A victim's request for a person, advocate, or attorney for the purposes of support or consultation should be accommodated, if possible. If such person is needed but not available, the interview should be paused

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to allow the victim to contact the National Sexual Assault Hotline (1-800-656-4673) for immediate support.

7. The role or impact of drugs or alcohol should be taken into consideration.
8. Sources of additional evidence during the victim interview, including electronic communications or knowledge of prior victims, should be explored.
9. Concerns or needs of specific communities/populations should be taken into consideration. See Section XIV Consideration for Specific Populations/Communities.
10. Officers should be aware of possible defense strategies, including denial, identity, alibi, and consent, and document the relevant information provided.
11. Officers should be conscious of the timing of releasing information to the victim or the public if the use of a photo array is possible.
12. A case should not be automatically closed following a recantation by the victim; additional inquiry is necessary to determine the cause of the recantation.
13. When concluding the follow-up victim interview, the officer should:
 - i. Inform the victim about the next steps in the investigation. Let the victim know when he or she can expect to be contacted again.
 - ii. Encourage the victim to contact the officer if he or she remembers any additional information or evidence and assure the victim that it is common to remember additional information with the passage of time.
 - iii. Help the victim develop a safety plan, if there are safety concerns, and encourage the victim to call the police if the suspect violates any criminal or court orders, or if the suspect (or the suspect's family or associates) contacts the victim in any way (in person, by phone, through social media, etc.).
 - iv. Encourage the victim to work with police social worker to assess future needs.

C. Conduct witness interviews.

1. Identify and interview individuals present during assault.
2. Identify and interview individuals who witnessed pre-assault or post-assault conduct or statements of the suspect or the victim.
3. Identify and interview outcry (disclosure) witnesses.
4. Identify and interview prior victims for evidence of the suspect's propensity to commit sexual abuse or sexual assault.

D. Conduct suspect investigations.

1. Prior to contacting the suspect, officers should attempt to:
 - i. Conduct a background check and criminal history for victim and officer safety.
 - a. Look for accusations, criminal charges, and convictions for interconnected crimes, especially crimes involving violence.
 - b. Conduct LEADS or NCIC search that shows all law enforcement contacts.
 - ii. Evaluate sources of digital evidence. See Section VIII Duties of Officers Investigating Sexual Assault and Sexual Abuse, Subsection E.
 - iii. Consider conducting pretext communications with consideration given to minimizing the emotional impact on the victim. Consult the state's attorney's office regarding legal requirements.
 - iv. Develop a timeline of pre- and post-assault behaviors and communications.

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2. Assess the circumstances for either a noncustodial interview or a custodial interview.
 3. Conduct suspect interviews.
 - i. Attempt to interview every suspect identified.
 - ii. Audio and video record the entire interview.
 4. Consider a suspect medical forensic exam.
 - i. Immediately after the preliminary suspect interview, determine whether a forensic sexual assault examination should be obtained for the suspect.
 - ii. Consider legal requirements.
 - a. Obtain a search warrant to collect any evidence from the body of the suspect, take photographs of any findings on the body, or collect clothing; or
 - b. Obtain consent from the suspect to collect any evidence from the body of the suspect, take photographs of any findings on the body, or collect clothing. If an exam is conducted with the suspect's consent, document that the suspect was informed of his or her right to decline any part of the examination and to leave at any time.
 - iii. Collect evidence.
 - a. If a health care provider is conducting the forensic examination of the suspect, a law enforcement officer will be present at all times.
 - b. If in custody, the suspect will be given a Miranda warning before being asked medical history questions by the health care provider or investigator.
 5. When possible, enter information into the FBI Violent Criminal Apprehension Program Database or forward to the appropriate agency for entry.
 6. Identify potential modus operandi when suspect is unknown.
- E. Evaluate sources of digital evidence including photographs, video, social networking sites, blogs or forums, hidden video recording devices, and computer spyware programs for information related to the sexual assault or sexual abuse. Look for evidence of, investigate, and document any monitoring, surveillance, targeting, and grooming behaviors employed by the suspect through technological means.
- F. Follow evidence collection, crime scene processing, and chain of custody policies and protocols. See Section 100.5.6.
- G. Complete mandatory report writing requirements. See Section VII Mandatory Report Writing.
- H. Consult with State's Attorney's Office to determine what additional information is needed.

IX. SUPERVISOR DUTIES

Supervisors should have an understanding of the impact of trauma on a victim and proper trauma-informed responses by officers. Officers supervising officers responding to and investigating sexual assault and sexual abuse cases should:

- A. Ensure that officers responding to and investigating sexual assault and sexual abuse utilize evidence-based, trauma-informed, victim-centered policies, procedures, programs, and practices.
- B. If requested by an officer, or when deemed necessary, respond to assist officers investigating sexual assault and sexual abuse.
- C. Review all sexual assault police reports for accuracy, consistency, and victim-centered responses.
- D. Provide officer mentoring and accountability.

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- E. Work to increase interagency communication between law enforcement and prosecutors to ease the transition for victims moving from the investigation phase to prosecution.
- F. Ensure officers and investigators understand case coding and appropriately clearing sexual assault cases.
- G. Review all sexual abuse or sexual assault cases cleared by exception or unfounded to ensure cases were not prematurely closed. A case should not be cleared by exception or unfounded until the results of the sexual assault evidence testing are returned and all evidence is reviewed.
- H. Suspend, inactivate, or otherwise remove cases not cleared by arrest, cleared by exceptional means, or unfounded from an officer's active caseload when all leads have been exhausted and no further investigation is possible.
- I. Ensure officer and investigator training requirements are met.

X. EVIDENCE COLLECTION, CRIME SCENE PROCESSING, AND CHAIN OF CUSTODY

- A. An officer will take possession of sexual assault evidence collected by hospital personnel within no more than five days of the completion of the medical forensic exam and document the possession of the evidence in the report. [725 ILCS 203/30(a); 725 ILCS 203/30(b)]
- B. If a victim declines to consent to testing the evidence, the agency will store evidence for five years from completion of medical forensic exam or five years from victim's 18th birthday, whichever is longer.¹ [725 ILCS 203/30(d)]
 - 1. The victim or the victim's designee will be provided the following information "Storage and Future Testing of Sexual Assault Evidence Form" P.A. 99-0801 - Form C may be used. [725 ILCS 203/30(e)] See Appendix.
 - i. The evidence will be stored at the Park Ridge Police Department, 200 S. Vine Avenue, Park Ridge, Illinois. [725 ILCS 203/30(e)(1)]
 - ii. The victim may provide consent for testing at a later date by [725 ILCS 203/30(d)]:
 - a. Contacting the department Social Worker.
 - b. Working with a sexual assault advocate at Northwest Center Against Sexual Assault, 415 W. Golf Road Suite 47 Arlington Heights, Illinois.
 - c. Providing verbal consent with follow-up verification by email, mail, or fax to the Park Ridge Police Department.
 - iii. Park Ridge Police Department, 847-318-5252, info@parkridgepolice.org. [725 ILCS 203/30(e)(3)]
 - iv. Northwest Center Against Sexual Assault. [725 ILCS 203/30(e)(4)]
 - 2. The department will notify:
 - i. A victim or victim's designee if the agency's storage period for sexual assault evidence exceeds five years or the victim's 23rd birthday. [725 ILCS 203/30(f)(g)]
 - ii. A victim or victim's designee that the storage period for their sexual assault evidence will be ending soon, if such notice has been previously requested by the victim, in order to provide the victim sufficient time to decide whether to consent to testing the evidence.
- C. If a victim consents to testing the sexual assault evidence, the officer will:

¹ A law enforcement agency having jurisdiction may adopt a storage policy that provides for a period of time exceeding five years. 725 ILCS 203/30(d)

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1. Submit evidence, including but not limited to the Illinois State Police Sexual Assault Evidence Collection Kit, urine specimen, clothing, and crime scene evidence such as condoms, tissue, and bedding, for testing within 10 days of receipt of consent pursuant to the Sexual Assault Evidence Submission Act and document the submission in the case report. [725 ILCS 202/10; 725 ILCS 203/30(b)] No law enforcement agency having jurisdiction may refuse or fail to send sexual assault evidence for testing that the victim has consented to be tested. [725 ILCS 203/30(c)]
 2. Provide the victim or victim's designee with written information informing the victim of his or her right to request information regarding the submission and results of the testing. "Mandatory Notice of Victim's Right to Information Regarding Sexual Assault Evidence Form" P.A. 99-0801 - Form B may be used. [725 ILCS 203/35] See Appendix.
- D. The department will accept signed written consent to test sexual assault evidence after the evidence has been transferred to agency. [725 ILCS 203/30(f)]
- E. Drug- and alcohol-facilitated sexual assault.
1. If a drug- or alcohol-facilitated sexual assault is suspected, it is recommended that urine be collected as soon as possible after the assault.
 - i. If possible, transport the victim to a facility where the sample can be taken.
 - ii. If the first urine has been voided, urine collection should still be encouraged up to 120 hours (five days) after the sexual assault has occurred, as it could still have evidentiary value.
 2. No sample analysis may be performed unless the victim returns a signed written consent form after the sample was collected. [720 ILCS 5/11-1.10(g)] The victim has five years after the sample was collected to consent to testing. [725 ILCS 203/30(d)]
 3. If samples are taken by the hospital for medical purposes, the officer should not request the hospital personnel to test a victim's blood or urine without the consent of the victim.
 4. With the victim's consent, any blood or urine samples collected will be submitted to an Illinois State Police Crime Laboratory or other appropriate laboratory (Northeastern Illinois Regional Crime Laboratory or DuPage County Forensic Science Center) for analysis. [725 ILCS 202/10]
 5. A victim should be notified that once a written consent form for analysis is signed, he or she has 48 hours to revoke consent. [ISP 6-386 (4/16)]
 6. An officer should check for digital evidence corroborating the narrative, such as video, credit card purchases, mobile phone records, and receipts.
 7. An officer should obtain a warrant, when appropriate, to search the home(s) of the suspect(s) for drugs and paraphernalia and conduct searches of computers of the suspect(s).
- F. DNA
1. When evidence analysis indicates an association with an individual (CODIS hit), the Illinois State Police Crime Laboratory or other appropriate laboratory will request that the law enforcement agency obtain a confirmatory buccal swab (reference standard) from the suspect.
 2. Every effort should be made to locate the suspect to obtain a confirmatory swab.

XI. VICTIMS' RIGHTS AND VICTIM NOTIFICATION

- A. Officers will provide the Statement of Marsy's Rights to victims within 48 hours of initial contact, informing victims of the rights provided by the Illinois Constitution, the Rights of Crime Victims and Witnesses Act, and the Crime Victims Compensation Act. [725 ILCS 120/4(b)]

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- B. Officers or the department social worker will advise victims of the availability of crime victim compensation and that any information concerning the Crime Victims Compensation Act and the filing of a claim may be obtained from the Office of the Attorney General. [740 ILCS 45/5.1(b)]
- C. Crime victims have the right to be treated with fairness and respect for their dignity and privacy and to be free from harassment, intimidation, and abuse throughout the criminal justice process. [725 ILCS 120/4(a)(1)]
- D. At the request of the crime victim, officers will provide notice of the status of the investigation, except where the State's Attorney determines that disclosure of such information would unreasonably interfere with the investigation, until such time as the alleged assailant is apprehended or the investigation is closed. [725 ILCS 120/4.5(a)]
- E. Officers will provide notice to a victim if a closed case is reopened to resume the investigation, except where the State's Attorney determines that disclosure of such information would unreasonably interfere with the investigation. [725 ILCS 120/4.5(a-5)]
- F. Victims may have a person, advocate, or attorney with them for the purposes of support or consultation.
- G. A victim has a right to request information regarding the submission and testing of forensic evidence. Upon the request of the victim who has consented to the testing of sexual assault evidence, officers will provide the following information in writing [725 ILCS 203/35(a)]:
 - 1. The date the sexual assault evidence was sent to an Illinois State Police Crime Laboratory or other appropriate laboratory (Northeastern Illinois Regional Crime Laboratory or DuPage County Forensic Science Center), within seven days of submitting the evidence to a laboratory.
 - 2. Any test results provided to the law enforcement agency by the laboratory, within seven days of receipt of the results by the agency, including, but not limited to whether:
 - i. a DNA profile was obtained from the testing of the sexual assault evidence from the victim's case;
 - ii. the DNA profile developed from the sexual assault evidence has been searched against the DNA Index System or any state or federal DNA database;
 - iii. an association was made to an individual whose DNA profile is consistent with the sexual assault evidence DNA profile, provided that disclosure would not impede or compromise an ongoing investigation; and
 - iv. any drugs were detected in a urine or blood sample analyzed for drug-facilitated sexual assault and information about any drugs detected.

XII. WORKING WITH THE PROSECUTOR

Pursuant to G.O. 6.1, Felony Review Process, an officer should contact the Cook County State's Attorney's Office for assistance with an investigation or felony review, when appropriate.

XIII. FOLLOW-UP INVESTIGATIVE PROCEDURES

- A. Forensic and offender hits (CODIS matches) relating to sexual assault and sexual abuse cases from Illinois State Police Crime Laboratories or other laboratories are to be received by the Investigations Commander or his designee who/which should:
 - 1. Log receipt of hit information from laboratories;
 - 2. Assign an officer to investigate the CODIS hit and potential impact on the investigation;
 - 3. Document all investigative steps taken as a result of the CODIS hit; and

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4. Consult with the local state's attorney's office about the results of the investigation following the CODIS hit.

B. Victim Notification.

1. If the status of a cold case changes, including instances where a case is reopened to resume investigation, a crime lab has notified law enforcement of a DNA database "hit," or an offender has been arrested on a warrant, notice to the victim will be provided unless it would unreasonably interfere with the investigation. [725 ILCS 120/4]
2. Prior to notification and communication with the victim, officers should consult with the agency social worker or rape crisis advocate. Notification to the victim should be coordinated with the social worker or rape crisis advocate to permit the social worker or advocate to be present if possible. Officers should attempt to notify the victim at a time, place, and manner that provides as much privacy as possible.

XIV. CONSIDERATION FOR SPECIFIC POPULATIONS/COMMUNITIES

The Park Ridge Police Department will demonstrate a commitment to making sure all officers have the best training and skills necessary to provide services to all communities. Resources regarding specific populations/communities can be found at http://www.illinoisattorneygeneral.gov/victims/improvingresponsetosa_il.html.

APPENDIX

Sexual Assault Incident Procedure Act – Policy Requirements

(725 ILCS 203/15)

Sec. 15. Sexual assault incident policies.

(a) On or before January 1, 2018, every law enforcement agency shall develop, adopt, and implement written policies regarding procedures for incidents of sexual assault or sexual abuse consistent with the guidelines developed under subsection (b) of this Section. In developing these policies, each law enforcement agency is encouraged to consult with other law enforcement agencies, sexual assault advocates, and sexual assault nurse examiners with expertise in recognizing and handling sexual assault and sexual abuse incidents. These policies must include mandatory sexual assault and sexual abuse response training as required in Section 10.19 of the Illinois Police Training Act and Sections 2605-53 and 2605-98 of the Department of State Police Law of the Civil Administrative Code of Illinois.

(b) On or before July 1, 2017, the Office of the Attorney General, in consultation with the Illinois Law Enforcement Training Standards Board and the Department of State Police, shall develop and make available to each law enforcement agency, comprehensive guidelines for creation of a law enforcement agency policy on evidence-based, trauma-informed, victim-centered sexual assault and sexual abuse response and investigation.

These guidelines shall include, but not be limited to the following:

- (1) dispatcher or call taker response;
- (2) responding officer duties;
- (3) duties of officers investigating sexual assaults and sexual abuse;
- (4) supervisor duties;
- (5) report writing;
- (6) reporting methods;
- (7) victim interviews;
- (8) evidence collection;
- (9) sexual assault medical forensic examinations;
- (10) suspect interviews;
- (11) suspect forensic exams;
- (12) witness interviews;
- (13) sexual assault response and resource teams, if applicable;
- (14) working with victim advocates;
- (15) working with prosecutors;
- (16) victims' rights;
- (17) victim notification; and
- (18) consideration for specific populations or communities.

(Source: P.A. 99-801, eff. 1-1-17.)

MANDATORY NOTICE FOR SURVIVORS OF SEXUAL ASSAULT*

MEDICAL AND FORENSIC SERVICES

Survivors of sexual assault should seek medical attention as soon as possible. You may request transportation to the hospital.

Services Available

If you request medical forensic services, the hospital must offer a general medical exam, treat injuries, evaluate the need for medications, and collect forensic evidence. Upon request, a hospital must perform a forensic exam and complete an evidence kit up to 7 days after the assault regardless of your age.

Evidence Preservation

You may not be sure whether or not you want to participate in the criminal justice process right now, but it is important to know that critical evidence may be lost if you change clothes; bathe, shower or douche; use the restroom; eat; smoke; or brush teeth or gargle, depending on the nature of the attack.

The sooner the medical forensic exam is performed, the more evidence is available for collection.

Storage of Evidence

If evidence is collected from you, but you are unsure about allowing law enforcement to test the evidence, the evidence will be stored for 5 years or, if you are under the age of 18, until your 23rd birthday. You can consent to test the evidence at any time during this period.

You will NOT be billed for any services provided in the emergency room. In addition, if you are eligible, the hospital will give you a voucher for 90 days of follow-up care.

HOSPITAL INFORMATION

The nearby hospital below provides emergency medical and forensic services for sexual assault survivors:

Hospital Name
Hospital Address

This hospital employs a Sexual Assault Nurse Examiner: Yes / No / Unknown (Circle One)

*This form must be provided by the responding law enforcement agency at time of initial contact pursuant to 725 ILCS 203/25(a). This requirement is effective January 1, 2017.

CIVIL NO CONTACT ORDERS / ORDERS OF PROTECTION

Survivors of sexual assault may petition for a Civil No Contact Order (CNCO) or an Order of Protection (OP) that can order the offender to:

- Stay away from you and away from specific locations, such as your residence, your work, and your school
- Have no contact with you

The CNCO or OP can be obtained in civil court at a local courthouse. You will not pay a fee for requesting the order. While you can obtain a CNCO or OP on your own, it is best done with the assistance of an advocate or attorney. If the courthouse is closed but a judge is available, you may request that the officer provide or arrange transportation to the judge.

You may be able to obtain sexual assault support services for free. These services include advocacy, counseling, assistance with information about the medical forensic exam, understanding the criminal justice system, and obtaining a Civil No Contact Order or an Order of Protection. You are encouraged to contact:

Rape Crisis Center Name	Hotline Number
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RESPONDING LAW ENFORCEMENT AGENCY

Responding Officer's Name	Star/Badge Number
Responding Law Enforcement Agency Name	Agency Phone Number
Report Number	Date

LAW ENFORCEMENT AGENCY WHICH WILL COMPLETE INVESTIGATION

Law Enforcement Agency Name
Law Enforcement Agency Address
Law Enforcement Agency Phone Number



Lisa Madigan
ATTORNEY GENERAL

OFFICE OF THE ATTORNEY GENERAL STATE OF ILLINOIS

CRIME VICTIM SERVICES DIVISION

STATEMENT OF MARSY'S RIGHTS

If you are the victim of a violent crime, the Illinois Constitution and Rights of Crime Victims and Witnesses Act give you the following rights:

1. The right to be treated with fairness and respect for your dignity and privacy and to be free from harassment, intimidation, and abuse throughout the criminal justice process.
2. The right to notice and to a hearing before a court ruling on a request for access to any of the victim's records, information, or communications which are privileged or confidential by law.
3. The right to timely notification of all court proceedings.
4. The right to communicate with the prosecution.
5. The right to be heard at any post-arraignment court proceeding in which a right of the victim is at issue and any court proceeding involving a post-arraignment release decision, plea, or sentencing.
6. The right to be notified of information about the conviction, sentence, imprisonment, and release of the accused.
7. The right to timely disposition of the case following the arrest of the accused.
8. The right to be reasonably protected from the accused throughout the criminal justice process.
9. The right to have the safety of the victim and the victim's family considered in denying or fixing the amount of bail, determining whether to release the defendant, and setting conditions of release after arrest and conviction.
10. The right to be present at the trial and all other court proceedings on the same basis as the accused, unless the victim is to testify and the court determines that the victim's testimony would be materially affected if the victim hears other testimony at the trial.
11. The right to have present at all court proceedings, subject to the rules of evidence, an advocate and other support person of the victim's choice.
12. The right to restitution.

While police are investigating the crime, you can ask them for information about the status of the investigation.

You can also request to meet with the prosecutor, if the police forward the case to the State's Attorney's Office.

For more information about your rights after criminal charges are filed, call the **Attorney General's Crime Victims Assistance Line** at 1-800-228-3368 (TTY: 1-877-398-1130) or contact your local **State's Attorney's Office**.

Financial Assistance

You may be eligible for financial assistance for your out-of-pocket expenses under the Illinois Crime Victims Compensation Act. For information and applications, contact the **Attorney General's toll-free Crime Victims Assistance Line** at 1-800-228-3368 (TTY: 1-877-398-1130) or visit the Attorney General's website at www.illinoisattorneygeneral.gov/victims/cvc.html.

Acknowledgment of Rights

Signature: _____ Date: _____

MANDATORY NOTICE OF VICTIM'S RIGHT TO INFORMATION REGARDING SEXUAL ASSAULT EVIDENCE TESTING*

You have consented to the testing of sexual assault evidence collected in your case.

This law enforcement agency must provide you with the following information regarding the testing of the evidence, at your request. You may designate another person to receive this information on your behalf.

You are entitled to the following information:

1. The date the sexual assault evidence was sent to an Illinois State Police Crime Laboratory or other appropriate laboratory by this agency. If you request this information, it must be provided to you within seven (7) days of the transfer of the evidence to a lab by this law enforcement agency.
2. Test results provided to this agency by the laboratory, including, but not limited to:
 - DNA test results, and
 - whether any drugs were detected in a urine or blood sample and information about any drugs detected.

If you request this information, it must be provided to you within seven (7) days of this law enforcement agency receiving the results from the laboratory.

Requesting the Information

You may submit a request for this information at this time or by contacting this law enforcement agency at the address or phone number below at a later date.

Law Enforcement Agency	
Address	
Phone Number	Email (if available)
Report Number	

You or your designee must keep the law enforcement agency informed of the name, address, phone number and email of the person to whom information should be provided and any changes to that information.

* This form must be provided by a law enforcement officer to a victim who has signed a consent form to test evidence at the hospital, either at the hospital or during the investigating officer's follow-up interview. This form must also be provided to a victim who signs a consent form to test sexual assault evidence at the law enforcement agency or with the assistance of a rape crisis advocate pursuant to 725 ILCS 203/35(c). This requirement is effective January 1, 2017.

STORAGE AND FUTURE TESTING OF SEXUAL ASSAULT EVIDENCE*

A consent form to test the sexual assault evidence collected today must be signed before law enforcement can send this evidence to a laboratory to be tested. You have indicated that you do NOT want to sign the consent for testing at this time.

If you are an adult, this evidence will be stored by law enforcement for five (5) years from today's date, _____.

If you are under 18 years of age, this evidence will be stored until your 23rd birthday.

You may request to be notified prior to the destruction of the evidence at the end of the storage period. This evidence will be stored at the law enforcement agency list below.

A consent form for the testing of this evidence may be signed at any time during the storage period. This can be done by contacting the law enforcement agency listed below or by working with an advocate from a rape crisis center.

Law Enforcement Agency
Address
Phone Number
Report Number

Rape Crisis Center
Address
Phone Number

*This form shall be provided by a law enforcement officer to a victim who has not signed a consent form to test evidence at the hospital, either at the hospital or during the investigating officer's follow-up interview, pursuant to 725 ILCS 203/30(e). This requirement is effective January 1, 2017.

Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction

Within 24 hours of receiving a sexual assault report of an incident in your jurisdiction from another law enforcement agency, you must provide that agency with the following information.

Law Enforcement Agency That Received the Initial Sexual Assault Report

Initial Agency Name: _____ **Case Number:** _____

Initial Agency Contact Name: _____

Title: _____ **Phone:** _____ **Fax:** _____

Email: _____

Date Transferred: _____ **Time Transferred:** _____

Confirmation of Receipt of Sexual Assault Report to be completed by Law Enforcement Agency with Jurisdiction Receiving Report

Agency with Jurisdiction Name: _____ **Case Number:** _____

Name of Person Receiving Report: _____

Title of Person Receiving Report: _____

Date Received: _____ **Time Received:** _____

Law Enforcement Agency Having Jurisdiction Contact Information to be Provided to Victim

Agency with Jurisdiction Name: _____ **Case Number:** _____

Name of Contact Person: _____

Title: _____ **Phone:** _____

Email: _____ **Fax:** _____

**CITY OF PARK RIDGE
STATE OF ILLINOIS**



PARK RIDGE POLICE DEPARTMENT

SPECIAL ORDER NO: 16-55R	DATE OF ISSUE January 17, 2017	EFFECTIVE DATE January 1, 2017
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Revised Sexual Assault Procedure	AUTHOR: Deputy Chief D. Mellema
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I. PURPOSE

To notify Department Personnel of Changes in the required Sexual Assault Incident Procedure to be followed in accordance with Public Act 099-0801, effective January 1, 2017.

II. INFORMATION

All Personnel are to review the attached information in the Incident Procedure Bulletin to familiarize themselves with the following requirements of Public Act 099-0801.

- Mandatory Report Writing
- Additional Responding Officer Responsibilities
- Collecting, Storing and Testing of Sexual Assault Evidence
- Release of Information to the Victim Relating to Evidence Testing

In addition to the Public Act 099-0801 provisions, Sworn Officers will be required to document in the incident report the provision of the **Statement of Marsy's Rights**, Mandatory Notice for Survivors of Sexual Assault Form, Mandatory Notice of Victim's Right to Information Regarding Sexual Assault Evidence Testing Form, and Consent to Test Form.

All of the forms will be available to officers in the report room in packet form.

The Property Manager shall notify the victim or designee six months prior to the expiration of the storage period and 30 days prior to the expiration of the storage period, in all cases where the victim or its designee has not consented to the testing of the Sexual Assault Evidence Kit. Notification will be done by regular and certified mail.

Effective January 1, 2017, **Trauma-informed responses and investigations of sexual assault and sexual abuse.** Law enforcement investigators who conduct sexual assault investigations must receive specialized in-service training on these topics within 2 two years of the act, (January 1, 2019), and again every three years, thereafter. (PA 99-0801)

III. ISSUING AUTHORITY

This Special Order shall supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink that reads "Frank Kaminski".

Frank J. Kaminski, Chief of Police

SEXUAL ASSAULT INCIDENT PROCEDURE BULLETIN FOR LAW ENFORCEMENT—PUBLIC ACT 099-0801

A new law, Public Act 099-0801, contains requirements for law enforcement agencies regarding the handling of sexual assaults and sexual abuse crimes.

This document outlines the provisions of the Act that must be implemented by law enforcement agencies on January 1, 2017:

- Mandatory Report Writing
- Additional Responding Officer Responsibilities
- Collecting, Storing, and Testing of Sexual Assault Evidence
- Release of Information to the Victim Relating to Evidence Testing

Several other provisions, such as developing and implementing agency policy and training for all officers and those investigating sexual assault and sexual abuse cases, have delayed effective dates to allow for the development of policy guidelines and training curricula.

MANDATORY REPORT WRITING

Officers must document every allegation of sexual assault or sexual abuse and prepare a written report when contacted by any of the following:

1. a person who alleges to have been sexually assaulted or sexually abused,
2. hospital or medical personnel, when reporting under the Criminal Identification Act, or
3. a witness who personally observed what appeared to be a sexual assault or sexual abuse or an attempt of either crime.

The victim is under no obligation to speak to an officer or submit to an interview. The officer shall still prepare a report and document any information made available to the officer.

The officer shall write the report without making a determination of whether the statute of limitations has expired.

Third-Party Reports

A victim of sexual assault or sexual abuse may give consent to another person to provide information about the incident to law enforcement. The third-party reporter does not have to disclose the victim's name. The officer must complete a written report if the person contacting law enforcement:

1. provides their own name and contact information, and
2. affirms that he or she has the consent of the victim to make the report.

Officers must give the person making the third party report a copy of all victim notices required under this Act and ask that the person give the notices to the victim.

Reports Regarding an Incident Occurring in Another Jurisdiction

Officers must write a report regardless of the jurisdiction where the incident took place. An officer who receives information about an incident in another jurisdiction must prepare a written report. Within 24 hours of receiving the information, the officer must submit the report to the agency having jurisdiction. Agencies may use the Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction (P.A. 99-0801 – Form D) for this requirement. The law enforcement agency that receives a report from another jurisdiction must confirm receipt. The written confirmation must include:

1. the name of the person who received the report, and
2. a name and phone number of a contact person that can be given to the victim.

Contents of Reports

The written report shall include the following, **if known**:

1. the victim's name or other identifier and contact information,
2. the time, date, and location of the offense,
3. information provided by the victim,
4. information about the suspect, including description and name,
5. names and contact information of persons with knowledge of what happened before, during, or after the sexual assault,
6. names of the medical professionals who examined the victim and any information they provide,
7. if sexual assault evidence was collected, the name and contact information for the hospital, and whether the victim consented to testing of the evidence,
8. if a urine or blood sample was collected and whether the victim consented to testing of a toxicology screen,
9. information the victim consented to allow the medical professionals to disclose, and
10. all other relevant information.

ADDITIONAL RESPONDING OFFICER RESPONSIBILITIES

Officers responding to incidents involving sexual assault or sexual abuse must:

1. provide victims with written information advising them of their rights and options. The written information can be found on the Illinois Attorney General's website, www.illinoisattorneygeneral.gov, and is linked below (P.A. 99-0801-Form A),
2. offer to provide or arrange transportation to a hospital emergency room for medical and forensic services, and
3. if the courthouse is closed but a judge is available, offer to provide or arrange transportation so the victim may file for an order of protection or civil no contact order.

COLLECTION, STORAGE, AND TESTING OF SEXUAL ASSAULT EVIDENCE

All sexual assault evidence collected at the hospital will be released to the custody of law enforcement whether or not the victim has signed a consent form for testing of the evidence. The evidence may include an Illinois State Police Sexual Assault Evidence Collecting Kit, clothing, blood and/or urine samples, and other items.

The hospital will notify the law enforcement agency having jurisdiction when evidence has been collected. The agency shall take custody of the evidence as soon as practicable, but not later than 5 days after the medical forensic exam was completed. If the evidence is not picked up, the hospital will notify the local State's Attorney's Office, which will contact the law enforcement agency within 72 hours to request that the agency take immediate physical custody of the evidence. The mandatory written report of the sexual assault or sexual abuse must include the date and time the evidence was picked up from the hospital.

If the Patient Consent: Collect and Test Evidence or Collect and Hold Evidence Form has been signed, the law enforcement agency must, within 10 days of the receipt of the evidence, send the evidence to an Illinois State Police Crime Laboratory or other appropriate laboratory (Northeastern Illinois Regional Crime Laboratory or DuPage County Forensic Science Center) for testing under the Sexual Assault Evidence Submission Act.

If Patient Consent: Collect and Test Evidence or Collect and Hold Evidence Form has **not** been signed, the law enforcement agency must store the evidence. If the victim is an adult, the evidence must be stored for 5 years.

If the victim is under 18 years of age, the evidence must be stored until the victim's 23rd birthday. If a law enforcement agency adopts a longer storage policy, it shall notify the victim or the victim's designee in writing of the longer period. The hospital will provide the original consent form to test the evidence to the law enforcement agency which picks up the evidence, for the agency's case file. A sample of the Patient Consent: Collect and Test Evidence or Collect and Hold Evidence Form is linked below.

After leaving the hospital, the victim may consent to testing in any of the following ways:

1. signing the original Patient Consent: Collect and Test Evidence or Collect and Hold Evidence Form, given to the officer who picked up the evidence, at the law enforcement agency where the evidence is stored,
2. signing a consent form in the presence of a sexual assault advocate who will deliver the written consent to the law enforcement agency on behalf of the victim, or
3. providing verbal consent to the law enforcement agency and confirming the verbal consent by email or fax.

Each law enforcement agency shall develop and implement a protocol for providing information to victims on how to consent to testing after leaving the hospital and the process for notifying a victim or the victim's designee of the impending expiration of the storage period, if such notice is requested by the victim.

RELEASE OF INFORMATION TO THE VICTIM RELATED TO EVIDENCE TESTING

Upon request, each law enforcement agency shall provide the following information in writing to a victim.

1. The date the sexual assault evidence was sent to an Illinois State Police Crime Laboratory or other appropriate laboratory. If this information is requested, it must be provided to the victim within seven days of the transfer of the evidence to the laboratory.
2. Test results provided to the agency by the laboratory, including, but not limited to:
 - whether a DNA profile was obtained from the testing of the evidence;
 - whether the DNA profile developed from the evidence has been searched against the DNA Index System or any state or federal DNA database;
 - whether an association was made to an individual whose DNA profile is consistent with the sexual assault evidence DNA profile, provided that disclosure would not impede or compromise an ongoing investigation; and
 - whether any drugs were detected in a urine or blood sample and information about any drugs detected.

If this information is requested, it must be provided to the victim within 7 days of the law enforcement agency receiving the results from the laboratory.

When a victim has signed a consent form to test evidence at the hospital, the law enforcement agency shall provide the victim, either at the hospital or during the investigating officer's follow-up interview, with written information informing the victim of his or her right to request this information. This information must also be provided to a victim who signs a consent form to test sexual assault evidence at the law enforcement agency or with the assistance of a rape crisis advocate. A victim may designate another person or agency to receive this information.

FORMS FOR LAW ENFORCEMENT USE

Available at www.illinoisattorneygeneral.gov

- Mandatory Notice for Survivors of Sexual Assault (P.A. 99-0801 – Form A)
 - Pursuant to 725 ILCS 203/25(a), at the time of first contact with a victim, a law enforcement officer shall advise the victim of the information on this form, written in a language appropriate for the victim or in Braille, or communicate this information in the appropriate sign language.
- Mandatory Notice of Victim's Right to Information Regarding Sexual Assault Evidence Testing (P.A. 99-0801 – Form B)
 - Pursuant to 725 ILCS 203/35(c), this form must be provided by a law enforcement officer to a victim who has signed a consent form to test evidence at the hospital, either at the hospital or during the investigating officer's follow-up interview. This form must also be provided to a victim who signs a consent form to test sexual assault evidence at the law enforcement agency or with the assistance of a rape crisis advocate.
- Storage and Future Testing of Sexual Assault Evidence (P.A. 99-0801 – Form C)
 - Pursuant to 725 ILCS 203/30(e), this form shall be provided by a law enforcement officer to a victim who has not signed a consent form to test evidence at the hospital, either at the hospital or during the investigating officer's follow-up interview.
- Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction (P.A. 99-0801 – Form D)
 - Pursuant to 725 ILCS 203/20(c), a law enforcement agency which receives a report of an incident occurring in another jurisdiction must prepare a written report and send the report to the agency having jurisdiction in person or via fax or email within 24 hours.
 - Pursuant to 725 ILCS 203/20(d), the law enforcement agency that receives a report from another jurisdiction must confirm receipt in person or via fax or email within 24 hours.
- Patient Consent: Collect and Test Evidence or Collect and Hold Evidence Form (Presented to the victim for completion by the hospital and provided to the law enforcement agency picking up the evidence.)
 - Pursuant to 410 ILCS 70/6.5, the hospital will provide the original consent form to test the evidence to victim for completion. The hospital will provide the consent form to the law enforcement agency which picks up the evidence, for the agency's case file.

If you have questions regarding this document,
please contact Jessica O'Leary, Assistant Attorney General,
Office of Illinois Attorney General Lisa Madigan, Policy Division
at joleary@atg.state.il.us or 312-814-1003
or
your agency's legal counsel.





Lisa Madigan
ATTORNEY GENERAL

OFFICE OF THE ATTORNEY GENERAL STATE OF ILLINOIS

CRIME VICTIM SERVICES DIVISION

STATEMENT OF MARSY'S RIGHTS

If you are the victim of a violent crime, the Illinois Constitution and Rights of Crime Victims and Witnesses Act give you the following rights:

1. The right to be treated with fairness and respect for your dignity and privacy and to be free from harassment, intimidation, and abuse throughout the criminal justice process.
2. The right to notice and to a hearing before a court ruling on a request for access to any of the victim's records, information, or communications which are privileged or confidential by law.
3. The right to timely notification of all court proceedings.
4. The right to communicate with the prosecution.
5. The right to be heard at any post-arraignment court proceeding in which a right of the victim is at issue and any court proceeding involving a post-arraignment release decision, plea, or sentencing.
6. The right to be notified of information about the conviction, sentence, imprisonment, and release of the accused.
7. The right to timely disposition of the case following the arrest of the accused.
8. The right to be reasonably protected from the accused throughout the criminal justice process.
9. The right to have the safety of the victim and the victim's family considered in denying or fixing the amount of bail, determining whether to release the defendant, and setting conditions of release after arrest and conviction.
10. The right to be present at the trial and all other court proceedings on the same basis as the accused, unless the victim is to testify and the court determines that the victim's testimony would be materially affected if the victim hears other testimony at the trial.
11. The right to have present at all court proceedings, subject to the rules of evidence, an advocate and other support person of the victim's choice.
12. The right to restitution.

While police are investigating the crime, you can ask them for information about the status of the investigation.

You can also request to meet with the prosecutor, if the police forward the case to the State's Attorney's Office.

For more information about your rights after criminal charges are filed, call the **Attorney General's Crime Victims Assistance Line at 1-800-228-3368 (TTY: 1-877-398-1130)** or contact your local **State's Attorney's Office**.

Financial Assistance

You may be eligible for financial assistance for your out-of-pocket expenses under the Illinois Crime Victims Compensation Act. For information and applications, contact the **Attorney General's toll-free Crime Victims Assistance Line at 1-800-228-3368 (TTY: 1-877-398-1130)** or visit the Attorney General's website at www.illinoisattorneygeneral.gov/victims/cvc.html.

Acknowledgment of Rights

Signature: _____ Date: _____

MANDATORY NOTICE FOR SURVIVORS OF SEXUAL ASSAULT*

MEDICAL AND FORENSIC SERVICES

Survivors of sexual assault should seek medical attention as soon as possible. You may request transportation to the hospital.

Services Available

If you request medical forensic services, the hospital must offer a general medical exam, treat injuries, evaluate the need for medications, and collect forensic evidence. Upon request, a hospital must perform a forensic exam and complete an evidence kit up to 7 days after the assault regardless of your age.

Evidence Preservation

You may not be sure whether or not you want to participate in the criminal justice process right now, but it is important to know that critical evidence may be lost if you change clothes; bathe, shower or douche; use the restroom; eat; smoke; or brush teeth or gargle, depending on the nature of the attack.

The sooner the medical forensic exam is performed, the more evidence is available for collection.

Storage of Evidence

If evidence is collected from you, but you are unsure about allowing law enforcement to test the evidence, the evidence will be stored for 5 years or, if you are under the age of 18, until your 23rd birthday. You can consent to test the evidence at any time during this period.

You will NOT be billed for any services provided in the emergency room. In addition, if you are eligible, the hospital will give you a voucher for 90 days of follow-up care.

HOSPITAL INFORMATION

The nearby hospital below provides emergency medical and forensic services for sexual assault survivors:

Hospital Name
Hospital Address

This hospital employs a Sexual Assault Nurse Examiner: Yes / No / Unknown (Circle One)

*This form must be provided by the responding law enforcement agency at time of initial contact pursuant to 725 ILCS 203/25(a). This requirement is effective January 1, 2017.

CIVIL NO CONTACT ORDERS / ORDERS OF PROTECTION

Survivors of sexual assault may petition for a Civil No Contact Order (CNCO) or an Order of Protection (OP) that can order the offender to:

- Stay away from you and away from specific locations, such as your residence, your work, and your school
- Have no contact with you

The CNCO or OP can be obtained in civil court at a local courthouse. You will not pay a fee for requesting the order. While you can obtain a CNCO or OP on your own, it is best done with the assistance of an advocate or attorney. If the courthouse is closed but a judge is available, you may request that the officer provide or arrange transportation to the judge.

You may be able to obtain sexual assault support services for free. These services include advocacy, counseling, assistance with information about the medical forensic exam, understanding the criminal justice system, and obtaining a Civil No Contact Order or an Order of Protection. You are encouraged to contact:

Rape Crisis Center Name <i>North west Center Against Sexual Assault</i>	Hotline Number <i>888-802-8890</i>
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RESPONDING LAW ENFORCEMENT AGENCY

Responding Officer's Name	Star/Badge Number
Responding Law Enforcement Agency Name	Agency Phone Number
Report Number	Date

LAW ENFORCEMENT AGENCY WHICH WILL COMPLETE INVESTIGATION

Law Enforcement Agency Name
Law Enforcement Agency Address
Law Enforcement Agency Phone Number

MANDATORY NOTICE OF VICTIM'S RIGHT TO INFORMATION REGARDING SEXUAL ASSAULT EVIDENCE TESTING*

You have consented to the testing of sexual assault evidence collected in your case.

This law enforcement agency must provide you with the following information regarding the testing of the evidence, at your request. You may designate another person to receive this information on your behalf.

You are entitled to the following information:

1. The date the sexual assault evidence was sent to an Illinois State Police Crime Laboratory or other appropriate laboratory by this agency. If you request this information, it must be provided to you within seven (7) days of the transfer of the evidence to a lab by this law enforcement agency.
2. Test results provided to this agency by the laboratory, including, but not limited to:
 - DNA test results, and
 - whether any drugs were detected in a urine or blood sample and information about any drugs detected.

If you request this information, it must be provided to you within seven (7) days of this law enforcement agency receiving the results from the laboratory.

Requesting the Information

You may submit a request for this information at this time or by contacting this law enforcement agency at the address or phone number below at a later date.

Law Enforcement Agency	
Address	
Phone Number	Email (if available)
Report Number	

You or your designee must keep the law enforcement agency informed of the name, address, phone number and email of the person to whom information should be provided and any changes to that information.

* This form must be provided by a law enforcement officer to a victim who has signed a consent form to test evidence at the hospital, either at the hospital or during the investigating officer's follow-up interview. This form must also be provided to a victim who signs a consent form to test sexual assault evidence at the law enforcement agency or with the assistance of a rape crisis advocate pursuant to 725 ILCS 203/35(c). This requirement is effective January 1, 2017.

STORAGE AND FUTURE TESTING OF SEXUAL ASSAULT EVIDENCE*

A consent form to test the sexual assault evidence collected today must be signed before law enforcement can send this evidence to a laboratory to be tested. You have indicated that you do NOT want to sign the consent for testing at this time.

If you are an adult, this evidence will be stored by law enforcement for five (5) years from today's date, _____.

If you are under 18 years of age, this evidence will be stored until your 23rd birthday.

You may request to be notified prior to the destruction of the evidence at the end of the storage period. This evidence will be stored at the law enforcement agency list below.

A consent form for the testing of this evidence may be signed at any time during the storage period. This can be done by contacting the law enforcement agency listed below or by working with an advocate from a rape crisis center.

Law Enforcement Agency
Address
Phone Number
Report Number

Rape Crisis Center
Northwest Center Against Sexual Assault
Address
415 W. Golf Rd, Ste 47, Arlington Heights, IL 60005
Phone Number
847-806-6526

*This form shall be provided by a law enforcement officer to a victim who has not signed a consent form to test evidence at the hospital, either at the hospital or during the investigating officer's follow-up interview, pursuant to 725 ILCS 203/30(e). This requirement is effective January 1, 2017.

**Confirmation of Transfer of Sexual Assault Report
to Law Enforcement Agency Having Jurisdiction**

Within 24 hours of receiving a sexual assault report of an incident in your jurisdiction from another law enforcement agency, you must provide that agency with the following information.

Law Enforcement Agency That Received the Initial Sexual Assault Report

Initial Agency Name: _____ Case Number: _____

Initial Agency Contact Name: _____

Title: _____ Phone: _____ Fax: _____

Email: _____

Date Transferred: _____ Time Transferred: _____

**Confirmation of Receipt of Sexual Assault Report to be completed by
Law Enforcement Agency with Jurisdiction Receiving Report**

Agency with Jurisdiction Name: _____ Case Number: _____

Name of Person Receiving Report: _____

Title of Person Receiving Report: _____

Date Received: _____ Time Received: _____

Law Enforcement Agency Having Jurisdiction Contact Information to be Provided to Victim

Agency with Jurisdiction Name: _____ Case Number: _____

Name of Contact Person: _____

Title: _____ Phone: _____

Email: _____ Fax: _____

**This written confirmation shall be delivered in person or via fax or email to
the law enforcement agency that received the initial report.**

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Alarm Response Plan	Number GO 7.1	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: Alarm Calls			Approved By Frank Kaminski Chief of Police	

POLICY: It is the policy of the Park Ridge Police Department to respond to all alarms in such a way as to provide for the safety of citizens and the security and control of a potential crime scene, and to effectively conclude the investigation of the incident. Offenders utilize no standard method of operation in the commission of bank hold-ups and burglaries; therefore, the procedures set forth in the General Order are not intended to cover each and every possible occurrence that might arise.

I. DEFINITIONS

- A. ALARMS – A device or series of devices including, but not limited to systems interconnected with radio frequency signals that are designed to emit or transmit an audible, visual, or electronic signal upon activation.
 - 1. Dispatch learns of activated alarms through several means. Most are by central stations that call the dispatch center and relay the alarm information to the dispatcher.
 - 2. Citizens may observe or hear an alarm and report it.
 - 3. Officers may discover and report alarms during patrol.
- B. Dispatch shall classify alarms as follows:
 - 1. Unknown alarm.
 - 2. Financial institution/burglary or hold-up alarm (Bank Alarm).
 - 3. Commercial burglary or hold-up alarm.
 - 4. Residential burglary or panic alarm.
 - 5. Domestic violence alarm.
 - 6. ATM alarm.

II. PROCEDURE

- A. Response plan for financial institution burglary or hold-up alarm.
 - 1. When a Bank Alarm is received, two (2) police units will be dispatched and the street supervisor will be notified. The first officer dispatched is the primary unit.
 - 2. Officers will respond on the radio in order assigned, giving their locations. Example: "Park Ridge 101 responding from Maine East High School."
 - 3. Responding officers shall respond utilizing emergency driving response techniques outlined in the general order regarding operating emergency vehicles, and driving in a safe manner; turning off the emergency light and audio equipment when reaching a close proximity to the alarm location.
 - 4. Upon arrival, officers will take positions strategically to cover entrances and exits and possible areas of escape, as well as for officer safety. Positions may have to be modified at the time of response, depending on vehicle and pedestrian traffic.
 - 5. Officers should check for any unusual activity around the bank as they arrive and once they are in position.
 - 6. Once both squads are in position, if there is no unusual activity that can be observed, the assigned primary unit will ask dispatch to make contact with the bank.
 - 7. Once dispatch makes contact with a bank representative it will be determined if a hold-up is in progress, has occurred, or if it is a false alarm. Dispatch will remain in continuous

Subject: Alarm Response Plan	Number GO 7.1	Revised Date	Effective Date May 1, 2015	Page 2 of 3
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contact with the bank representative and advise him to have another bank representative meet with the primary unit at his position. Dispatch will get a description of the bank representative and relay the information to the officers.

8. Once the bank representative has met with the primary unit and it has been determined the alarm is false, the primary unit will notify dispatch and the other units.
9. The primary unit will fill out an Alarm Report and have the bank representative sign the report.
10. Dispatch will verify the status of the alarm with the bank representative.
11. If the bank representative does not exit the bank within a reasonable time, unusual activity is observed, or the bank representative informs the primary unit a hold-up is in progress; or if the primary unit believes the bank representative is not relaying correct information about a false alarm, the street supervisor and additional units will be sent to the scene.
12. The street supervisor will determine manpower and equipment needs and secure the area, establishing crime scene perimeters for containment, control or evacuation purposes. The street supervisor will determine if outside assistance is needed through NIPAS Alarm call-out and/or NIPAS Emergency Services Team.
13. The street supervisor will request Post One to notify the FBI and Park Ridge Investigative Division Commander if required.
14. The Beat Team Leaders (BTLs) will act as liaison with representatives from financial institutions in their beats. BTLs will coordinate efforts in improving responses and ensuring bank representatives understand police department procedures in responding to financial institutions. The BTLs will maintain and update the bank diagrams for banks in their beats with the approval of the Deputy Chief of Field Operations or his designee.

B. Response plan for business alarms.

1. When a business alarm is received, two (2) units will be dispatched.
2. Officers will respond on the radio in order assigned, giving their locations. Example: "Park Ridge 101 responding from Maine East High School."
3. Responding officers shall respond utilizing emergency driving response techniques outlined in the general order regarding operating emergency vehicles, driving in a safe manner; turning off the emergency light and audio equipment when reaching a close proximity to the alarm location.
4. Officers should coordinate their response and respond to tactical locations to observe the business. Once the officers arrive and make their observations, dispatch should call the business if it is open or if the alarm came in as a hold-up or panic.
5. Dispatch will talk to the business representative and determine what the situation leading to the alarm is. If the alarm is false, a business representative should be sent to the primary unit to sign an Alarm Report. Dispatch will give a description of the representative to the primary unit officer.
6. The primary unit officer shall determine from the business representative if the alarm is false or if there is a hold-up in progress. If there is a hold-up in progress or suspicious circumstances, the primary unit shall request the supervisor and additional units.
7. The street supervisor will determine manpower and equipment needs and secure the area establishing crime scene perimeters for containment, control or evacuation purposes. The street supervisor will determine if outside assistance is needed through NIPAS Alarm call-out and/or NIPAS Emergency Services Team.
8. If the business is closed, officers shall physically check the perimeter of the business.
9. If an open door, window, or signs of forcible entry is discovered, the primary unit and

Subject: Alarm Response Plan	Number GO 7.1	Revised Date	Effective Date May 1, 2015	Page 3 of 3
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back-up unit shall maintain perimeter security. The primary unit will notify dispatch to request additional units and notify the street supervisor.

10. The street supervisor will determine a plan of action to gather evidence of a burglary or to apprehend offenders.
11. Once the business is "clear" the primary unit will notify dispatch or Post One to contact a key holder to secure the building.

C. Response plan for residential alarms.

1. When a residence alarm is received, two (2) units will be dispatched.
2. Officers will respond on the radio in order assigned, giving their locations. Example: "Park Ridge 101 responding from Maine East High School."
3. Officers will respond to the location obeying all traffic laws.
4. If dispatch receives information that the residential alarm is "glass break", "interior movement", "hold-up", "panic", or other type that denotes an offender might be in the residence, or if additional information is received such as a citizen viewing someone breaking into the residence, then the officers will respond according to the general order regarding operating emergency vehicles.
5. Officers should coordinate their response and respond to tactical locations to observe the residence.
6. Upon arrival, officers will direct dispatch to contact the residence if the residence appears occupied, to determine the validity of the alarm. If no contact can be made, officers will physically check the perimeter of the residence.
7. If an open door, window, or signs of forcible entry is discovered, the primary unit and back-up unit shall maintain perimeter security. The primary unit will notify dispatch to request additional units and notify the street supervisor.
8. The street supervisor will determine a plan of action to gather evidence of a burglary or to apprehend offenders.
9. Once the residence is "clear" the primary unit will notify dispatch or Post One to contact a key holder to secure the building.

D. Reporting Requirements – Alarm Report Form

1. An Alarm Report form will be completed for each dispatched alarm.
2. Each section of the form will be completed and the report form signed and turned into the member's supervisor prior to the end of the duty shift.
3. During severe weather conditions or power outages, the on-duty supervisor may waive the report requirement.

E. Premise Damaged/Unsecured

Officers shall not leave a premise that is damaged and/or unsecured, unless authorized by a supervisor.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Search and Seizure	Number GO 7.2	Revised Date July 14, 2021	Effective Date May 1, 2015	Page 1 of 3
Index As: frisks, search warrants, searches, seizures			Approved By Frank Kaminski Chief of Police	

POLICY It is the policy of the Park Ridge Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

In accordance with the Training Policy, the Department will provide relevant and current training to officers as guidance for the application of the current law, local community standards and prosecutorial considerations regarding the specific search and seizure situations, as appropriate.

I. PURPOSE AND SCOPE

Both federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Park Ridge Police Department personnel to consider when dealing with search and seizure issues.

II. SEARCH WARRANTS

A search warrant is a court order directing a law enforcement officer to search a designated person, place, or vehicle for particularly described items that are subject to seizure. The laws regarding the issuance and execution of search warrants are set out in Illinois Revised Statute. Search warrants must have prior approval given by States Attorney's Office.

A. Searches of Premises

A police supervisor will be notified any time a member intends to execute a search warrant of a premise. The member obtaining the warrant will obtain permission from his/her immediate supervisor (whether on-duty or not). A bureau or divisional supervisor belonging to the member executing the warrant will be responsible for and accompany the member on the execution of the search warrant. Prior to executing the warrant, the member's supervisor will conduct a pre-search warrant briefing and understand the plan of the mission. The supervisor may seek assistance from other divisions and bureaus. A uniformed police officer will be present if there is reason to believe that forcible entry may be required. The Chief of Police will be informed prior to and after the warrant is executed by the supervisor in charge of the warrant service.

B. Time Limitations

Search warrants must be executed within certain time frames. If a warrant is not executed, it must be marked "not executed" and returned to the clerk of the issuing court.

After executing a warrant, the officer must without unnecessary delay, return the warrant with a written inventory of the items seized.

III. WARRANTLESS SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be permissible. There are, however, several exceptions that permit a warrantless search.

A. Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

1. Valid consent
2. Incident to a lawful arrest
3. Legitimate community caretaking interests
4. Vehicle searches under certain circumstances
5. Exigent circumstances

City of Park Ridge, Illinois				
Subject: Search and Seizure	Number GO 7.2	Revised Date July 14, 2021	Effective Date May 1, 2015	Page 2 of 3

- B. Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.
- C. Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his familiarity with the subject's clearly established rights as determined by case law.
- D. Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

IV. SEARCH PROTOCOL

- A. Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:
 - 1. Members of this department will strive to conduct searches with dignity and courtesy.
 - 2. Officers should explain to the person being searched the reason for the search and how the search will be conducted.
 - 3. Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
 - 4. In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
 - 5. When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
 - a. A supervisor should witness the search.
 - b. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.
- B. Prior to issuing of a warrant, the officer must attest that:
 - 1. Prior to entering a location described in the search warrant, a supervising officer will ensure that each participating member is assigned a body worn camera and is following policies and procedures in accordance with Section 10-20 of the Law Enforcement Officer-Worn Body Camera Act; provided that the law enforcement agency has implemented body worn camera in accordance with Section 10-15 of the Law Enforcement –Worn Body Camera Act.
 - 2. The supervising officer verified the subject address listed on the warrant for accuracy and planned for children or other vulnerable people on site; and
 - 3. If an officer becomes aware the search warrant was executed at an address, unit or apartment different from the location listed on the search warrant, that member will immediately notify a supervisor who will ensure an internal investigation or formal inquiry ensues.

V. DOCUMENTATION

- A. Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:
 - 1. Reason for the search;
 - 2. Any efforts used to minimize the intrusiveness of any search (e.g. asking for consent or keys);
 - 3. What, if any, injuries or damage occurred;
 - 4. All steps taken to secure property;

City of Park Ridge, Illinois				
Subject: Search and Seizure	Number GO 7.2	Revised Date July 14, 2021	Effective Date May 1, 2015	Page 3 of 3

5. The results of the search, including a description of any property or contraband seized; and
6. If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer.

- B. Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Concealed Carry Act	Number GO 7.3	Revised Date	Effective Date May 1, 2015	Page 1 of 9
Index As: CCL			Approved By Frank Kaminski Chief of Police	

POLICY: The State of Illinois has enacted the Firearms Concealed Carry Act (430 ILCS 66/1, et al). The Act allows private citizens who meet certain requirements to lawfully possess concealed handguns on their persons in most public places. As a result, officers can reasonably expect to interact with victims, witnesses, complainants, suspects, and offenders whom are in possession of firearms. This policy is intended to provide guidance to officers and other Departmental staff members when, in the course of their duties, a person is determined to be actively possessing and/or carrying a concealed firearm. Obviously all possible scenarios for such contact cannot be foreseen; therefore officers and staff are urged to familiarize themselves with the Illinois Concealed Carry Act, and to exercise extreme caution with every contact. All persons should be considered as armed until and only if confirmed otherwise. Nothing in this policy is meant to supersede a citizen's right to be in possession of a firearm while abiding by the provisions contained within the Illinois Concealed Carry Act (430 ILCS 66/1, et al) or the Firearm Owner Identification Card Act (430 ILCS 65/1, et al). It shall be the policy of the Park Ridge Police Department to uphold the lawful rights of citizens in possession of concealed firearms, while balancing the safety and security of the general public, the officers themselves, and all emergency responders. At times it may be necessary and/or prudent to temporarily take custody of and secure a firearm from a person licensed to carry a concealed firearm. Examples of such circumstances shall be included within this policy.

I. DEFINITIONS:

- A. **CONCEALED FIREARM:** A loaded or unloaded handgun carried on or about a person completely or mostly concealed from view of the public or on or about a person within a vehicle.
- B. **HANDGUN:** Any device which is designed to expel a projectile or projectiles by action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by use of a single hand. Handgun does not include: a stun gun or Taser, a machine gun as defined in the ILCS, a short barreled rifle or shotgun as defined in the ILCS, or any pneumatic gun, spring gun, or paint ball gun.
- C. **PROHIBITED AREA:** An area in which it is prohibited for a Concealed Carry License Holder to carry a concealed firearm on or about his or her person.
- D. **CONCEALED CARRY LICENSE or CCL:** A license issued by the State of Illinois which allows a citizen who meets certain criteria to carry a concealed firearm on or about his or her person.
- E. **INVESTIGATIVE STOP:** An officer contact with a citizen where the officer has a reasonable, articulable suspicion that the citizen has committed or is about to commit a crime. Investigative stops include, but are not limited to, traffic stops.

II. MEMBER RESTRICTIONS

- A. Sworn officers should not obtain a Concealed Carry License (CCL). CCL requirements could unintentionally inhibit the department member's ability to carry a firearm while off-duty.
- B. Civilian employees of the Park Ridge Police Department who obtain a CCL shall not carry a firearm while in uniform or on duty for the Park Ridge Police Department. Civilian employees may travel to and from work in their personal vehicles with their firearms according to this Act, but may not travel in city-owned vehicles with a firearm. Any violations of this

Subject: Concealed Carry Act	Number GO 7.3	Revised Date	Effective Date May 1, 2015	Page 2 of 9
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requirement are subject to disciplinary action.

- C. Volunteer members of the Park Ridge Police Department who obtain a CCL shall not carry a concealed firearm while working with the Park Ridge Police Department. Volunteer members may travel to and from the Park Ridge Police Department functions in their personal vehicles with their firearms according to this Act, but may not travel in city-owned vehicles with a firearm. Any violations of this requirement are subject to disciplinary action.

III. CCL APPLICANT REVIEW/OBJECTION

- A. The Chief of Police or his designee shall be responsible for reviewing the Illinois State Police database to check CCL applicants.
- B. The Chief of Police or his designee may submit an objection to a CCL applicant. The objections must be submitted by the Chief of Police or his designee within 30 days after the entry of an applicant into the database. The information or documents must be sufficient to support the department's objections.
- C. A listing of Park Ridge residents who are currently applying for a Concealed Carry Permit will be posted behind the glass in the roll call room weekly. All members should familiarize themselves with the applicants.
- D. If a member knows of a reason which should preclude the applicant from obtaining a Concealed Carry Permit, that member should notify the Chief of Police in a memorandum via the chain of command.
- E. The Chief of Police or his designee is prohibited from compiling a separate list or database of concealed carry license holders or applicants that reside in the City of Park Ridge.

IV. INVESTIGATIVE STOPS

- A. When an officer initiates an investigative stop, including but not limited to a traffic stop, the officer may ask the person(s) or vehicle occupant(s) if they have been issued a CCL. The officer may confirm during an investigative stop whether the person is a CCL holder by running the person's driver's license information through LEADS. If the person(s) is a licensee, the officer may then request the following:
 - 1. Disclosure whether the person stopped is in possession of a firearm
 - 2. For the person stopped to identify the location of the firearm(s)
 - 3. Request that the person(s) produce the CCL
 - 4. Confirm that possession of the firearm under the known circumstances is not contrary to the Concealed Carry Act.
- B. In most cases, further action will not be necessary or lawful with regard to securing or taking temporary custody of the firearm.

V. NON-CUSTODIAL TRANSPORTS INVOLVING AN ARMED CCL HOLDER

- A. No persons shall be transported by a Department member while armed with a firearm. If the subject to be transported is a CCL holder, they shall be required to surrender their firearm to the transporting officer, regardless of circumstances.
- B. The officer will take temporary protective custody of the firearm. Whenever possible, the firearm should be left in a secured method of carry (holster, case, purse, etc.) in the condition received from the CCL holder. The firearm and method of carry will be secured in a safe manner as to prevent damage, accidental discharge or access by unauthorized individuals.
- C. The firearm and method of carry will be returned to the CCL holder at the conclusion of the transport so long as the destination is not a restricted location prohibiting the CCL holder from lawfully carrying the firearm.
- D. If the firearm cannot be lawfully possessed by the CCL holder at the conclusion of the

Subject: Concealed Carry Act	Number GO 7.3	Revised Date	Effective Date May 1, 2015	Page 3 of 9
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transport, it shall be retained for safe-keeping, transported to the police department, and secured in evidence per the General Order regarding in-custody property.

- E. Civilian staff, while on duty, shall not provide transportation to an armed CCL holder.
- F. If an officer takes temporary protective custody of the firearm, the officer shall document it in a General Case Report, which would include:
 - 1. The identity of the CCL holder
 - 2. Result of the license verification
 - 3. Result of the LEADS check
 - 4. Circumstances of the firearm collection
 - 5. Circumstances regarding the return of the firearm
- G. If a CCL holder who is offered non-custodial transportation refuses to surrender their firearm, the CCL holder will be advised that they will be denied transportation.

VI. CUSTODIAL ARRESTS AND TRANSPORTS INVOLVING AN ARMED CCL HOLDER

- A. The arresting officer shall take temporary protective custody of the firearms. Whenever possible, the firearm should be left in a secured method of carry (holster, case, purse etc.) in the condition received from the CCL holder. The firearm and method of carry will be secured in a safe manner as to prevent damage, accidental discharge or access by unauthorized individuals.
- B. If the arrestee is transported to the police department for booking and processing, the firearm and method of carry will be secured by the transporting officer in accordance with safe handling guidelines and departmental policy.
- C. Upon completion of booking and processing, and upon release from custody, the CCL holder will receive their firearm and method of carry upon exiting the police department, so long as possession of a firearm upon release is lawful and not contrary to the Concealed Carry Act. The firearm should be returned to the arrestee unloaded and secured in the method of carry. Safe handling practices of the firearm will be followed, including unloading the firearm in the unloading barrel at the department before entering the firearm into evidence storage. Should an officer be unfamiliar with the unloading procedure of the firearm involved, he/she will consult with their supervisor and a department range officer, or other qualified staff member who can safely perform the unloading.
- D. If the arrestee is unable to complete processing, post the required bond, will be transported to another facility at which possession of a firearm is prohibited, or if possession of a firearm under the circumstances at the time of their release would be in violation of the Concealed Carry Act, the firearm and method of carry will be held for safe-keeping and not returned to the subject until they can lawfully possess it. In those cases, the firearm and method of carry will be secured in evidence per the rules and procedures in the general order regarding acquiring property. Safe handling practices of the firearm will be followed, including unloading the firearm in the unloading barrel at the department before entering the firearm into evidence storage. Should an officer be unfamiliar with the unloading procedure of the firearm involved, he/she will consult with their supervisor and a department range officer, or other qualified staff member who can safely perform the unloading. Under no circumstances should civilian staff handle a loaded or unsecured firearm, unless authorized and after being provided specialized training.

VII. VIOLATIONS OF THE CONCEALED CARRY ACT

- A. If a person is arrested and charged with a violation of the Illinois Concealed Carry Act, the Firearm Owner Identification Card Act, or other crime involving the use of a handgun, the involved firearm will be packaged and retained as evidence. Officers shall refer to the general order about acquiring property regarding proper handling and processing.

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- B. Firearms entered into evidence storage will be released or disposed of per departmental policy, and/or by a court order.
- C. All violations of the Concealed Carry Act shall be documented in a General Case report. The General Case report shall include:
 - 1. The identity of the offender
 - 2. The violation of the Concealed Carry Act
 - 3. If the violation resulted in the arrest of the offender
 - 4. Result of the license verification
 - 5. Result of the LEADS check
 - 6. Circumstances of the firearm collection
 - 7. Final disposition of the firearm (released back to owner if no arrest was made, secured into evidence if arrest was made)

VIII. MEDICAL TREATMENT OF LAWFULLY ARMED CITIZENS

Among other restrictions, the Firearm Concealed Carry Act prohibits persons in lawful possession of a firearm from knowingly carrying a firearm into a hospital or into any transport vehicle paid for in full or in part with public funds, i.e. ambulances. The purpose of this policy is to provide guidelines for recovery and security of lawfully owned firearms from persons being treated and/or transported by the Park Ridge Fire Department. Lawfully armed citizens transported by either public or private ambulance to Lutheran General Hospital from other jurisdictions shall be the responsibility of the jurisdiction from which that citizen is transported from. If the Park Ridge Police Department is contacted by Lutheran General Hospital regarding a lawfully armed citizen brought in from another jurisdiction, the representative of Lutheran General Hospital shall be advised to contact the police agency responsible for the jurisdiction that the lawfully armed citizen is transported from. It shall be the responsibility of that jurisdiction to handle the lawfully armed citizen in conjunction with that police department's policy.

- A. Medical Treatment: Immediate Transport Not Necessary:
 - 1. At times, Park Ridge Police Officers, or Park Ridge Fire Department personnel will encounter a victim in need of emergency transport to a medical facility for treatment and the victim is in lawful possession of a firearm. In the event transportation can be delayed, efforts should be made by police officers to safely recover the firearm prior to transport.
 - a. Conscious Victim: Officers should ask the victim where the firearm is located and advise of their intent to remove the weapon for safekeeping. Whenever possible, the firearm should be left in a secured method of carry (holster, case, purse, etc.) in the condition received from the CCL holder. If the firearm is not in a suitable method of carry to both protect the weapon from accidental discharge and/or damage during transport, it shall be placed in a department-approved transport case. Once the weapon is recovered, the officer shall follow established procedures to safely transport and secure the firearm into evidence storage at the police department in accordance with the general order regarding acquiring property. The owner should be advised on the process of reclaiming their firearm following their release from the treating medical facility, and officers shall provide the victim with the Park Ridge Firearm Reclamation form. The victim cannot lawfully possess the firearm in any City owned vehicle, which includes a Park Ridge Fire Department Ambulance. In situations where the victim refuses to temporarily surrender their firearm, officers should consult with their immediate supervisor and PRFD personnel to seek alternate solutions. In most situations, notifying the victim possession of a firearm in the ambulance and at the medical facility is unlawful will encourage cooperation. If the owner

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still refuses to surrender their firearm, transportation to the hospital will be refused.

- b. Unconscious Victim: Officer will take possession of the firearm from the victim and safely transport and secure the weapon into evidence storage at the Police Department, in accordance with the general order regarding acquiring property. Officer should make every attempt to identify the owner/victim to ensure proper documentation of the recovered firearm. The victim/owner should be advised of the process of reclaiming their firearm following their release from the treating medical facility by placing a copy of the Park Ridge Firearm Reclamation form in their property.

B. Medical Treatment On Scene: Non-Transport

Park Ridge Police Officers and members of the Park Ridge Fire Department will experience incidents in which a victim, in lawful possession of a firearm, will simply need medical treatment on scene. Unless the victim exhibits a condition, or conditions, that would reasonably lead an officer to believe creates a safety risk to the victim, Park Ridge Fire Department personnel, law enforcement personnel, or others, officers shall not take possession of the firearm without consent of the owner during their treatment on scene. Examples of a safety risk would include, but are not limited to: alcohol and/or drug intoxication; diminished mental capacity which renders the owner unable to properly care for or secure the firearm, and any direct or implied threat of violence by the victim. If a firearm is temporarily seized by an officer during treatment, the firearm should be left in a secured method of carry (holster, case, purse, etc.) in the condition received from the CCL holder. The firearm and method of carry will be secured in a safe manner as to prevent damage, accidental discharge or access by unauthorized individuals. Upon completion of treatment, the firearm shall be returned to the owner in this condition.

C. Documentation of recovery of firearm from CCL holder requiring medical treatment.

1. An officer who recovers a firearm from a medical victim who is a CCL holder, or receives a firearm from Park Ridge Fire Department personnel that was removed from a CCL holder who is receiving medical treatment, and is required to impound the firearm into evidence shall be required to complete a General Case Report. The General Case report shall include:
 - a. The identity of the victim/CCL holder
 - b. Result of the license verification
 - c. Result of the LEADS check
 - d. Circumstances of the firearm collection
 - e. Circumstances regarding the return of the firearm (returned to owner on scene, issuance of Park Ridge Firearm Reclamation form).

IX. FIREARM STORAGE

Recovered firearms will be entered into evidence storage for safekeeping following the general order regarding acquiring property. ALL FIREARMS MUST BE UNLOADED PRIOR TO STORAGE.

X. RETURN OF FIREARMS TO CCL HOLDER

- A. The firearm of a CCL holder that has not been charged with a violation of the Illinois Concealed Carry Act or the Firearm Owner Identification Act that has been entered into evidence storage shall be returned in accordance with the general order regarding in-custody property. The firearm should be returned unloaded and secured in the method of carry (holster, case, purse, etc.). The CCL holder should be informed that carrying the firearm in a loaded condition, or loading the firearm in the Park Ridge Police Department, is prohibited by the Illinois Concealed Carry Act.

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- B. The firearm of a CCL holder that has been charged with a violation of the Illinois Concealed Carry Act shall be held in evidence and not be returned until the disposition of the case is completed. Firearms entered into evidence storage will be released or disposed of per departmental policy, and/or by a court order.

XI. EMERGENCY CALLS

The Illinois Concealed Carry License Act allows for a CCL holder to store a firearm in a vehicle (concealed in a case within a locked vehicle or locked container out of plain view within the vehicle) without being in violation of the law while traveling along a public right of way that touches or crosses any of the prohibited locations (i.e., the parking lot of a prohibited location). This may lead to emergency calls for a "man with a gun" as a CCL holder may be observed storing the firearm within or in the trunk area of the vehicle. Officer should obtain as much information as possible from dispatch and investigate the situation while maintaining officer safety. If it is deemed that an investigative stop is warranted by the officer, the officer should attempt to identify the subject, determine if there is in fact a weapon in the immediate area, and determine if the subject is a valid CCL holder. The officer would then have to make the determination in regards to any possible law violations and address the situation accordingly.

XII. PROHIBITED AREAS

The following is a list of areas that a CCL holder is prohibited from carrying a concealed firearm by the Illinois Concealed Carry Act (430 ILCS 66/65):

Sec. 65. Prohibited areas.

- (a) A licensee under this Act shall not knowingly carry a firearm on or into:
- (1) Any building, real property, and parking area under the control of a public or private elementary or secondary school.
 - (2) Any building, real property, and parking area under the control of a preschool or child care facility, including any room or portion of a building under the control of a preschool or child care facility. Nothing in this paragraph shall prevent the operator of a child care facility in a family home from owning or possessing a firearm in the home or license under this Act, if no child under child care at the home is present in the home or the firearm in the home is stored in a locked container when a child under child care at the home is present in the home.
 - (3) Any building, parking area, or portion of a building under the control of an officer of the executive or legislative branch of government, provided that nothing in this paragraph shall prohibit a licensee from carrying a concealed firearm onto the real property, bikeway, or trail in a park regulated by the Department of Natural Resources or any other designated public hunting area of building where firearm possession is permitted as established by the Department of Natural Resources under Section 1.8 of the Wildlife Code.
 - (4) Any building designated for matters before a circuit court, appellate court, or the Supreme Court, or any building or portion of a building under the control of the Supreme Court.
 - (5) Any building or portion of a building under the control of a unit of local government.
 - (6) Any building, real property, and parking area under the control of an adult or juvenile detention or correctional institution, prison, or jail.
 - (7) Any building, real property, and parking area under the control of a public or private hospital or hospital affiliate, mental health facility, or nursing home.
 - (8) Any bus, train, or form of transportation paid for in whole or in part with public funds, and any building, real property, and parking area under the control of a public transportation facility paid for in whole or in part with public funds.

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- (9) Any building, real property, and parking area under the control of an establishment that serves alcohol on its premises, if more than 50% of the establishment's gross receipts within the prior 3 months is from the sale of alcohol. The owner of an establishment who knowingly fails to prohibit concealed firearms on its premises as provided in this paragraph or who knowingly makes a false statement or record to avoid the prohibition on concealed firearms under this paragraph is subject to the penalty under subsection (c-5) of Section 10-1 of the Liquor Control Act of 1934.
 - (10) Any public gathering or special event conducted on property open to the public that requires the issuance of a permit from the unit of local government, provided this prohibition shall not apply to a licensee who must walk through a public gathering in order to access his or her residence, place of business, or vehicle.
 - (11) Any building or real property that has been issued a Special Event Retailer's license as defined in Section 1-3.17.1 of the Liquor Control Act during the time designated for the sale of alcohol by the Special Event Retailer's license, or a Special use permit license as defined in subsection (q) of Section 5-1 of the Liquor Control Act during the time designated for the sale of alcohol by the Special use permit license.
 - (12) Any public playground.
 - (13) Any public park, athletic area, or athletic facility under the control of a municipality or park district, provided nothing in this Section shall prohibit a licensee from carrying a concealed firearm while on a trail or bikeway if only a portion of the trail or bikeway includes a public park.
 - (14) Any real property under the control of the Cook County Forest Preserve District.
 - (15) Any building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, entertainment venue, officially recognized university-related organization property, whether owned or leased, and any real property, including parking areas, sidewalks, and common areas under the control of a public or private community college, college, or university.
 - (16) Any building, real property, or parking area under the control of a gaming facility licensed under the Riverboat Gambling Act or the Illinois Horse Racing Act of 1975, including an inter-track wagering location licensee.
 - (17) Any stadium, arena, or the real property or parking area under the control of a stadium, arena, or any collegiate or professional sporting event.
 - (18) Any building, real property, or parking area under the control of a public library.
 - (19) Any building, real property, or parking area under the control of an airport.
 - (20) Any building, real property, or parking area under the control of an amusement park.
 - (21) Any building, real property, or parking area under the control of a zoo or museum.
 - (22) Any street, driveway, parking area, property, building, or facility, owned, leased, controlled, or used by a nuclear energy, storage, weapons, or development site or facility regulated by the federal Nuclear Regulatory Commission. The licensee shall not under any circumstance store a firearm or ammunition in his or her vehicle or in a compartment or container within a vehicle located anywhere in or on the street, driveway, parking area, property, building, or facility described in this paragraph.
 - (23) Any area where firearms are prohibited under federal law.
- (a-5) Nothing in this Act shall prohibit a public or private community college, college, or university from:
- (1) Prohibiting persons from carrying a firearm within a vehicle owned, leased, or controlled by the college or university;

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- (2) Developing resolutions, regulations, or policies regarding student, employee, or visitor misconduct and discipline, including suspension and expulsion;
 - (3) Developing resolutions, regulations, or policies regarding the storage or maintenance of firearms, which must include designated areas where persons can park vehicles that carry firearms; and
 - (4) Permitting the carrying or use of firearms for the purpose of instruction and curriculum of officially recognized programs, including but not limited to military science and law enforcement training programs, or in any designated area used for hunting purposes or target shooting.
- (a-10) The owner of private real property of any type may prohibit the carrying of concealed firearms on the property under his or her control. The owner must post a sign in accordance with subsection (d) of this Section indicating that firearms are prohibited on the property, unless the property is a private residence.
- (b) Notwithstanding subsections (a), (a-5), and (a-10) of this Section except under paragraph (22) or (23) of subsection (a), any licensee prohibited from carrying a concealed firearm into the parking area of a prohibited location specified in subsection (a), (a-5), or (a-10) of this Section shall be permitted to carry a concealed firearm on or about his or her person within a vehicle into the parking area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. A licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle within a prohibited parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle. For purposes of this subsection, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.
- (c) A licensee shall not be in violation of this Section while he or she is traveling along a public right of way that touches or crosses any of the premises under subsection (a), (a-5), or (a-10) of this Section if the concealed firearm is carried on his or her person in accordance with the provisions of this Act or is being transported in a vehicle by the licensee in accordance with all other applicable provisions of law.
- (d) Signs stating that the carrying of firearms is prohibited shall be clearly and conspicuously posted at the entrance of a building, premises, or real property specified in this Section as a prohibited area, unless the building or premises is a private residence. Signs shall be of a uniform design as established by the Department and shall be 4 inches by 6 inches in size. The Department shall adopt rules for standardized signs to be used under this subsection. (Source: P.A. 98-63, eff. 7-9-13.)

XIII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police



Park Ridge Police Department Firearm Reclamation Information

Your firearm, _____, _____, _____,
Make Model Serial #

was impounded for safe keeping by the Park Ridge Police Department due to

Incident/Incident Report

Your firearm is currently in the evidence storage section of the Park Ridge Police Department. You can retrieve your firearm by either making an appointment with the Park Ridge Police Department Property Management Technician by calling 847-318-5252, or by coming to the Park Ridge Police Department at 200 S. Vine Ave., Park Ridge, IL 60068.

Please bring your identification including your CCL and FOID card with you when you come to pick up your firearm. Please note that, per the Illinois Concealed Carry Act (430 ILCS 66/1), you are not authorized to carry or load your concealed firearm while at the Park Ridge Police Department or while on City of Park Ridge municipal property.

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Law Suits and Service of Legal Process	Number GO 7.4	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Law Suits, Service of Legal Process			Approved By Frank Kaminski Chief of Police	

POLICY: The Department must be aware of any potential liability from legal actions taken against its members. Members involved in any litigation involving the Police Department will immediately inform the Department of such action. The Department needs to be aware of Orders of Protection.

I. CIVIL LAWSUITS

- A. When a member receives or is served with a summons or complaint regarding a civil suit, the member will:
1. Immediately prepare an Interdepartmental Memorandum and forward it to the Chief of Police. This memorandum will contain:
 - a. All facts pertaining to the allegations in the civil complaint.
 - b. Names and addresses of police officers or other witnesses who have knowledge of the facts.
 - c. A statement regarding the date, time and manner in which the complaint and summons were served or received.
 2. Forward the memorandum, summons, complaint, copies of case and arrest reports, and any other records relative to the suit to the Chief of Police within twenty-four hours of receipt or service of the summons.
- B. This procedure will be adhered to strictly, because the Corporation Counsel must be fully informed and must have adequate time to file an answer and to prepare the case for trial.

II. ACCEPTANCE OF SUMMONSES AND COMPLAINTS

- A. The Department is not authorized to accept service of summonses on behalf of members of the Department who are defendants in civil actions. However, full cooperation will be extended to any attorney, sheriff, bailiff, or to their deputies, in effecting the service of a summons.
- B. In civil actions where a Department member is not a defendant, e.g. witness, and is presently on duty, the member should be requested to respond to Post 1 to meet the party effecting service of the summons. If the Department member is not on duty and the server insists on personal service, the server should be advised on when the member is next scheduled for duty.

In cases where the process server is unable to make contact with a Department member and requests to leave the document with the Department, an attempt will be made to verify that the Department member is scheduled to work within a reasonable period of time. The document will be accepted by Post 1 and forwarded to the member's Deputy Chief. **The Deputy Chief will ensure service of the document or return same unserved with an explanation as to why the process could not be served.**

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Upon receipt of a summons, the Department member will immediately comply with Section I of this Order. Further, the member will include in the report the fact that the member was not legally served and that the summons or complaint was delivered through Departmental channels.

- III. When any member of this department intends to file a civil lawsuit against any person or corporation because of an incident related to the member's duties, an **Interdepartmental Memorandum** will be sent to the Chief of Police, advising the Chief the suit will be filed, the memo will:

- A. Name the person or corporation the suit will be filed against.
- B. Explain the reason the suit was instigated, and describe the incident in question.

IV. PROCEDURES -- SERVICE OF LEGAL PROCESS

- A. During normal business hours, Monday through Friday, 8:30 a.m. to 5:00 p.m., servers of subpoenas for department members will be referred to the Chief's Office for service.
- B. During off-hours, the servers will be referred to Post 1 personnel. The on-duty Post 1 member will accept the subpoena and forward it to the Chief's Office via the Chain of Command.
- C. The office of the Chief of Police will forward a copy of the document to the Legal Department.

V. ORDERS OF PROTECTION

Members will immediately inform the Chief of Police when an Order of Protection (Civil or Criminal) is placed against them. The Department will take the appropriate measures to safeguard all concerns.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Arrest Warrant Procedures	Number GO 7.5	Revised Date	Effective Date May 1, 2015	Page 1 of 4
Index As: Arrest Warrants, Juvenile Warrants			Approved By Frank Kaminski Chief of Police	

POLICY: The Park Ridge Police Department will maintain a criminal warrant system with 24-hour accessibility and insure the prompt recording of warrants. Members will check suspects for active warrants during their normal duties. All arrested subjects will be checked for active warrants.

I. DEFINITIONS

- A. **WARRANT OFFICER.** A community service officer charged with the responsibility of overseeing the arrest warrant process.
- B. **ARREST WARRANT CONTROL FORM.** A document used for the tracking and collection of information on an arrest warrant service and/or cancellation.

II. ARREST WARRANT PROCEDURES

- A. **Arrest Warrant Access**

The department maintains an arrest warrant file located in the Post One Desk area. Warrants are accessible to department personnel on a twenty-four (24) hour basis.
- B. **Arrest Warrant Information and Processing**

Once an arrest warrant is received by the department from either the Cook County Second Municipal District or another court jurisdiction, it will be submitted to the warrant officer or delegate.

 - 1. An arrest warrant control form will be completed by the warrant officer or delegate and attached to the warrant.
 - 2. Arrest warrant entry of Park Ridge warrants into LEADS/NCIC shall be done by the warrant officer or police desk personnel. The LEADS/NCIC printout(s) will be attached to the arrest warrant file.
 - 3. The arrest warrant file is an Access database that is located in the warrant folder on the police server P: drive. Information is read only and can only be edited by the warrant officer or delegate. The log will contain the following minimum information:
 - a. Date of warrant
 - b. Name of defendant
 - c. Warrant number
 - d. Type of warrant
 - e. Bond amount
 - f. LEADS/NCIC cancellation
 - g. Date served or reason for cancellation
 - h. Bond number
 - i. C-jacket number
 - j. LEADS/NCIC number
 - k. Original arresting officer's name
 - 4. Warrants will be entered into LEADS/NCIC in accordance with the geographic limitations imposed by the court of jurisdiction and delineated on the arrest warrants.
- C. **Service of an Arrest Warrant**
 - 1. Warrants will be served in the following priority:

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- a. Warrants for persons known to be violent or potentially dangerous.
 - b. Bond forfeiture warrants (BFW) – in these cases, the defendant has already shown a disregard for his obligation to appear in court and may intend to leave the jurisdiction.
 - c. Non-violent felony, misdemeanor and traffic warrants.
 2. The officer serving the warrant will first verify that the warrant is still active prior to service. This can be accomplished by checking the LEADS/NCIC computer, arrest warrant file, with the warrant control officer, or, when possible, the Cook County Circuit Court computer.
 3. A photocopy of the department's original warrant document may be made and provided for viewing by the suspect. The original warrant document should remain within the arrest warrant file as long as it is active.
 4. All warrants shall be served by sworn peace officers authorized by law, as defined in Illinois Compiled Statutes, Chapter 720, Section 5/2-13, and in accordance with Chapter 725, Article 107.
 5. A minimum of two (2) officers should be present when attempting to serve a warrant.
- D. Forcible Entries to Serve an Arrest Warrant**
1. If there is a warrant for a person and the officer has good faith information that the wanted person is in his home, another person's home or a building, after notice of the intention to make an arrest is given by the police officer who has identified himself as a police officer and entry is denied, reasonable force may be used to gain entry.
 Examples of good faith information are, but not limited to:
 - a. The officer's visual sighting of a wanted person entering or inside a home or building.
 - b. The officer having reliable information from a citizen of a wanted person's location.
 2. In those situations when forcible entry is being considered as a final option, an on-duty watch supervisor is to be notified prior to force being used. The supervisor will make the determination regarding a forcible entry.
- E. Arrest of Person on an Arrest Warrant**
1. Upon service of a warrant, the arrested defendant is to be processed according to department policy.
 2. The officer is also to comply with Illinois Compiled Statutes, Chapter 725, Article 109, which deals with bringing the defendant before a judge for preliminary examination.
- F. Arrest made without Arrest Warrant**
1. Park Ridge police officers will arrest a person without a warrant when the officer has reasonable grounds to believe that the person has committed or is committing an offense, in accordance with Illinois Compiled Statutes, Chapter 725, Article 107, Section 5/107-2 (c).
 - a. After placing the person under arrest, persons will be searched, restrained and transported in accordance with the general order regarding handling prisoners.
 - b. After arrival at the police station, all persons under arrest will be processed, cared for, and held in accordance with the general order regarding processing prisoners.
 - c. When identification and processing is complete, persons arrested without a warrant will be made available for bond, in accordance with the General Order on processing and handling prisoners, and Illinois Supreme Court Rules 501, 503, 526, 527, 528, 530, 551, and 553.

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2. Person(s) arrested by Park Ridge police officers shall be treated fairly and extended all rights guaranteed by the United States Constitution, and in compliance with Illinois Compiled Statutes, Chapter 725, Article 109.

G. Cancellation of Arrest Warrants

1. Upon service of a warrant by a police officer, the defendant is to be processed according to department policy. The known information is to be entered onto the arrest warrant control form. The police desk is to be notified to cancel the warrant from LEADS/NCIC. If the arrestee is able to post bond with this department or another jurisdiction, the bond receipt number will be obtained and recorded on the arrest warrant control form.
2. When an original type of warrant (code entry A on State Fingerprint Card) is served involving a felony charge, the Cook County State's Attorney's Office is to be contacted. The arresting officer is to contact the Felony Review Unit so the State's Attorney's Office can activate the file. If the arrest is made during a time when the Felony Review Unit is not working, a message will be left with their answering service and a memo will be forwarded to the Warrant Officer for follow-up.
3. When the department receives a cancellation of a warrant (i.e. quashed, executed, recalled), it is the responsibility of the desk officer at Post One to make sure the warrant has been cancelled from LEADS and NCIC. This should be documented on the warrant control form. The cancellation notice and all the paper work should be left in the warrant bin for the warrant officer.
4. The warrant, arrest warrant control form, and cancellation will be forwarded to the warrant officer for review. The warrant officer will enter the service or cancellation into the Arrest Warrant Book. The warrant, appropriate department forms/reports, and LEADS printouts will be filed in the defendant's C-jacket after service or cancellation. All LEADS printouts pertaining to the warrant will be placed in the appropriate file, which is maintained at Post One.

H. Arrest Warrant Service Outside Park Ridge Boundaries (Foreign Illinois Jurisdiction)

Officers serving warrants in other Illinois jurisdictions should contact that jurisdiction's police department and advise them of the pending action. The officer should request the presence of an officer from the local jurisdiction. If a person is wanted on a Park Ridge warrant and they live outside Park Ridge, the warrant officer will send a letter to the jurisdiction they live in as long as it is within the "geographic limitations", asking them to serve the warrant for us. If that is not possible or the matter is urgent, our officers serving a warrant in other Illinois jurisdictions should contact the jurisdiction's police department and advise them of the pending action. After an arrest is made on a warrant, the officer is to process the defendant according to our department policy and comply with Illinois Compiled Statutes, Chapter 725, Section 5/109-1. If for any reason it would not be prudent to contact the local police department in the jurisdiction for which the warrant is to be served, officers attempting warrant service shall contact another Illinois law enforcement agency having jurisdiction in that location.

I. Arrest Warrant Service Outside the State of Illinois

Prior to an arrest being made outside the boundary of the State of Illinois, the Cook County State's Attorney's Office will be notified. A request will be made to the State's Attorney's Office to assist in the extradition of the wanted individual from the applicable jurisdiction.

J. Attempt Warrant Service

If an officer attempts to serve a warrant and is unsuccessful, it will be documented on the warrant control form. Items documented are as follows:

1. Address
2. Date
3. Time
4. Whether it was served or unserved

Subject: Arrest Warrant Procedures	Number GO 7.5	Revised Date	Effective Date May 1, 2015	Page 4 of 4
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5. Why
6. Officer's printed name and signature
7. Officer's badge number
8. Any other special notations

The control form will then be put into the warrant bin at Post One for the warrant officer to update in the database.

III. JUVENILE WARRANTS (also see general order regarding juveniles)

- A. Juvenile warrants will be handled separately from adults.
- B. Warrants issued through the Juvenile Court of Cook County will be forwarded to the Detective Bureau for processing, assignment and service. Juvenile warrants will be processed by the Detective Bureau using the same type of procedures used by the Warrant Officer to process warrants for adults, except the records and files (prior to arrest) will be maintained in the Detective Bureau.
- C. The Detective Bureau Supervisor will assign sworn personnel to serve warrants, following the assignment and records criteria used for adults.
- D. Warrant arrest reports for juveniles will be completed in the same manner as adults and must distinguish between Park Ridge and outside complaints.
- E. The Detective Bureau Supervisor will send a copy of warrants meeting criteria to Post One to enter the warrant into CAD and/or LEADS. Criteria for entry to LEADS: all Class X cases and those cases indicating an urgent and immediate necessity for detention as defined by the Cook County Juvenile Court.

IV. CIVIL PROCESS SERVICE

- A. The Department will not serve civil process documents, with the following exceptions: court-ordered civil process initiated by the City of Park Ridge Legal Department, or other authorized agents of the City, regarding an action in which the City of Park Ridge is the plaintiff, injured party or otherwise involved. In such cases, only civil process documents to be served within the City limits will be served by Department members. Such civil process may include subpoenas, notices to appear, arrest warrants, and warrants requiring the seizure of real personal property.
- B. Execution of orders for civil arrest or writs requiring the seizure of real or personal property is performed only by sworn officers.
- C. All property acquired through the service of civil process documents is processed through the department's property control function according to department procedures, including disposal pursuant to legal authority.
- D. The bureau or members responsible for the service of civil process documents will be assigned by the Chief of Police. Supervisors in charge of the bureau or members will follow all assignment, tracking and recording requirements described in this order for criminal warrants.

V. LEGAL PROCESS FEES PROHIBITED

Neither the Department nor its members will accept or assess any fees for the preparation and/or service of any legal process document, except for those authorized by the Chief of Police.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Repossessions and Evictions	Number GO 7.6	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Evictions, Repossessions			Approved By Frank Kaminski Chief of Police	

POLICY: Members will not assist in or prevent the repossessing or eviction of any property/person within the City of Park Ridge. However, members will provide for the safety and well-being of persons.

I. REPOSSESSION

Except for requests received from bailiffs and sheriff's police who are attempting to serve civil process, any person calling and requesting that officers stand by while the person makes a repossession, or while one is made, will be advised that repossession is a civil procedure and not a police function. With regard to requests for such assistance from law enforcement personnel, members will respond as needed.

II. EVICCTIONS

When Department members receive a call for service involving evictions, domestic calls with residency issues, trespassing or other related tenant possession, officers will gather as many facts as possible about the tenants and the residence in question before making decisions on who has standing. If a subject does not wish to leave the residence voluntarily, department members will contact a supervisor to determine if a person has standing before removing the subject. Officers will follow the Illinois Forcible Entry and Detainer Act (735 ILCS 9/101) which states, "Forcible entry prohibited. No person shall make an entry into lands or tenements except in cases where entry is allowed by law, and in such cases he or she shall not enter with force, but in a peaceable manner."

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Forfeitures/Seizures	Number GO 7.7	Revised Date	Effective Date May 1, 2015	Page 1 of 4
Index As: Prisoner Vehicles, Seizures, Forfeitures			Approved By Frank Kaminski Chief of Police	

POLICY: Certain properties may be seized by members under provisions of state and federal law. These provisions refer to evidence, drug law violations, and vehicles used in the commission of a serious crime and specific driving violations. The Department will seize property when these provisions apply.

I. PRISONER'S VEHICLE

- A. When a person is taken into custody and is in possession of a vehicle, a determination will be made by the arresting officer (subject to supervisory approval) either to tow the vehicle or to secure it legally at the scene. Some of the considerations to be weighed include:

Will the vehicle be seized under provisions of the Forfeiture Statutes? Is the vehicle needed for evidentiary purposes? Is the vehicle a hazard? Is the security and safety of the vehicle a concern?

- B. If a tow is warranted, the vehicle will be towed to the pound. Prisoner vehicles will not be stored at the station.

1. A towed-vehicle report will be completed for all vehicles that are towed.
2. The arresting officer who initiates a seizure will be responsible for inventorying all of the personal property or other contents of the vehicle, and securing it. Recovered evidence and items of substantial value will be specifically reported on the property inventory form. Miscellaneous items may be inventoried in bulk.
3. A copy of the tow report will be given to Post One to enter into LEADS.
4. The arresting officer will note on the tow report if the vehicle is to be towed for the following:
 - a. Under provisions of 720 ILCS 5, Article 36
 - b. Under provisions of 720 ILCS 5, Act 570, Controlled Substances, or Act 550, Cannabis Control.
 - c. Under provisions of 625 ILCS 5, Article III, 6-303.
 - d. For evidentiary purposes
5. If the vehicle is towed due to a seizure, the arrestee will be issued a Notice to Owner of Administrative Tow form and a Cook County Notice of Preliminary Review information sheet.

- C. If an arrestee subsequently is transferred to the county jail or a similar agency, the towed vehicle will be handled in the same manner as any other towed vehicle.

- D. Circumstances, conditions and procedures to follow when an arrestee's vehicle need not be towed are as follows:

1. If the vehicle is not owned by the operator, the officer will release the vehicle to the lawful owner if the lawful owner is at the scene of the arrest, possesses a valid operator's license and proof of insurance and does not indicate a lack of ability to operate the vehicle in a safe manner.
2. If the vehicle is owned by the arrestee and the arrestee consents, the officer will release the vehicle to another person at the arrestee's request, if that person is at the scene of the arrest. The release will be made only if the person has a valid operator's

Subject: Forfeitures/Seizures	Number GO 7.7	Revised Date	Effective Date May 1, 2015	Page 2 of 4
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license and does not indicate a lack of ability to operate the vehicle in a safe manner.

3. The officer will relocate the vehicle if all the following criteria are met:
 - a. The arrestee is capable of understanding and consenting to allow the officer to relocate the vehicle.
 - b. The vehicle can be driven a reasonable distance to relocate it in a legal parking area away from any hazardous location.
 - c. The vehicle can be safely driven and reasonably secured, once parked.
4. Members will not drive the arrestee's vehicle to the station or the pound.
5. Prior to the towing of an arrestee's vehicle, the officer will afford the arrestee the relocation option, if the prior criteria have been met. The arrestee's consent and the location of the relocated vehicle will be documented on the incident report.

II. STATUTE SUMMARY

A. State Statutes

1. Illinois Compiled Statutes, Chapter 720, Section 5/36. Pursuant to this Statute, the seizure is limited to vehicles, vessels, and aircraft used with the knowledge and consent of the owner in the commission of, or in the attempt to commit specific criminal offenses. Applicable crimes are listed in Illinois Compiled Statutes, Chapter 720, Section 5/36.1
 - a. Any seizures made pursuant to Illinois Compiled Statutes, Chapter 720, Article 5/36.1 must be promptly reported to the Cook County Sheriff. See Section V, Responsibilities (of department personnel).
 - b. The Cook County Sheriff has the responsibility for the processing and distribution of all vehicles seized pursuant to Illinois Compiled Statutes, Chapter 720, Article 5/36.1.
2. Illinois Compiled Statutes, Chapter 720, Section 570 (Controlled Substance Act) and Section 550 (Cannabis Control Act). Pursuant to these Statutes, the following are subject to seizure:
 - a. All conveyances to include vehicles, vessels, and aircraft which are used or intended for use to transport or in any manner to facilitate and violations of the Controlled Substance Act or a felony violation of the Cannabis Control Act.
 - b. All monies, negotiable instruments, and securities used to facilitate any violations of the Controlled Substance Act or a felony violation of the Cannabis Control Act.
 - c. Other property used in or acquired by the commission of those offenses as stated in Illinois Compiled Statutes, Chapter 720, Section 570/505 or Section 550/12.
3. In the event any property is seized pursuant to the above Acts, the seizure proceedings will be instituted promptly as provided in the Illinois Compiled Statutes.

B. Federal Statutes

1. Federal Statutes allow for the seizure of property from illegal activities such as drug, gambling, money laundering, and obscenity violations.
2. Seizure guidelines are covered in the United States Code under Titles 8, 15, 17, 18, and 21.

III. PRACTICAL CONSIDERATIONS

- A. Despite the strict language of both State and Federal Statutes, the Department of Justice and the Cook County State's Attorney attempt to avoid harm to innocent third parties, such as lien holders, parents, relatives or acquaintances, who have no reason to believe the occupants or

Subject: Forfeitures/Seizures	Number GO 7.7	Revised Date	Effective Date May 1, 2015	Page 3 of 4
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persons holding their property have drugs in their possession.

- B. The State's Attorney and the United States Attorney review each incident on a case-by-case basis.

IV. PROCEDURE

- A. When an officer becomes involved in an incident in which he believes items can be seized for forfeiture proceedings, he shall notify his watch supervisor of the situation.
- B. The watch supervisor will evaluate the situation and make a preliminary determination as to the legality and practicality of pursuing forfeiture.
- C. If the watch supervisor determines that the facts justify forfeiture proceedings, he will:
 - 1. Ensure that a vehicle to be seized is towed and impounded according to department procedures. The officer must complete a Notice to Owner of Administrative Tow form, Tow Report with seizure indicated, and the Cook County Notice of Preliminary Review form.
 - 2. In case of other property, ensure that the property to be seized is impounded according to department procedures.
 - 3. Advise the Investigations Commander of the possible seizure by forwarding a written memo and copies of all reports and LEADS printouts.

V. RESPONSIBILITIES

- A. The City Finance Department is responsible for maintaining a Departmental Asset Forfeiture Fund established for allocation of funds received by the department from asset forfeitures.
 - 1. The City of Park Ridge Finance Director is responsible for the financial accounting of the fund.
 - 2. The fund is audited annually in conjunction with the regular annual city audit.
- B. Any funds disbursed from this account will be used for enforcement of laws governing cannabis and controlled substances.
- C. Arresting/seizing officer is responsible for:
 - 1. Providing the watch supervisor with copies of all reports and printouts pertaining to the incident;
 - 2. Submitting separate property custody reports for items requested to be seized;
 - 3. Completely filling out a tow report (including the vehicle's mileage) for the vehicle to be seized, and returning any personal property (non-seizable items) contained in the vehicle;
 - 4. Completing Administrative Tow paperwork along with the Cook County Notice of Preliminary Review, and give copies to arrestee. (if applicable)
 - 5. Completing a title search on the vehicle to be seized to determine if there are any liens. If a lien exists, attempt to determine the amount of the lien.
- D. The Investigations Commander or his designee is responsible for:
 - 1. Reviewing the seizure request and determining if the department will undertake seizure proceedings;
 - 2. Completing the seizure paperwork and forwarding it to the appropriate agency;
 - 3. Arranging for the proper disposition/transfer of funds/property during the seizure proceeding;
 - 4. Maintaining records for each seizure; and
 - 5. Notifying the Chief of Police of any seizure funds received.

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VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink that reads "Frank Kaminski". The signature is written in a cursive style with a large initial "F".

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Sex Offender Registration	Number GO 7.8	Revised Date June 24, 2015	Effective Date May 1, 2015	Page 1 of 4
Index As: Sex Offender Registration			Approved By Frank Kaminski Chief of Police	

POLICY: The Park Ridge Police Department will remain current in its application of the Sex Offender Registration Act, delineated in the ILCS 150 et seq. Statute and the protocol established by the Illinois State Police to implement and enforce its provisions.

I. DEFINITION

- A. The Sex Offender Registration Act requires any person, convicted of a qualifying sex crime **or an attempt to commit** a qualifying sex crime to register as a sex offender regardless of the victim's age.
- B. Qualifying sex offenses are listed under Illinois Compiled Statutes 730-150/et seq.
- C. **Juveniles** adjudicated or convicted of any of the offenses in 730 ILCS 150/et seq. must register.

II. REGISTRANT RESPONSIBILITIES

A. Registration

Report and register in person to the agency or agencies of jurisdiction within 3 days when any of the following events occur:

- 1. Release from a correctional facility;
- 2. Release from a treatment facility;
- 3. Conviction, if sentenced to probation;
- 4. Relocation to Illinois;
- 5. A permanent change of residence; or
- 6. A temporary change of residence for more than 3 cumulated days.

B. Renewal and Termination

- 1. Report in person within one year to their current agency of jurisdiction and every year thereafter for the period of registration as determined by the Illinois State Police.
- 2. Report in person every 90 days for natural life if adjudicated a sexually dangerous person.

III. SEX OFFENDER REGISTRATION PROGRAM

A. Jurisdiction

The agency of the jurisdiction is defined as the municipality in which the sex offender resides or is temporarily domiciled for more than 3 days, or the county if he or she resides or is temporarily domiciled for more than 3 days in an unincorporated area.

B. Program Administration

1. Coordinator

The Deputy Chief of Field Operations will appoint a member of the Investigations Bureau as the Coordinator of the Sex Offender Registration Program.

2. Sex Offender Registration File

The Program Coordinator will maintain a Sex Offender Registration File containing the names and all required information by the Act regarding any registered sex offenders who reside within the jurisdiction of the Park Ridge Police Department.

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3. Public Access of Information

- a. The Program Coordinator will maintain and continually update a sex offender registration book that is available at Post One 24 hours a day for public viewing.
- b. The book will contain information on current registered sex offenders in Park Ridge as directed by the Act.
- c. In that the Act does not set an age specification on public access mandates, it is the policy of this Department that any minor requesting access to Sex Offender Registration lists must be accompanied by their parent or legal guardian who will give written authorization for that access.
- d. All persons requesting public access to the book are required to sign a log, which is required by the Act. The person that requests the information will present proper photo identification.
- e. Post 1 personnel will fill in the date and time of the request and initial the entry indicating the approval of the person's identification.
- f. No information shall be given over the phone, sent via US Mail or by any other means, unless otherwise stated by the Act.
- g. The log and book will be audited annually by the Deputy Chief of Field Operations.

C. Registration of Sex Offenders

1. Any person required to register under the Sex Offender Registration Act may do so by contacting Post One, who will refer the person to the Program Coordinator.
2. The person will need to contact the Program Coordinator and arrange an appointment to complete the registration.
3. The Program Coordinator will complete the appropriate registration form as outlined in the Illinois State Police "Guide to Sex Offender Registration and Community Notification in Illinois." Chapter 6 of this booklet provides the information applicable to our Department.
4. Registration information will be kept in the sex offender files maintained by the Program Coordinator.

IV. PROCEDURES FOR OFFICERS

A. Street Contact with Sex Offenders

The LEADS system has been modified so that the registered sex offenders will be identified when a LEADS inquiry is made on that person. The LEADS system will also track the movement of sex offenders around the State of Illinois. The LEADS hit will indicate one of the following regarding the status of a sex offender and the described procedure should then be followed:

1. Sex offender is registered
 - a. The officer will complete a Field Contact form
 - b. Contact forms will be forwarded to Post One, and
 - c. A LEADS add on will be made following LEADS guidelines.
 - d. Field Contact forms will then be forwarded to the Deputy Chief of Field Operations.
2. Sex offender is not registered as required
 - a. The officer or Post One personnel will contact the Illinois State Police and confirm the non-compliance.

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- b. If subject is confirmed to be in violation for non-compliance with the Sex Offender Registration Act, the officer should use his discretion to determine if an arrest should or should not be made.
- c. If the subject is arrested, the following procedure should be followed:
 - 1) The subject should be taken into custody as per Department procedure,
 - 2) The proper reports will be completed with the subject's information, charges, bond, etc., and
 - 3) A copy of the reports will be forwarded to the Investigative Division for follow up.
- d. If the subject is not arrested, the following procedure should be followed:
 - 1) The officer will complete an incident report,
 - 2) The officer will advise the offender he must register with the proper police agency,
 - 3) The officer should note in his report that the subject was told that he must register, and
 - 4) The officer will ensure that a LEADS add on will be made as soon as possible by Post One or the Department LEADS designee indicating the contact with the offender.

3. Sex offender has not been notified to register

- a. The officer will advise the subject of his duty to register with the proper police agency.
- b. The officer will complete an incident report indicating the subject has been advised of his duty to register.
- c. The officer will ensure that a LEADS add on will be entered to include the following:
 - 1) Name, sex, and date of birth and current address of the subject,
 - 2) Vehicle description including registration information,
 - 3) Location of contact with subject, and
 - 4) An indication that subject was advised to register.
- d. The incident report will be forwarded to the Investigative Division for follow up notification to the Illinois State Police and the proper police agency where the subject resides.

B. Contact Person

- 1. The Deputy Chief of Field Operations and/or his designee are responsible for the Child Sex Offender Registration Act and Sex Offender and Child Murderer Community Notification Law for our Department.
- 2. All files and logs will be the responsibility of the Deputy Chief of Field Operations and/or his designee.

V. JUVENILE SEX OFFENDER REGISTRATION POLICY

- A. Effective July 7, 1999, juveniles adjudicated delinquent in qualifying criminal sexual acts are required to register subject to the same provisions affecting adults with the sole exception that their data is not accessible to the public and that data is kept separate from adult data/files. Juvenile data will not appear in the public access book. School liaison officers will be given this information.

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- B. This policy is not applicable to juveniles tried as adults.
- C. Discretionary notification may provide the juvenile's name, address, DOB, conviction offense, adjudication as a sexually dangerous person, photographs and other helpful identifying information to any person when that person's safety may be compromised. Release of this information must be approved in writing by the Deputy Chief of Field Operations.
- D. The Program Coordinator will handle the registration of the juvenile sex offender with the juvenile's parents and/or a guardian.
- E. Registration information, upon being entered into LEADS, will be designated as juvenile data and maintained completely separate from adult files. Juvenile documents will be stamped to be readily identified as a juvenile document. Information about juvenile sex offenders WILL NOT be transmitted over the air; it must be transmitted by secure landline.
- F. The restrictions regarding parks, schools, and other activities outlined in 720 ILCS 5/11-9.3 and 4 imposed on convicted adult and tried as adult offenders are not imposed on adjudicated juveniles.
- G. To insure effective utilization of the registration mandate, the Deputy Chief of Field Operations will provide a liaison officer to monitor all cases wherein juveniles are arrested for qualifying sex offenses for a final disposition and compliance with registration requirements.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Subpoenas for Department Records	Number GO 7.9	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Audio Recording, Court, Evidence, Property, Records, Subpoenas, Video Recording			Approved By Frank Kaminski Chief of Police	

POLICY: The Department's procedures will provide for the prompt and accurate processing of court subpoenas for records and property.

The procedures in this order apply to subpoenas requesting paper records, audio recordings, video recordings, and other records or evidence that are maintained by the Park Ridge Police Department. All such subpoenas will be processed by the Administrative Assistant.

The procedures in this order do not apply to subpoenas to specific officers to appear in court. Officers who receive subpoenas to appear in court and bring specified records or evidence are responsible for obtaining the requested items or copies from the appropriate bureau.

I. ACCEPTING SUBPOENAS FOR DEPARTMENT RECORDS

A. Business Hours

During business hours, subpoenas for Department records, such as paper records, audio recordings or video recordings, or evidential property, will be referred to the Administrative Assistant.

B. Nonbusiness Hours

Outside business hours, all subpoenas from the State's Attorney's office will be put on Administrative Assistant's desk. Process servers will be instructed to return during normal business hours to see the Administrative Assistant.

II. PROCESSING SUBPOENAS

A. The Administrative Assistant accepts and processes all subpoenas for department records. If a subpoena requests evidence, squad video, or 911 tapes, the Administrative Assistant will forward a request to the responsible party, and upon receipt of the item, will include it with the other subpoenaed records.

B. The Court Liaison or his designee will deliver subpoenaed records, with a copy of the subpoena, for the defense attorneys to the Office of the Presiding Judge. The Administrative Assistant will also send a letter to the defense attorney notifying them of the delivery.

C. The Court Liaison or his designee will deliver subpoenaed records, with a copy of the subpoena, for the Assistant State's Attorney or Public Defender directly to their respective offices.

D. The Administrative Assistant will process civil subpoenas after consultation with the City Attorney. Upon completion of processing a civil subpoena, records will be sent to the requestor, with a copy of the subpoena, via certified mail.

III. VIDEO RECORDINGS

The Administrative Assistant will forward requests for squad video or booking/lock-up recordings to the Property Management Technician. After the Property Management Technician completes the recording, they will give it to the Administrative Assistant, who will send it with the other subpoenaed records. Defense attorneys must pay the appropriate fees before processing the request for video.

IV. AUDIO RECORDINGS

All requests for audio recordings will be forwarded via email to the supervisor at dispatch, the West Suburban Consolidated Dispatch Center (WSCDC). WSCDC will notify the Administrative

Subject: Subpoenas for Department Records	Number GO 7.9	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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Assistant when the recording is available for pick up. The audio recording will then be sent to the appropriate court office with the other subpoenaed records. Defense attorneys must pay the appropriate fees before processing the request for audio.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink that reads "Frank Kaminski". The signature is written in a cursive style and is positioned above a horizontal line.

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Brady Material Disclosure	Number GO 7.10	Revised Date	Effective Date March 23, 2018	Page 1 of 4
Index As: Brady Information, Duty to Disclose, Investigative Disclosure, Rules of Conduct, Supervisor Notification, Investigating Brady Issues			Approved By Frank Kaminski Chief of Police	

I. PURPOSE

To provide guidelines on the Brady Material Disclosure.

II. POLICY

The Park Ridge Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "Brady information") to a prosecuting attorney for purposes of evaluating and disclosing the information to the defense.

III. DEFINITIONS

- A. Brady information – The prosecution has a duty to disclose all known exculpatory or impeaching evidence to the accused in a criminal proceeding. *Brady v. Maryland*, 373 U.S. 83 (1963) requires that prosecutors disclose exculpatory or impeaching evidence to a defendant if the evidence is material to guilt or punishment. Exculpatory evidence includes evidence reflecting on whether the government's witnesses against the accused are credible, which might be used by the defendant's attorney at trial to impeach the character or credibility of such witnesses. *Giglio v. U.S.* (1972). Under *U.S. v. Agurs*, 427 U.S. 97 (1976), prosecutors have a duty to disclose such evidence to the defense without a request from the defense. In *Kyles v. Whitley*, 514 U.S. 419 (1995), the Supreme Court held that the prosecution has an affirmative duty to learn of any exculpatory or impeaching evidence favorable to the defendant from others acting on behalf of the government, including the police. These court cases extend to the members of the Park Ridge Police Department who may be required to testify in criminal proceedings as part of their duties.
- B. In addition, state statutes also create a duty on any public investigative, law enforcement, or other public agency participating in investigating any homicide or non-homicide felony offense to provide the authority prosecuting the offense all investigative material, including but not limited to reports, memoranda, and field notes, that have been generated by or have come into the possession of the investigating agency concerning the offense being investigated whether that information tends to prove or to negate the guilt of the accused of the offense charged or reduce his or her punishment for the homicide offense. This obligation to furnish exculpatory evidence exists whether the information was recorded or documented in any form. Every investigative and law enforcement agency in this State is required to adopt policies to ensure compliance with these standards. See 725 ILCS 5/114-13(b); Illinois Supreme Court Rule 412 (f).

IV. DISCLOSURE OF INVESTIGATIVE INFORMATION

- A. Members must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If a member learns of potentially incriminating or

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exculpatory information or of information affecting the credibility of a witness any time after submission of a case, that member or the handling investigator must prepare and submit a supplemental written report documenting such information as soon as practicable. Supervisors will monitor these supplemental reports and shall promptly process and transmit to the prosecutor's office.

- B. If information is believed to be privileged or confidential (e.g., confidential informant or protected personnel files), the member should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed including any notice requirements to the member.
- C. Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If a member is unsure whether evidence or facts are material, the member should address the issue with a supervisor.
- D. Supervisors who are uncertain about whether evidence or facts are material and should address the issue in a written memo to the prosecutor on the case or their supervisor. A copy of the memo should be forwarded to the Deputy Chief of Operations and retained in the Department's case file.

V. DEPARTMENT RULES OF CONDUCT

- A. Truthfulness: Members shall not knowingly make an untrue statement in any communication, written or oral, official or unofficial report, to a supervisor or another member which relates to the performance of any member's official duties.
- B. Members responding to superiors or to questions posed during formal or informal misconduct investigations should candidly and truthfully answer all questions related to the scope of employment and operations of the Park Ridge Police Department.
- C. An administrative finding involving untruthfulness or dishonesty may subject the employee to immediate termination of employment.

VI. DISCLOSURE OF PERSONNEL INFORMATION

- A. Should the prosecuting attorney or defense counsel file a motion to inspect the personnel file of any officer, the Chief or his or her designee should request the assistance of the prosecuting attorney and/or municipal attorney to respond to the motion and facilitate the inspection or release, if any, of the potential Brady information.
- B. The member involved shall be informed of the request by the Chief of Police or his designee.

VII. CRIMINAL CASES

- A. The Chief or his or her designee shall promptly disclose to the appropriate federal or state prosecutors the following potential Brady information relating to a police member that is the reporting member or may be called as a witness in a hearing or case:
 - i. Any department-sustained finding of misconduct related to truthfulness or dishonesty;

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- ii. Any criminal convictions involving acts of dishonesty;
- iii. Any present allegations of misconduct under investigation involving truthfulness or dishonesty.

- B. The member involved shall be notified that the material will be disclosed to the prosecutors by the Chief of Police or his designee. It will then be the duty of the prosecutor to determine whether the information should be provided to the defense or reviewed by the judge presiding over a matter.
- C. In the event a member believes that a prosecutor is unaware of information that may be considered *Brady* material, that member will notify their supervisor and/or the prosecutor of the existence of the information sufficiently in advance of their presentation or testimony at the hearing so that a decision regarding disclosure of the information can be made by the prosecutor.

VIII. DUTY TO NOTIFY A SUPERVISOR

- A. Members have a duty to report any information described in the section above to their immediate supervisor and through their chain of command to the Chief of Police if the investigation or charges are brought by an outside agency or jurisdiction.
- B. Any current member who has been notified that he/she has been identified as subject to *Brady/Giglio* guidelines is required to inform any supervisor that is involved in assigning him/her to any task that he/she is a *Brady/Giglio* status employee.
- C. Upon reassignment to a new supervisor, the member shall notify the new supervisor of his/her *Brady/Giglio* status.

IX. CIVIL CASES

Any current member who has been notified by the Chief and/or prosecutor that he/she has been identified as subject to *Brady/Giglio* guidelines, or is notified that he/she is under investigation for a matter that could result in being subject to *Brady/Giglio* guidelines, shall notify any attorney that is representing the member or the Department in a civil case of his/her *Brady/Giglio* status.

X. CONTINUING OBLIGATIONS

The duty to disclose exculpatory information under this policy to the defense continues throughout the course of the prosecution of the case and remains after the defendant's conviction.

XI. INELIGIBILITY FOR HIRE/RE-HIRE

- A. Members identified as subject to *Brady/Giglio* guidelines that resign or are terminated will not be eligible for rehire.
- B. Applicants subject to *Brady/Giglio* guidelines based on previous employment with other agencies or departments are ineligible for hire.

XII. INVESTIGATING BRADY ISSUES

Subject: Brady Material Disclosure	Number GO 7.10	Revised Date	Effective Date March 23, 2018	Page 4 of 4
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If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Department's internal investigations policy.


XIII. TRAINING

Department members will receive periodic training on the requirements of this policy.

XIV. ISSUING AUTHORITY

This General Order shall supersede any special orders or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Concurrent Jurisdiction	Number GO 8.1	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Concurrent Jurisdiction, Jurisdictional Authority			Approved By Frank Kaminski Chief of Police	

POLICY: Within the corporate limits of the City of Park Ridge, the Park Ridge Police Department has concurrent police jurisdiction with federal law enforcement agencies, the Illinois Department of State Police, and Cook County Sheriff's Police Department.

For purposes of this order, concurrent jurisdiction means the sharing of, or the possession of, equal authority within the same jurisdictional boundaries by two or more governmental entities.

The geographical boundaries of the Park Ridge Police Department's jurisdiction are the official boundaries of the City of Park Ridge.

I. JURISDICTIONAL AUTHORITY

A. Park Ridge Police Department

Within the corporate limits of the City of Park Ridge, the Park Ridge Police will enforce the ordinances of the City of Park Ridge and the laws of the State of Illinois, and will carry out all duties, responsibilities, and directives attributed through the Park Ridge City Council and the City Manager, pursuant to Article 3, Chapter 9 of the City of Park Ridge Municipal Code.

B. Illinois Department of State Police

The Illinois Revised Statutes enumerates the powers and duties of the Department of State Police, and includes the following concurrent jurisdictional authority:

" . . Persons exercising these powers within the Department (of State Police) are conservators of the peace and as such have all the powers possessed by policemen in cities and sheriffs, except that they may exercise such power anywhere in the state in cooperation with and after contact with the local law enforcement officials. . . "

C. Cook County Sheriff's Police Department

The Cook County Sheriff's Police Department, by written directive, has established policy and procedure to be followed when taking police action within incorporated areas of Cook County.

It is the policy of the Cook County Sheriff's Police, insofar as is practical and possible, to assist and cooperate with law enforcement agencies of the incorporated areas of Cook County. Coordination of investigative and enforcement activities with these agencies is a desirable goal in the successful repression and prevention of crime.

Members of the Park Ridge Police Department have the authority to enforce laws on the Cook County Forest Preserve property.

D. Federal Law Enforcement Agencies (including National Guard)

Federal law enforcement agencies have authority over incidents related to their area of responsibility.

II. GENERAL PROCEDURES

A. Although these agencies generally do not become involved in police activity within the corporate limits of the City of Park Ridge, nothing prohibits members of these agencies from taking action in situations that occur in their presence within the Park Ridge jurisdiction.

B. In any situation where a question arises concerning jurisdiction with another agency the responding Park Ridge member will make every attempt to resolve the matter in the most professional manner possible. When this is not possible, the matter will be brought to the

Subject: Concurrent Jurisdiction	Number GO 8.1	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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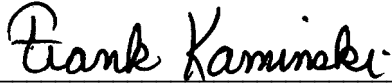
attention of the member's supervisor for resolution. If it is unable to be handled, the issue will be brought to the attention of the Chief.

The Cook County Sheriff's Police Department, by written directive, has established policy and procedure to be followed when taking police action within incorporated areas of Cook County.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink, reading "Frank Kaminski", written over a horizontal line.

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Foreign Officials and Guests	Number GO 8.2	Revised Date	Effective Date May 1, 2015	Page 1 of 10
Index As: concurrent jurisdiction, consular notification, diplomatic immunity, federal jurisdiction, foreign officials and guests, immigration, immunity from prosecution, undocumented persons			Approved By Frank Kaminski Chief of Police	

POLICY: The Department will cooperate with Federal Officials in reference to foreign officials, guests, and illegal aliens.

PROTECTION OF FOREIGN OFFICIALS AND OFFICIAL GUESTS ACT

Federal law provides for concurrent jurisdiction of the federal government in the investigation of certain acts committed against foreign officials and official guests, and for the protection of such individuals. Congress recognizes the authority of the states in investigating, prosecuting, and punishing common crimes, such as murder, kidnapping, and assault, for all individuals, whether domestic or foreign. However, the federal government also has concurrent jurisdiction in situations where international repercussions may be felt, or where the incident may have some effect on United States foreign relations. The intention of the act is not to supplant local authority in routine criminal cases having no international political ramifications, unless a specific need arises.

I. PROVISIONS OF THE ACT

- A. The act provides for concurrent federal jurisdiction when the following prohibited acts are committed: murder, conspiracy to murder, manslaughter, or kidnapping of a foreign official or official guest. Federal jurisdiction attaches automatically in the kidnapping of a foreign official or official guest; the victim need not be transported across state lines or international boundaries.
- B. The act prohibits the assaulting, wounding, imprisoning, or offering of violence to a foreign official or official guest, and the intimidating, coercing, threatening or harassing of such persons. It also prohibits anyone from, within 100 feet of a foreign or international establishment or residence of a foreign official, parading, picketing, displaying any device or sign, uttering sounds, or congregating with two or more persons for the purpose of performing such acts, in order to intimidate, coerce, threaten or harass any foreign official or obstruct him/her in the performance of his/her duties. The act further prohibits anyone from damaging or attempting to damage any real or personal property belonging to, occupied by, or utilized by a foreign government, international organization, foreign official, or official guest.

II. DEFINITIONS

- A. Foreign Official
 - 1. A chief of state or the political equivalent, president, vice president, prime minister, ambassador, foreign minister, or officer of cabinet rank or above of a foreign government, or the chief executive officer of an international organization, or any person who has previously served in such capacity, and any member of his/her family, while in the United States; and
 - 2. Any person of a foreign nationality who is duly notified to the United States as an officer or employee of a foreign government or international organization, and who is in the United States on official business, and any member of his/her family whose presence in the United States is in connection with the presence of such officer or employee.
- B. Foreign Government

The government of a foreign country, irrespective of whether or not it is recognized by the United States.
- C. International Organization

Subject: Foreign Officials and Guests	Number GO 8.2	Revised Date	Effective Date May 1, 2015	Page 2 of 10
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A public international organization designated as such pursuant to Section 1 of the International Organization Immunities Act (22 U.S.C. 288).

D. Family

A spouse, parent, brother, sister, child, or person to whom the foreign official stands *in loco parentis*, or any other person living in his/her household and related to the foreign official by blood or marriage.

E. Official Guest

A citizen or national of a foreign country present in the United States as an official guest by the government of the United States pursuant to designation as such by the Secretary of State.

III. PROCEDURES FOR MEMBERS OF THE PARK RIDGE POLICE DEPARTMENT WHEN CONCURRENT JURISDICTION APPLIES

- A. The local office of the Federal Bureau of Investigation will be notified of information concerning violations of the act and intelligence relating to threatened violations.
- B. The provisions of the act do not abrogate the responsibility of police agencies in protecting domestic or foreign citizens. Until federal jurisdiction is claimed, violations of state statutes and City of Park Ridge ordinances will be investigated.
- C. In situations where immediate action is mandated to protect the safety of foreign officials or others, such protection will be afforded without regard for jurisdiction. In such circumstances, the Federal Bureau of Investigation will be notified as soon as possible.
- D. In all cases where the Federal Bureau of Investigation claims concurrent jurisdiction, the police department will cooperate fully and defer authority for the investigation when it is claimed.

IV. IMMIGRATION PROCEDURES

A. United States Immigration and Custom Services (ICE)

The Attorney General of the United States has designated officers of the United States ICE as having sole authority to interrogate any alien or person believed to be an alien as to his/her right to be in the United States, and to arrest any alien in violation of any law or regulation regarding the admission, expulsion, or exclusion of aliens.

B. Departmental Authority

- 1. This Department has no power to arrest, detain, or interrogate any person as to his/her immigration status.
- 2. If a person is arrested and detained by this Department for any felony, class A or B misdemeanor, or vehicle code offense so classed, and it is learned that the subject is an illegal alien, this information will be forwarded to ICE. Prior to notifying ICE, a supervisor's permission must be obtained. No person may be held on immigration charges without authority from ICE.

C. Undocumented Persons Policy

- 1. The trust that members of the community enjoy with the Police Department is of paramount importance. It is incumbent upon all members of the Park Ridge Police Department to make a personal commitment to equal enforcement of the law and equal service to the public regardless of immigration status.
- 2. The Park Ridge Police Department will not engage in the investigation of the citizenship or immigration status of any person unless such inquiry or investigation is (a) integrally related to an investigation by the Park Ridge Police Department regarding a matter other than the individual's citizenship or immigration status or other crimes that have as an element of the crime the illegality of a person's

Subject: Foreign Officials and Guests	Number GO 8.2	Revised Date	Effective Date May 1, 2015	Page 3 of 10
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presence, or (b) as otherwise required by law. The Park Ridge Police Department shall not make inquiries into immigration status for the sole purpose of determining whether an individual has violated the civil immigration laws.

V. ARREST OR DETENTION OF FOREIGN NATIONALS

A. Summary of Requirements Pertaining to Foreign Nationals

1. *When foreign nationals are arrested or detained, they must be advised of the right to have their consular officials notified.*
2. In some cases, the nearest consular official must be notified of the arrest or detention of a foreign national, regardless of the national's wishes.
3. Consular officials are entitled to access their nationals in detention and are entitled to provide consular assistance.
4. When a government official becomes aware of the death of a foreign national, consular officials must be notified.
5. When a guardianship or trusteeship is being considered with respect to a foreign national who is a minor or incompetent, consular officials must be notified.
6. When a foreign ship or aircraft wrecks or crashes, consular officials must be notified.

B. Steps to Follow When a Foreign National is Arrested or Detained.

1. Determine the foreign national's country. In the absence of other information, assume this is the country on whose passport or other travel document the foreign national travels.
2. If the foreign national's country is not on the mandatory notification list: (See Appendix B)
 - a. Offer, without delay, to notify the foreign national's consular officials of the arrest/detention.
 - b. If the foreign national asks that consular notification be given, notify the nearest consular officials of the foreign national's country without delay. (Lists of telephone and fax number of foreign embassies and consulates in the United States will be in Post 1 and the Watch Supervisor's office.)
3. If the foreign national's country is on the list of mandatory notification countries: (See Appendix B)
 - a. Notify that country's nearest consular official, without delay, of the arrest/detention. Notification is to be made via fax using the form noted in Appendix C. A copy of the fax will be kept in the case file.
 - b. Tell the foreign national that you are making this notification. (See Appendix E)
4. If a consulate is to be notified, regardless if the notification is mandatory or requested, the Watch Supervisor will be notified before contacting the consulate.
5. In the narrative portion of the arrest report of the foreign national, record either the notification made to the consulate stating the means of notification and the time or the offer to notify, if not mandated, and the foreign national's response to the offer.
6. Keep a copy of the fax notification with the arrest report.

VI. IMMUNITY FROM PROSECUTION

Provisions have been established on the Federal and State levels of government, which provide immunity from prosecution or arrest to diplomats and other government officials. Members should be mindful of the following provisions when taking enforcement action.

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A. Congressional Immunity

1. Members of Congress may not be detained for the issuance of a summons while they are in transit to or from the Congress of the United States.
2. If a member of Congress is stopped for a traffic infraction, they should be identified and immediately released. The officer may later obtain a summons for the member of Congress covering the observed violation and make arrangements to serve the summons at a time when the member of Congress is not in transit to or from Congress, or on official business.

B. Diplomatic Immunity

1. Diplomatic immunity is granted by the United States Government under provisions of the Vienna Convention on Diplomatic Relations. Generally, these provisions apply to two classes of immunity:
 - a. Diplomats and members of their families enjoy full immunity.
 - b. Employees of diplomatic missions and members of their families enjoy immunity with respect to acts performed in the course of their official duties.
2. While the burden is upon the diplomat to claim immunity through the presentation of valid credentials, diplomatic status may also be verified through the State Department Consular Officers, Diplomatic Officers, employee of Consular or Diplomatic Officer, nights and weekends.
3. If a consular officer is stopped while under the influence of alcohol or drugs, the law enforcement officer has the following options:
 - a. Take the consular officer to the station or to a location where he/she can recover sufficiently to enable him/her to drive safely.
 - b. Take him/her to a telephone so he/she can phone a relative, friend, or taxi.
 - c. Call a taxi for him/her.
 - d. Take him/her home.

Unless a consular officer is considered a serious danger to himself/herself or others, he/she should not be physically restrained or subjected to a sobriety test. At best, this is a sensitive situation. The law officer should impress upon the consular officer that it is the police department's primary responsibility to care for his/her safety and the safety of others.

4. Although family members of consular officers cannot claim immunity, they should receive appropriate courtesy and respect. If a law has been broken by a family member, a complaint can be sought at a later time. If the family member is a juvenile, as in all juvenile cases, the person should be released to his/her parents.
5. Report all serious incidents involving diplomat and consular officers and their families to the U.S. Department of State, Office of Protocol. All diplomatic and consular officers should be treated with courtesy and respect that benefit their distinguished positions. At the same time, it is a well-established principle of international law that persons who enjoy such privileges and immunities should respect local laws and regulations.

C. State Statute: Illinois compiled statutes (725 ILCS 5/10-7-7)

1. Senators and Representatives of the Illinois State Assembly shall be privileged from arrest when going to and returning from the same. (Except for Felony or breach of the peace arrests.)
2. Electors shall be privileged from arrest going to and returning from an election. (Except for Felony or breach of the peace arrests.)


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3. Militia shall be privileged from arrest going to and returning from attendance at musters. (Except for Felony or breach of the peace arrests.)
4. Judges, attorneys, clerks, sheriffs, and other court officers shall be privileged from arrest while attending court and while going to and returning from court.

VII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

Subject: Foreign Officials and Guests	Number GO 8.2	Revised Date	Effective Date May 1, 2015	Page 6 of 10
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APPENDIX A**LIST OF USEFUL TELEPHONE NUMBERS**

FOR INFORMATION ON DIPLOMATIC AND CONSULAR PERSONNEL AND PERSONNEL OF INTERNATIONAL ORGANIZATIONS OTHER THAN THE UNITED NATIONS:

During Normal Business Hours Current Status of
U.S. Department of State/Federal License Tags,
Registrations or Other Motor Vehicle Information (202) 895-3531
FAX (202) 895-3646

Consular Notification and Access (202) 647-4415

After Normal Hours (202) 647-1512

Current Status of U.S. Department of State
Driver License and General Licensing Information (202) 895-3521

For reporting Traffic Incidents or Accidents, Issuance of Citations, etc.,
Involving Foreign Missions Personnel (202) 895-3521

Current status of:
Diplomat Agents and Family Members (202) 647-1664
Embassy Administrative, Technical, and Service Staff Families (202) 647-1495
Consular Personnel and Families (202) 647-1404
International Organizations (202) 647-1402

FAX COPIES OF INCIDENT REPORTS AND CITATIONS TO:
Diplomatic Security Service, Protective Liaison Division FAX (202) 895-3613

After Normal Business Hours
All inquiries should be made to the Diplomatic Security
Watch Officer, Department of State (202) 647-7277
(Operates 24 hours daily)

FOR INFORMATION ON UNITED NATIONS PERSONNEL:

During Normal Business Hours
Current Status of:
Diplomatic Agents and Family Members (212) 415-4131
UN Mission Staff and Family Members (212) 415-4168
U.S. Department of State License Tags,
Registration or other Motor Vehicle Information (212) 826-4500

After Normal Business Hours Information is Available from the
Communications Section of the U.S. United Nations (212) 415-4444
(Operates 24 hours daily)

FAX COPIES OF POLICE REPORTS TO: USUN Host Country Fax (212) 415-4162

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APPENDIX B**MANDATORY NOTIFICATION COUNTRIES AND JURISDICTIONS**

Antigua and Barbuda	Hong Kong (2)	Saint Vincent and Grenadines
Armenia	Hungary	Seychelles
Azerbaijan	Jamaica	Sierra Leone
Bahamas, The	Kazakhstan	Singapore
Barbados	Kiribati	Slovakia
Belarus	Kuwait	Tajikistan
Belize	Kyrgyzstan	Tanzania
Brunet	Malaysia	Tonga
Bulgaria	Malta	Trinidad and Tobago
China (1)	Mauritius	Turkmenistan
Costa Rica	Moldova	Tuvalu
Cyprus	Mongolia	Ukraine
Czech Republic	Nigeria	United Kingdom (3)
Dominica	Philippines	USSR (4)
Fiji	Poland (Non-permanent Residents Only)	Uzbekistan
Gambia, The	Romania	Zambia
Georgia	Russia	Zimbabwe
Ghana	Saint Kitts and Nevis	
Grenada	Saint Lucia	
Guyana		

- (1) Notification is not mandatory in the case of persons who carry Republic of China passports issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office (TECRO), the unofficial entity representing Taiwan's interests in the United States can be notified at their request.
- (2) Hong Kong reverted to Chinese sovereignty on July 1, 1997, and is now officially referred to as the Hong Kong Special Administrative Region Or "SAR," Under paragraph 3 (f)(2) of the March 25, 1997, U.S. China Agreement on the Maintenance of the U.S. Consulate General in the Hong Kong Special Administrative Region, U.S. officials are required to notify Chinese officials of the arrest or detention of the bearers of Hong Kong passports in the same manner as is required for bearers of Chinese passports, i.e., immediately, and in any event within four days of the arrest or detention.
- (3) British dependants also covered by this agreement are Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. Their residents carry British passports.
- (4) Although the USSR no longer exists, some Nationals of its successor states may still be traveling on its passports. Mandatory notification should be given to consular officers for all nationals of such states, including those traveling on old USSR passports. The successor states are listed separately above.

Subject: Foreign Officials and Guests	Number GO 8.2	Revised Date	Effective Date May 1, 2015	Page 8 of 10
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APPENDIX C

DATE: _____

TIME: _____

TO: EMBASSY OF _____, Washington, D.C.

OR

CONSULATE _____

(Country)

(City)

(State)

FROM: Officer _____ Star # _____

Park Ridge Police Department

200 Vine Avenue

Park Ridge, Illinois U.S.A.

Telephone: 847-318-5252

Fax: 847-318-5308

SUBJECT: Notification of Arrest/Detention of a National of Your Country

We arrested/detained the following foreign national, whom we understand to be a National of
your country, on _____.

(Date)

Mr. / Mrs.: _____

Date of Birth: _____

Place of Birth: _____

Passport Number: _____

Date of Passport Issuance: _____

Place of Passport Issuance _____

To arrange for consular access, please call 847-318-5252 between the hours of 8 a.m. and 4
p.m. Please refer to case number _____ when you call.

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APPENDIX D**WHEN CONSULAR NOTIFICATION IS AT THE FOREIGN NATIONAL'S OPTION**

As a non-U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular representatives here in the United States. A consular official from your country may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. If you want us to notify your country's consular officials, you can request this notification now, or at any time in the future. After your consular officials are notified, they may call or visit you. Do you want us to notify your country's consular officials?

() Yes

() No

Signature of Arrestee/Detainee

Signature of Officer Advising

Date and Time of Advisement

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APPENDIX E**WHEN CONSULAR NOTIFICATION IS MANDATORY**

Because of your nationality, we are required to notify your country's consular representatives here in the United States that you have been arrested or detained. After your consular officials are notified, they may call or visit you. You are not required to accept their assistance, but they may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. We will be notifying your country's consular officials as soon as possible.

Signature of Arrestee/Detainee

Signature of Officer Advising

Date and Time of Advisement

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Emergency Mobilization	Number GO 8.3	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Mobilization			Approved By Frank Kaminski Chief of Police	

POLICY: If a situation requiring a large number of manpower resources exists, the emergency mobilization plan will be put into effect. The mobilization will be ordered by the Chief of Police or a designee. All personnel will be required to report promptly and alertly for duty.

I. ASSIGNMENT/ASSEMBLY POINTS

Prior to reporting for duty, personnel will be advised as to the uniform of the day, any special equipment needed, where to report, whom to report to, and the level of mobilization. Unless otherwise informed, the primary point for assembly will be the Police Station. The alternate area will be the Public Works. Equipment, if other than a member's personal equipment, will be distributed at the assembly points. Members will be advised of the communication format for the operation. If officers are not given radios individually, each team leader will have a radio.

Levels of Mobilization

The following mobilization levels will exist:

1. Emergency Mobilization I -- Personnel respond to the station and remain in a prepared state, ready to respond.
2. Emergency Mobilization II -- Personnel respond to the station and are immediately assigned to field duty.

Regardless of the level of mobilization, the supervisor making the notification will keep a record of the time and date of the notification and the time of arrival.

II. CALLBACK PROCEDURE

- A. The Chief of Police, or a designee, will assign a team of command-staff members to initiate the callback program. The City's notification system may be used.
- B. The callback will begin with supervisory personnel, followed by sworn officers. Civilians may be called back as needed.
- C. Available supervisory personnel will assist in the callback.
- D. A record will be maintained by each commanding officer or supervisor of the date and time each officer was contacted, by whom, and the time of arrival.

III. MOBILIZATION

The Deputy Chief of Field Operations will complete the following tasks:

- A. Submit a complete roster of all personnel mobilized during an emergency. This roster will include times contacted, arrived, and released from duty for all personnel called back. The commander will authorize payments for times worked.
- B. Design key personnel designations for the operation.
- C. Identify transportation needs for the mobilized force.
- D. Establish certain management control measures for the operation.

IV. MUTUAL AID PROCEDURES

- A. When it becomes apparent that the number of sworn members available for emergency callback does not meet the immediate needs of the Department, the Chief of Police or a designee will approve a request for mutual aid in accordance with the provisions outlined in

Subject: Emergency Mobilization	Number GO 8.3	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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the current Illinois Law Enforcement Alarm System (ILEAS), or other current agreements for mutual aid on file between the Department and outside law enforcement agencies, such as the Northern Illinois Police Alarm System (NIPAS). The Mobile Field Force is available for activation for civil disturbances.

- B. Requests for assistance from agencies (county, state, or federal police agencies, or the State National Guard) not included in current mutual-aid agreements will adhere to the following procedures:

1. Identify the need for assistance;
2. Identify the type of assistance;
3. Contact the Chief of Police and describe the request;
4. The Chief of Police will determine if the request is appropriate;
5. The Chief of Police will identify the member to implement and monitor the requirements;
6. If reference to the National Guard, the ESDA director will be consulted.

- C. The ESDA director has authorization to request National Guard assistance.

The procedure for requesting the assistance of the State National Guard is as follows:

Upon authorization, from the Chief of Police or a designee, and when the ESDA director is not already on the scene, the on-scene officer in charge will instruct Communication Bureau personnel to notify the ESDA Director of the emergency situation and the department's request for National Guard assistance. The ESDA director's telephone number and pager number are maintained in the emergency telephone listings maintained in the Communications Bureau.

V. SPECIAL TASK FORCE MOBILIZATION

- A. Under authorization of the Chief of Police, a special task force may be mobilized for a specific purpose.
- B. The deputy chief in charge of the division or bureau mobilized will follow the procedures outlined in this order.

VI. REHEARSALS

Mobilization rehearsals will be performed in conjunction with the ESDA coordinator and the NIPAS program.

VII. MEMBER ACCESSIBILITY

All members of the Department will have on file with the Department a current home address (place of residence) and telephone and/or cell phone number to facilitate callouts in emergency situations.

VIII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Mutual Aid - Regional Services	Number GO 8.4	Revised Date	Effective Date May 1, 2015	Page 1 of 4
Index As: Outside Assists, Regional Services			Approved By Frank Kaminski Chief of Police	

POLICY: The Department will provide law enforcement services within its corporate limits solely or in cooperation with agencies having concurrent jurisdiction. The Department will assist adjacent jurisdictions at their request and fulfill the obligations of any Mutual Aid Agreements of which the department has entered into contract with. The Department is also committed to participation in all statewide services that increase the reporting and operational capabilities of the department. This order serves to define the department's jurisdiction, its mutual aid capabilities/responsibilities, and to establish guidelines and procedures for securing and/or rendering state, federal and local assistance.

I. DEFINITIONS

- A. **EMERGENCY SITUATION:** An actual or potential condition that poses an immediate threat to life or property. In the context of mutual aid, it means a situation that exceeds the capability of a local agency to counteract successfully.
- B. **MUTUAL AID:** An exchange of services, personnel, and/or equipment between law enforcement agencies during times of emergency.

II. GEOGRAPHICAL JURISDICTION BOUNDARIES

- A. The Department clearly defines the geographical/jurisdictional boundaries of the City of Park Ridge by the utilization of an official map.
 - 1. The official map will be located in the 911 Dispatch Center and police conference room.
 - 2. The official map will be updated with changes if jurisdictional boundaries occur.
 - 3. All personnel will be advised of updates of the maps through the use of a departmental correspondence and roll call training.
 - 4. Smaller size copies are available for personnel use if needed.

III. JURISDICTION

- A. **Primary Jurisdiction.** The Park Ridge Police Department has the primary jurisdiction within the corporate limits of the City of Park Ridge. Members of the police department will enforce applicable local ordinances and Illinois State Laws within these limits. Members of the department will respond to all calls for service and reports of criminal activity within this jurisdiction. If, upon arrival, the watch supervisor or other command staff determines that the incident also falls under the authority of a concurrent jurisdiction agency, the following will be considered:
 - 1. If the incident is of a nature typically handled by another agency, that agency will be immediately notified, i.e. federal offenses, etc.
 - 2. The needs of the department and the community would be better served if the investigation were handled by a concurrent jurisdiction agency.
- B. In any situation where the incident is turned over to a concurrent jurisdiction agency, this will be done in a prompt manner and this department will offer assistance, if needed.
- C. **Concurrent Jurisdiction.** The following agencies have concurrent jurisdiction with the Park Ridge Police Department within the corporate limits of the City:
 - 1. Illinois State Police

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Illinois Compiled Statutes, 20 ILCS 2610/16, establishes the powers and duties of the Department of State Police and includes the following concurrent jurisdictional authority: "Persons exercising these powers within the Department of State Police are conservators of the peace and as such have all the powers possessed by policemen in the cities and sheriffs, except that they may exercise such powers anywhere in cooperation with and after contact with the local law enforcement officials."

2. Cook County Sheriff's Police Department

Cook County Sheriff's Police derive their statutory power from the Illinois Compiled Statutes 50 ILCS 735/2 and have full police power in Cook County. It is the policy of their department to assist and cooperate with law enforcement agencies of the incorporated areas of Cook County whenever practical and possible.

3. Cook County Forest Preserve District Police Department

Cook County Forest Rangers derive their statutory power from Illinois Compiled Statutes 70 ILCS 810/15, which gives them full police powers in the Forest Preserve.

The Section also states, "...such police force, when acting within the limits of any city or village, shall act in aid of the regular police force of such city or village and shall then be subject to the direction of its Chief of Police, City or Village Marshals, or other head thereof."

4. Railroad Police

The Railroad Police derive their statutory authority from Illinois Compiled Statutes 610 ILCS 80/2, which gives them full police powers when they are engaging in police activity on their trains or property.

5. Park District

The Park Ridge Park District owns land within the corporate limits of the City. Park District Ordinance give the Park Ridge Police Department authority to enforce all applicable ordinances and laws on Park District property.

6. Cook County Medical Examiner - See General Order regarding death investigations.

- D. Each of the agencies described are autonomous and operate within the Park Ridge Police Department's area of responsibility. Any one of these agencies may at times request assistance from the police department which will be rendered in compliance with department procedures and state law concerning mutual aid and emergency situations. Nothing shall prohibit these agencies from taking action on situations that occur within concurrent jurisdictional boundaries.

IV. MUTUAL AID

- A. Pursuant to Illinois Compiled Statutes 65 ILCS 5/11-1-2.1, the City of Park Ridge has entered into the following 3 Mutual Aid Agreements:
1. The Northern Illinois Police Alarm System (NIPAS) – see General Order regarding mutual aid and special threat situations.
 2. Major Case Assistance Team (MCAT) – see General Order regarding mutual aid and investigative services.
 3. Illinois Law Enforcement Alarm System (ILEAS) – see General Order regarding mutual aid and additional resources/staffing.
- B. Each of these Agreements detail when departments should request mutual aid and the responsibilities of those departments providing assistance.
- C. Exclusive of formal written agreements pursuant to Illinois State Law (Illinois Compiled Statutes 65 ILCS 5/1-4-8) this department will, when requested or required, provide assistance to other law enforcement agencies. Whenever such assistance is provided to

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other law enforcement agencies, it is the responsibility of the watch supervisor to ensure adequate staffing is maintained in this jurisdiction to provide for the needs of the community.

- D. In most cases communications with responding units from adjacent or concurrent jurisdictions will be accomplished by the use of the ISPERN radio, ILEAS portable radio, or mobile IREACH radio.

V. FEDERAL LAW ENFORCEMENT/NATIONAL GUARD ASSISTANCE PROCEDURES

A. Federal Law Enforcement Assistance

1. Occasionally it will be necessary to request the assistance of a Federal Law Enforcement Agency to investigate matters that fall outside of local police jurisdictional authority and that come to the attention of the department.
2. The following guidelines shall apply when making a request for Federal Law Enforcement assistance:
 - a. Non-emergency, criminal. A Deputy Police Chief or his designee shall make the request to the appropriate federal agency.
 - b. Emergency, criminal.
 - 1) The watch supervisor shall make the request to the appropriate federal agency.
 - 2) One of the Deputy Police Chiefs shall be notified that such request was made.
 - c. A listing of federal agencies that service this area will be maintained at Post One.

B. Military aid to civil authorities

1. The primary responsibility of meeting any emergency falls with the City, county, state, and federal governments, in that order.
2. As provided by Illinois Compiled Statutes, 65 ILCS 5/3-11-4, the City Mayor, subject to the authority of the Governor, may call upon the Illinois National Guard to "aid in suppressing riots and other disorderly conduct, or to aid in carrying into effect any law or ordinance."
3. Upon the determination of the Mayor that an emergency exists whereupon local resources are not capable of handling such an emergency, a formal request for military assistance shall be made as follows:
 - a. Disaster situations. The request shall be made to the State of Illinois Emergency Management Agency (IEMA) phone 1-800-782-7860. IEMA will verify the need for assistance and then make the request to the Governor.
 - b. Civil disturbances. The Mayor shall make the request for military support directly to the Governor at phone number 217-782-6830.

VI. STATEWIDE SERVICES

A. Illinois State Police Emergency Radio Network (ISPERN)

1. The Illinois State Police maintains and operates a statewide emergency radio network for use in situations that require inter-jurisdictional broadcasts of offender/crime information.
2. The Park Ridge Police Department will maintain receiving capabilities in the department base station radio. Additionally, each police vehicle will have a mobile radio which will have transmitting and receiving capabilities with the frequency assigned to the ISPERN radio network.
3. The primary ISPERN communication point for the Park Ridge Police Department is

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ISP, District Chicago, Illinois, which will be contacted in all situations.

- B. Illinois Radio Emergency Assistance Channel (IREACH)
 - 1. IREACH is a multi-jurisdictional, multi-agency (i.e. fire, police, civil defense) radio network for use in situations, such as disasters, that require coordination of various agencies.
 - 2. The Park Ridge Police Department will maintain transmitting and receiving capabilities for this radio network in mobile radios.
- C. Law Enforcement Agency Data System (LEADS)
 - 1. LEADS is a state run computer system consisting of terminals throughout the state, and provides access to NCIC, FBI/State Criminal History files, Secretary of State files, and stolen articles. Through this system agencies may also transmit electronic messages to any agency with a LEADS terminal or to other agencies in the United States.
 - 2. The Park Ridge Police Department will have access to LEADS.
 - 3. Specific use guidelines can be found in the LEADS Manuals.
- D. Bureau of Identification/Illinois State Police

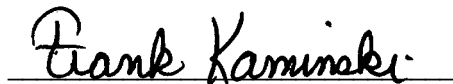
The Illinois State Police maintains and operates a statewide fingerprint card depository in Joliet, Illinois. All offenders arrested for felony, and certain misdemeanors, by the Park Ridge Police Department will have state fingerprint/arrest cards completed by the arresting officer and submitted to the Bureau of Identification for classification and retention in the state files.
- E. Illinois Uniform Crime Reporting
 - 1. IUCR is a statewide depository for all crime reporting statistics and information providing information on statewide crime trends, arrest summaries and analysis, and offense and clearance trends.
 - 2. The Park Ridge Police Department participates in the IUCR.
- F. Compliance with State Regulations

All electronic messages, radio transmissions, submission of statistical reports and fingerprint/arrest cards will be accomplished in compliance with state regulations as prescribed in the manuals governing each operation.

VII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Mutual Aid – Additional Staffing/Resources	Number GO 8.5	Revised Date	Effective Date May 1, 2015	Page 1 of 5
Index As: ILEAS, Mutual Aid, NIPAS			Approved By Frank Kaminski Chief of Police	

POLICY: As members of the Illinois Law Enforcement Alarm System (ILEAS) and the Northern Illinois Police Alarm System (NIPAS), the Department will be committed to following the provisions of the mutual-aid agreements between it and both ILEAS and NIPAS. The Department will be required to send personnel and equipment if called upon by other participating members. In addition, if the Department needs assistance, assistance will be provided.

I. ILLINOIS LAW ENFORCEMENT ALARM SYSTEM (ILEAS)

- A.** The Department is committed to participation in the ILEAS program. This program, created through a collaborative effort, is designed to provide member agencies with additional manpower and equipment at the scene of major emergencies. ILEAS will be the department's first choice in requesting additional manpower.
- B.** Requesting ILEAS Assistance
 - 1. Any police department supervisor is authorized to request ILEAS assistance if in his opinion a situation occurs that is of such magnitude that it cannot be handled by department resources.
 - 2. When a determination is made that ILEAS assistance is required, the watch supervisor shall initiate an ILEAS assistance request by contacting the primary mutual aid number (847-590-3500) or the secondary mutual aid number (309-494-8000) and providing the following information:
 - a. Name of agency requesting callout;
 - b. Name of person authorizing the request;
 - c. Call-back number;
 - d. Nature of the incident;
 - e. Location of the incident (zip code preferable or an address);
 - f. Which staging area to use;
 - g. Areas or routes to avoid;
 - h. Radio contact frequency for staging command if known (ISPERN, IREACH, Star Com, etc.);
 - i. Other special details or instructions for responding personnel.
- C.** Response to ILEAS Requests
 - 1. Any requests for Park Ridge Police Department personnel or equipment assistance must be received through the official ILEAS Primary Dispatch Center. When such a call for assistance is received, our dispatcher will notify the watch supervisor giving all available information regarding the nature and location of the incident.
 - 2. The watch supervisor will assign the appropriate resources to proceed immediately to the staging area designated on the request agency's alarm card or other specified location, and will acknowledge the response through the ILEAS Center. In the event there is a situation occurring in the city that precludes releasing the resources, the watch supervisor must immediately notify the ILEAS Communications Center so alternate arrangements can be made. In the event the ILEAS request creates a

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staffing shortage within the city, the watch supervisor is authorized to make up the shortages through hire-backs.

II. NIPAS

- A. NIPAS is a disaster-oriented mutual-aid system operating in a two-county area of Northeastern Illinois. Approximately 45 law enforcement agencies participate in the system. The Board of Directors serves as the coordinating agency and maintains the NIPAS Alarm Center. If, after contacting ILEAS, additional staffing is required, NIPAS may be contacted as authorized below in Section V.
- B. NIPAS functions to:
- Provide immediate extra police officers and equipment at the scene of major disasters.
 - Provide for an automatic and systematic response of personnel teams.
 - Provide for contractual responsibilities and liabilities.
 - Provide broad area coverage.
 - Foster a cooperative spirit for further disaster planning.
 - Provide access to specialized personnel and equipment which no one department could individually afford to maintain.
- C. Disaster Mutual-Aid is defined as follows:
- An emergency situation that threatens or causes loss of life and property and exceeds the physical and organizational capabilities of a unit of local government, i.e. one in which no single suburban community can provide police personnel in numbers sufficient to meet the demands of an effective disaster response.

III. NIPAS ALARM CARD

- A. The NIPAS Disaster Mutual-Aid Plan consists of a series of personnel response-levels designed to meet the needs of varying levels of emergency situations. At the same time, the plan ensures that municipalities supplying aid to a member-agency continue to maintain adequate personnel levels in their own communities.
- Member communities divide their towns into police alarm areas. Each area is given a number, and a police alarm card is developed for the area. Predetermined response-levels of personnel and equipment from adjacent communities are listed on the card.
- A NIPAS "Plan One" alarm may require that five police officers respond to the staging area. If the emergency continues to escalate and more personnel is needed, the stricken municipality can request additional alarms -- Plans Two through Five. Each alarm brings more personnel and more equipment to the scene.
- A stricken municipality also may receive additional personnel without requesting an additional alarm. As an example, a community needing 12 police officers might request "Plan Two, plus two additional officers." In addition to Plan Two personnel, the NIPAS dispatcher would assign, on this basis, two additional officers from the next level.
- B. The Police Alarm Card contains the following information:
- Alarm Number. A number which identifies a specific police alarm assignment.
 - Municipality Name and Phone Number. The name and phone number of the municipality for which the police alarm card was developed.
 - Staging Area Location. The name and street address of the personnel and equipment staging-area assigned to a specific alarm number.
 - Directions to the Staging Area. This section of the police alarm card is completed by

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each “aiding” municipality due to respond to an alarm. It contains specific and individualized street directions to the staging area from the aiding community.

- Police-Alarm Assignments. A chart which lists five police-alarm-plan levels, and their corresponding assignment of aiding municipalities. For example, there are five police-alarm-plan levels:

Plan One brings 5 officers, 5 vehicles;

Plan Two brings 10 officers, 10 vehicles;

Plan Three brings 15 officers, 15 vehicles;

Plan Four brings 20 officers, 20 vehicles;

Plan Five brings 25 officers, 25 vehicles.

- Special Response Instructions. A listing of special requirements or information connected with the police-alarm.

- C. The Park Ridge Police Department has three identifying alarm-numbers: 100, 101, 102. Each alarm represents a different staging area, as follows:

- Alarm 100. NIPAS units will report to the parking lot at Maine South.
- Alarm 101. NIPAS units will report to the parking lot at Maine East.
- Alarm 102. NIPAS units will report to Park Ridge Police Department.

IV. PROCEDURES FOR RESPONDING TO AN ALARM

- A. On receiving a NIPAS alarm request, the operator immediately will notify the on-duty ranking field supervisor. The dispatcher will identify the alarm number and level by referring to the NIPAS Manual.
- B. The on-duty supervisor will acknowledge the mutual aid request and, unless otherwise directed, immediately will dispatch required personnel to the stricken municipality's staging area. For each alarm level (plan) where the Department is listed, one uniformed officer and one marked squad will be sent. No officer will respond to mutual-aid unless directed by a supervisor.
- C. If, because of an existing situation, a department cannot immediately dispatch the required personnel due on an alarm, the on-duty supervisor MUST notify the NIPAS dispatcher immediately, so that fill-in personnel can be assigned from the next plan level.
- D. The on-duty supervisor will notify the Deputy Chief of Field Operations of any response taken.
- E. Responding units will report to the staging area and will work under the direction of the staging-area supervisor.
- F. When the alarm is terminated, the officers will be released from duty by the staging-area supervisor. On return to the Department, the officers who provided the mutual aid will complete an Interdepartmental Memorandum describing the nature of that mutual aid, and will forward the memorandum through channels to the Chief of Police.

V. PROCEDURES FOR REQUESTING AN ALARM

- A. The Chief of Police, Deputy Chief, duty commander or on-duty ranking supervisor is authorized to call into effect a police-alarm-plan at the level which, in his/her opinion, is required to bring a disaster situation under control. If a mutual-aid situation occurs requiring a NIPAS alarm, one of these members will be contacted to authorize the alarm, and the level of alarm.
- B. After authorization is given, the telecommunicator will be directed to contact the NIPAS dispatcher at and provide the following information.
 - Name of requesting department;

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- Alarm number requested;
- Police-alarm-plan level requested;
- Nature of the incident;
- Any other special details or instructions for responding personnel.

- C. The NIPAS dispatcher is responsible for notifying those departments needed for the response, and will advise the requesting department of the units responding.
- D. The authorizing command-level officer will appoint a staging-area supervisor. The staging-area supervisor will report to the staging area, and coordinate the assignment of mutual-aid personnel as they arrive.

VI. STAGING-AREA/MUTUAL-AID ASSIGNMENTS

- A. The authorizing command-level officer will appoint a supervisor of the staging area.
- B. The staging area supervisor will coordinate mutual-aid personnel as they arrive, and will assign them to duties as necessary.
- C. The staging area supervisor will coordinate activities with the command post. (See General Order regarding the disaster plan.)
- D. Some suggested uses of mutual-aid personnel are:
 - Care and aid to the injured;
 - Search and rescue operations;
 - Evacuation;
 - Traffic and crowd control;
 - Perimeter security.
- E. As a general rule, mutual-aid personnel will supplement the Department's personnel and, given those circumstances, should not be assigned to hazardous duties when adequate personnel from the Department exists.
- F. As much as possible, one common radio frequency will be used by all police agencies involved.
- G. Due to the differences in ten-signals, common English language will be used - in contrast to codes and ten-signals.
- H. The staging-area supervisor will insure that mutual-aid personnel are released and returned to duty in their own communities as soon as the situation is de-escalated to a level permitting the affected Department to satisfactorily handle it with its own resources.

VII. TERMINATING A POLICE ALARM

- A. Once the situation is under control, the Command Center will notify the staging area supervisor that mutual-aid assistance no longer is required.
- B. The staging-area supervisor will release the mutual-aid personnel as directed.
- C. The staging-area supervisor then will contact the NIPAS dispatcher and advise that the alarm is terminated.

VIII. NIPAS MANUALS

- A. The Department has 4 NIPAS manuals. These manuals are assigned to the following locations:
 - Manual 1. Post One;
 - Manual 2. Patrol Shift Commander's Office;

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- Manual 3. Deputy Chief of Field Operations;
- Manual 4. Chief of Police.

- B. These manuals contain a complete listing of alarm codes and staging areas for all participating communities.
- C. The supervisors of these assigned areas are responsible for the care and maintenance of these manuals.

IX. NIPAS COORDINATOR

The Deputy Chief of Field Operations will serve as the NIPAS Coordinator. The Deputy Chief will periodically review this agreement to determine its effectiveness. Any requested revisions will be forwarded to the Chief of Police.

X. EMERGENCY SERVICES TEAM (NIPAS)

- A. Emergency Service Team (EST) - Provides a team of mutual aid officers specifically trained for hostage situation, barricaded subjects, etc. A special call out system is designated for the EST through NIPAS Dispatch.
- B. Field Force - Provides a team of mutual aid officers specifically trained for civil disturbances, large groups, riots. A special call out system is designated for the Field Force through NIPAS Dispatch.
- C. Supervisors approval is needed for these services.

XI. OTHER CONSIDERATIONS

- A. Personnel and equipment will be provided at no cost to the receiving agency. However, miscellaneous supplies for this personnel and equipment will be supplied by the receiving agency, i.e. food, gas, etc.
- B. Members responding to other jurisdictions maintain the status of an Illinois Police Officer. Members, by mutual aid agreement, maintain their authority to act as police officer in receiving jurisdictions.

XII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Mutual Aid – Special Threat Situations & the Emergency Services Team	Number GO 8.6	Revised Date	Effective Date May 1, 2015	Page 1 of 9
Index As: Barricaded Subject, Emergency Services Team, EST, Hostage Situation, Mutual Aid, NIPAS			Approved By Frank Kaminski Chief of Police	

POLICY: While all available courses of action shall be considered in managing an incident, it will be the policy of this department that whenever possible, non-force and lessor force options will be considered prior to escalating to higher levels of force. Available courses of action listed in increasing level of force:

1. Containment and negotiation;
2. Containment and use of chemicals;
3. Containment and use of selective rifle fire by marksmen; and
4. Containment and assault.

The determination of the course of action to be used during an incident rests solely with the Incident Commander.

I. PURPOSE

The purpose of this General Order is to outline policy, procedure, and considerations applicable in managing special threat situations which require the use of the Emergency Services Team.

The Park Ridge Police Department, through a mutual aid agreement, has full access to and use of the Northern Illinois Police Alarm System (NIPAS) to request and make use of NIPAS Emergency Services Team (EST), that is specially equipped and trained in containment, hostage and barricaded subject negotiations, dog handling, assault, and firearms tactics.

The NIPAS EST consists of sworn officers on 24 hour call able to respond with tactical equipment, weapons, and personnel capable of supervising, manning, and controlling the inner perimeter of an incident, providing trained negotiations personnel, providing marksmen/observers, planning and carrying out assaults, and providing technical support to the requesting jurisdiction. The NIPAS EST shall be used in special threat situations, as defined in this General Order.

II. MISSION

The mission of the Park Ridge Police Department in its operations relating to special threat situations is the protection of the lives and well-being of all affected participants in the incident, and the containment and apprehension of the perpetrator(s).

III. DEFINITIONS

In order to fully understand the procedures outlined herein, personnel must be familiar with the following definitions and terminology:

- A. **SPECIAL THREAT SITUATION:** Any situation involving a barricaded suspect, hostage situation, sniper or any terrorist activity.
- B. **BARRICADED SUBJECT:** Any person who has demonstrated capability and stated intention of causing the death or great bodily harm to any other person, and has achieved tactical superiority by the use of a physical obstruction. This includes, but is not limited to, buildings, open fields, vehicles or any other natural or man-made barrier.
- C. **HOSTAGE SITUATION:** Any incident where the possibility exists that a barricaded suspect may have a hostage, or there is information that the suspect does have a hostage.
- D. **SNIPER:** Any person with potential to cause the death or great bodily harm to other persons by the discharging of weapons from a concealed and/or unknown position.

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- E. **TERRORIST ACTIVITY:** Any act, including but not limited to political terrorism, that causes or is designed to cause the fear of death or great bodily harm in the minds of others and is currently in progress.
- F. **DEBRIEFED:** The presenting of all pertinent information for a formal report.
- G. **INNER PERIMETER:** The immediate area of containment of the suspect inside of the outer perimeter.
- H. **OUTER PERIMETER:** A peripheral control area surrounding the inner perimeter providing a safe zone for access to the inner perimeter, as well as defining the limit to access by unauthorized persons.
- I. **COMMAND POST:** A secure position between the inner and outer perimeters from which personnel in command will direct operations.
- J. **STAGING AREA:** A designated location to which responding personnel will report.
- K. **NORTHERN ILLINOIS POLICE ALARM SYSTEM, EMERGENCY SERVICES TEAM (NIPAS EST):** A mutual aid, multi-jurisdictional unit of specially trained personnel who have various tactical responsibilities throughout an incident, including hostage and barricaded subject negotiations. These tactical responsibilities include entry, containment, sniper/counter-sniper and negotiations.
- L. **INCIDENT COMMANDER:** A supervisor of the Park Ridge Police Department, usually a Deputy Police Chief, who formally has command of the incident. The Incident Commander will be responsible for the entire police operation during the incident.
- M. **SPECIAL OPERATIONS PERSONNEL:** Those officers comprising the NIPAS Emergency Services Team and the Investigations Unit.

IV. PROCEDURES

- A. **Initial Patrol Watch Response to Special Threat Situations**
 - 1. First supervisor on the scene shall:
 - a. Assume overall command of the incident until relieved by the Incident Commander;
 - b. Verify that a special threat situation does exist;
 - c. Establish a command post for mobilization of patrol personnel and a press information center;
 - d. Direct all responding members to report to him for assignments and debriefing;
 - e. Maintain control of the outer perimeter and furnish diagram showing unit's radio numbers and location; and
 - f. Ensure that the NIPAS Emergency Services Team has been dispatched and an ambulance has been notified to respond to the mobilization point.
 - 2. Actions by on-duty personnel prior to the arrival of the NIPAS EST personnel will be coordinated by the on-duty watch supervisor and will be designed to isolate the scene and stabilize the situation. Actions taken to accomplish this goal could include:
 - a. Establish a reactions team;
 - b. Set up and inner perimeter in order to prevent the offender(s) from leaving or expanding the scene, and to prevent access to the scene by unauthorized persons;
 - c. Assure that officers deployed on the inner perimeter have both cover and concealment and that they do not unnecessarily escalate the situation through position advancement or other means;

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- d. If appropriate, and after the inner perimeter is set, attempt immediate voice contact to determine the facts of the situation. Officers should not attempt to negotiate with the suspect but should confine their contact to determine if:
 - 1) The suspect is present;
 - 2) Hostages are present;
 - 3) Either the suspect or hostages are injured; and
 - 4) The suspect wants to surrender.
 - e. Relay all available information as soon as possible to the dispatcher and to Post One. This will include, but will not be limited to:
 - 1) Location of the hostages;
 - 2) The description of the suspects and their weapons;
 - 3) Possible avenues of escape;
 - 4) The location to which additional units should respond; and
 - 5) Any areas of streets which may be unsafe for responding units to enter.
 - f. Maintain a cease fire policy unless there is imminent danger to life;
 - g. Locate witnesses and have them remain on the scene in a safe location until debriefed by investigative personnel;
 - h. Notify neighboring homes or businesses of police action and request they stay inside and if possible go to the basement;
 - i. Evacuate, if possible, the immediate area of all civilian personnel including the injured;
 - j. Set up location for a command post and staging area;
 - k. Request assistance through Post One from surrounding department if necessary, and/or initiate a NIPAS car plan response of appropriate level, assigning an officer to meet arriving units at the designated staging area for instruction and direction; (Whenever possible Park Ridge personnel will be used for the inner perimeter, and officers from other departments will be used to secure the outer perimeter.)
 - l. Set up an outer perimeter;
 - m. Notify the fire department of the situation and request an ambulance to stand by outside the outer perimeter; and
 - n. Be prepared to engage or enter using rapid response techniques, depending on whether or not life is in imminent danger (i.e. school or workplace violence).
- B. Activation of the Special Threat Situation Plan**
1. In the event of a special threat situation, this plan may be put into effect by the on-duty watch supervisor, who will respond to and remain at the scene. He will:
 - a. Contact Post One to request the NIPAS Emergency Services Team; and
 - b. Contact the Deputy Chief of Field Operations and the Commander of the Investigative Division to respond.
 2. Post One shall make notification, as per current established procedure, and initiate a NIPAS Emergency Services Team call-up.
 3. Post One will make additional telephone notifications as advised.

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4. All call back officers not specifically assigned will report directly to the staging area in full uniform.
5. NIPAS Emergency Services Team personnel, once debriefed and ready for deployment, may relieve patrol officers who are containing the situation and will establish the inner perimeter, initiate negotiations transition, and/or continue to evacuate the area.
6. The NIPAS Emergency Services Team coordinator will make recommendations on containment, negotiation, and assault tactics.

C. Reports

1. Responsibility for preparing the original report of the incident will be that of the officer first assigned to the call. Supplemental reports will be made by any officer who took action during the incident that was relevant to the operation.
2. The supervisor of each unit involved in the operation will be responsible for seeing that his unit members who should file reports actually complete their report. Any logs, diagrams, notes, etc., used by a unit during the operation will be included with the report.
3. Unless waived by the Incident Commander, all reports will be completed prior to the reporting officer being dismissed from duty.
4. The Incident Commander will conduct a critique after the termination of the incident and complete and after-action report.

V. ORGANIZATION

The organization of the police personnel used in a special threat situation is shown in the Table of Organization (see Addendum A). Each unit involved in the operation will be under the direction of a supervisor who will be appointed by the Incident Commander. (NIPAS EST will provide a supervisor, known as a Tactical Commander.) The responsibilities of each unit supervisor will be as follows:

A. Incident Commander

The Incident Commander (IC) could be any supervisor who assumes control of the situation.

1. Be responsible for the entire police operation during the incident;
2. Manage the operation from the command post;
3. Decide what strategies are to be used during the operation;
4. Determine what information will be released to the news media during the operation;
5. Make any decisions regarding negotiations and police actions during the operation with NIPAS EST input;
6. Assume overall command of operations at the scene;
7. Maintain liaison with concerned agencies and jurisdictions;
8. Ensure the National Incident Management System is implemented;
9. Obtain area maps and floor plan of the location where the hostages are being held (these may be prepared and supplied by the NIPAS Emergency Services Team);
10. Ensure availability of technical skills, or person(s) with pertinent knowledge associated with the incident;
11. Coordinate the outer perimeter boundaries and man them with patrol personnel or NIPAS/ILEAS car plan personnel;
12. Once the inner perimeter has been assumed by the NIPAS Emergency Services Team, the Incident Commander is the only person who can authorize the discharge of firearms except for defense of life;

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- a. The Incident Commander has the authority to approve the use of deadly force by Park Ridge Police personnel and to cancel such an order.
 - 1) As required for any use of deadly force, the following conditions must be met before an order may be given for Park Ridge Police personnel to use deadly force:
 - a) Escalation of force principles
 - b) Requirements stated in the General Order regarding use of force.
 - 2) Prior to authorizing the use of deadly force by Park Ridge Police personnel, the Incident Commander shall consider and evaluate the following:
 - a) The risks to victims, citizens, law enforcement personnel, and suspect(s);
 - b) All intelligence available;
 - c) Assessments made by either the negotiation or tactical team, or both, when possible; and
 - d) Whenever possible, review the totality of the circumstances with a State's Attorney and the Chief of Police.
13. Appoint a Deputy Incident Commander, an Incident Personnel Officer, Log Officer, Public Information Officer, and any operations section supervisors necessary.
- B. Deputy Incident Commander. This officer will be responsible for:
 1. Posting and maintaining maps and diagrams;
 2. Operating the command post radio;
 3. Assisting the Incident Commander in any way the situation necessitates; and
 4. Assume interim command in the absence of the Incident Commander.
- C. Incident Personnel Officer. This officer will be responsible for:
 1. Supplying the Incident Commander with manpower to meet operational needs, assist in briefing and assigning personnel;
 2. Maintaining a record of assignments;
 3. Ensuring personnel assigned have the equipment necessary for the assignment; and
 4. If possible, maintaining a pool of police personnel that can be utilized at locations should circumstances make it necessary for their deployment.
 5. All officers directed to report to the scene must check in with the Incident Personnel Officer.
- D. Incident Log Officer

This officer will be responsible for maintaining a log documenting all activities initiated through the format provided by the National Management Incident System. This log will include:

 1. The date and time the log becomes operational;
 2. The time of each entry;
 3. The name of the supervisor who gives an order and the officer to whom it is directed, if the activity involves an order or directive;
 4. Sufficient detail of the activities, as to accurately reflect what took place; and

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5. Maintain an updated map of the location or area.
- E. Public Information Officer. The Chief of Police or his designee will be responsible for maintaining liaison with members of the news media.
 1. This officer will be responsible for setting up a press area in a safe location and conducting briefings for news media personnel whenever feasible.
 2. The Incident Commander will determine what information will be released to the news media.
- F. Operations Section Supervisors

This officer will be responsible for managing operational units, related to stabilization and resolution, under the direction of the Incident Commander.
- G. Investigations Supervisor. The responsibilities of the Incident Investigation Supervisor will be as follows:
 1. Coordinate all investigative and intelligence gathering activities;
 2. Interview witnesses, friends, and relatives of the hostage-taker and any captured offenders;
 3. Obtain criminal, medical, and mental health records of the offender(s);
 4. Coordinate investigative assistance from other agencies;
 5. Debrief released hostages and first officers on the scene;
 6. Take control of the offender after the surrender procedures; and
 7. Coordinate the forensic technician work after the incident is resolved.
- H. Staging Area and Outer Perimeter Supervisor. This supervisor is generally an available department supervisor who is designated as such by the Incident Commander. His responsibilities include:
 1. Cordon off the area and isolate it from pedestrian and vehicular traffic;
 2. Establish alternate routes for traffic;
 3. Provide officers stationed on the outer perimeter with a description of the offender and any pertinent information;
 4. Provide for relief of officers on the outer perimeter;
 5. Ensure that all personnel remain at the staging area when not assigned to a specific position;
 6. Coordinate traffic control assistance from other agencies; and
 7. Ensure that fire department resources are on the scene or readily available, including paramedics and fire apparatus, if appropriate.
- I. Support Unit Supervisor

This supervisor, when utilized, is generally an available department supervisor who is designated as such by the Incident Commander. He is responsible for providing support assistance to the Incident Commander, and responsibilities include:

 1. Provide personnel for transporting equipment and supplies to the scene;
 2. Provide personnel as “runners” when requested to do so by other units involved in the operation;
 3. Arrange for transportation of the offender’s relatives, clergy, etc., to the scene if ordered by the Incident Commander;
 4. Provide personnel to assist in setting up equipment in non-dangerous areas;

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5. Ensure that non-sworn members of the unit are not used in a capacity which will place them in immediate danger; and
 6. Provide any additional assistance that is ordered by the Incident Commander.
- J. Dispatch and Post One
1. When the dispatcher becomes aware that a special threat situation has developed, he/she will immediately direct a patrol supervisor to respond, if one is not already on scene.
 2. Post One personnel, upon request of the patrol supervisor, will contact and request the NIPAS EST.
 3. The first supervisor on scene will advise dispatch and Post One of all pertinent information available on the special threat situation, correct location, number of suspects, hostages, etc., as soon as it is available.
 4. Advise responding units of streets or areas which may be unsafe in every broadcast.
 5. Keep radio transmission not connected with the emergency off of the designated frequency.
- K. Chief of Police (or his designee) will:
1. Ensure availability of the department's resources for the successful conclusion of the situation;
 2. May alter the operation at will, through the Incident Commander;
 3. May establish and direct an advisory panel. This advisory panel may include any member of the department, other departments, or private sector (including psychologists, attorneys, etc.).
- L. Advisory Panel
1. The Chief of Police or his designee may establish an advisory panel to serve as a "think tank" in formulating strategy and developing plans.
 2. The advisory panel's function is to:
 - a. Be in constant communication with the Incident Commander, advising on what is negotiable, supplying necessary items for negotiations, and weighing plans in terms of tactics versus effects;
 - b. Act as staff advisory committee to the Incident Commander;
 - c. Ensure that all jurisdictional disputes are settled;
 - d. Obtain any specialized equipment needed to assist in handling the incident;
 - e. Recommend alternatives to unusual negotiation demands; and
 - f. Assist in developing strategy or contingency plans for dealing with the situation.
- M. A psychologist may be utilized at any phase of the operation.
- N. Legal Counsel (may be a State's Attorney) will:
1. Act as staff advisor for the Chief and the Incident Commander;
 2. Serve as consultant regarding the legal aspects of all criminal or civil issues arising in the special threat situation;
 3. Act as liaison and represent the department in communications with judges, federal prosecutors, defense attorneys, and any other member of the legal profession; and
 4. Prepare or oversee the preparation of all legal documents needed for the successful

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conclusion of the situation. These documents will include: criminal charges, civil commitments, and any other legal document deemed appropriate.

VI. JURISDICTIONAL RESPONSIBILITY

- A. When the hostage victim is a foreign official or an official guest of the United States of America, as defined by Section 1116 (b) or (c)(4) or Section 101, Chapter 51, or Title 18, United States Code, jurisdiction is shared concurrently by the Federal Bureau of Investigation (FBI) and the local law enforcement agency.
- B. When control has been initiated by the local agency, operational command is retained until, or unless the FBI clearly indicates that they wish to assume command of the situation.
- C. If the FBI assumes command of the scene, responsibility for the termination of the operation will shift to the FBI.
- D. If the Special Agent in charge of the Chicago Office of the FBI, or his designee (senior agent on the scene), indicates that jurisdiction remains concurrent, joint decision making will be undertaken by the Incident Commander and the senior FBI agent at the scene. This will permit the successful integration of the operation. During operations where responsibility is deemed to be concurrent, every effort should be made to ensure mutual agreement in the decision-making process prior to conducting tactical operations.
- E. If the hostage situation results from the commission of a federal crime, e.g. bank robbery, the jurisdiction is concurrently shared by the local department and the FBI. If the initial control of the operation is by the local agency, it will be retained until such time as the senior member of the FBI indicates that he wishes to assume exclusive responsibility.

VII. ISSUING AUTHORITY

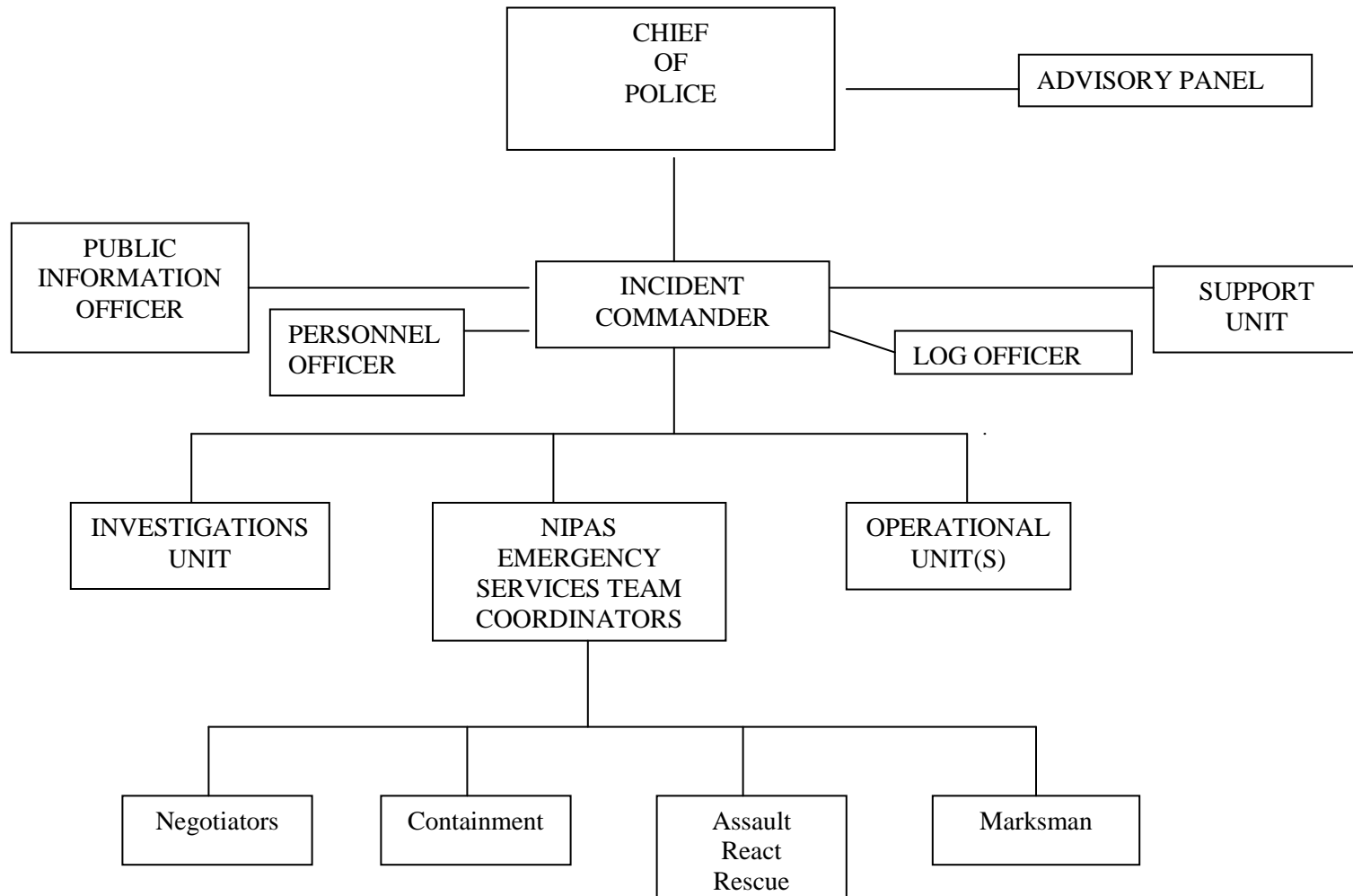
This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

**SPECIAL THREAT PLAN
CRITICAL INCIDENTS
TABLE OF ORGANIZATION**



DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Mutual Aid – Investigative Resources	Number GO 8.7	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Major Case Assistance Team (MCAT)			Approved By Frank Kaminski Chief of Police	

POLICY: The Major Case Assistance Team (MCAT) exists to assist member agencies with the investigation of major crimes as defined in the by-laws. The Task Force is dedicated to rapid response and thorough, professional investigations with the goal of collecting evidence, identifying suspects, filing appropriate charges, arresting and successfully prosecuting suspects in a court of law.

To accomplish its mission, Team Members commit themselves to persistently following each lead to conclusion, safeguarding the constitutional rights of every person, and at all times working with the integrity and professionalism necessary to build public respect and support for law enforcement.

The Task Force consists of investigators, forensic specialists, crime analysis officers, intelligence officers and supervisors.

I. PROCEDURE

The Task Force shall be activated on the request of the Chief of Police or other authorized representative (supervisor of Investigations). The request for activation must be made within eight (8) hours of the crime being discovered, and the crime scene remains under the control of the requesting agency. While activation is being considered, evidence work should not be performed by the requesting agency unless emergency circumstances exist and evidence would be lost prior to the arrival of Task Force Forensic Specialists.

A Request for Activation shall be made to the Task Force Commander, or in his/her absence the Operations Supervisor.

On activation, Task Force members will respond to the Requesting Agency's police department. An investigative supervisor will be on hand to facilitate the arrival of Task Force members. Task Force members will be staged at Public Works.

II. CRIME SCENE PROTECTION

It is imperative that the crime scene be protected and secured by the Requesting Agency prior to the arrival of Task Force members. A Crime Scene Log must be established and maintained. The Crime Scene Log will document the date, name and times that each person entered and exited the crime scene.

On the arrival of Task Force members at the crime scene the Task Force will establish its own Crime Scene Log. The Crime Scene Log established by the Requesting Agency will be made part of the Task Force Reports.

III. TASK FORCE AUTHORITY

Once on the scene of a homicide or non-parental child abduction, the Task Force will assume the case investigation. Investigators and Forensic Specialists from the Requesting Agency will be assigned to work with Task Force members. This process will assure that members of the Requesting Agency are up-to-date on all facts of an investigation and insure a smooth transition between the Task Force and the Requesting Agency when the investigation is completed.

Daily briefings will be held between Task Force and Requesting Agency personnel. This process will insure that there is a free flow of information on the progress of an ongoing investigation.

The Task Force is managed in a similar fashion to NIPAS EST. The requesting agency remains in charge of the investigation and the Task Force.

Subject: Mutual Aid – Investigative Services	Number GO 8.7	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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IV. CALL-OUT PROCEDURAL MANUAL

Copies of the MCAT Call-Out Procedural Manual are maintained at Post One, in the Commander of Investigative Services office, the Deputy Chief of Field Operations' office and the office of the Chief.

The Call-Out Procedural Manuals contain detailed information and telephone numbers to facilitate a request for assistance.

V. MCAT IDENTIFICATION CARDS

All MCAT members will display their I.D. Cards on an outer garment when working at a crime scene or when inside the Requesting Agency's building.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Mutual Aid – Major Crash Reconstruction	Number GO 8.8	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Major Crash Reconstruction, Serious Traffic Accident Reconstruction Team, STAR			Approved By Frank Kaminski Chief of Police	

POLICY: Major Case Assistance Team (MCAT) created a unit, the Serious Traffic Accident Reconstruction (STAR) Team. This unit assists MCAT agencies in the investigation of serious or fatal traffic accidents. A total of 20 officers and four supervisors are assigned to the team. Park Ridge Police Sergeant Kirk Ashleman is Commander of the STAR Team. In the event of a callout, a minimum of seven STAR Unit members will be activated, two supervisors and five accident reconstructionists.

I. PROCEDURE

- A. If there is a fatal accident or serious injury accident in Park Ridge, the watch commander will contact the Deputy Chief of Field Operations or his designee. A determination will be made to activate the STAR Unit, as well as the Park Ridge Major Crash Unit (MCU). If activated, the accident will be the responsibility of the Park Ridge Police Department and the STAR Unit will assist in the investigation.
- B. If it is determined to activate both units, the watch commander will contact the MCU Coordinator and the STAR coordinator and advise both coordinators of the situation. STAR investigators will respond to the location with STAR identification. It will be the responsibility of the MCU coordinator or their designee to contact Park Ridge Police Department MCU investigators if appropriate.
- C. Park Ridge officers will secure the scene, take the initial report, locate and interview witnesses. Officers should make every attempt not to move the vehicles involved or the debris.
- D. The STAR Unit will be responsible for scene documentation (photographs, scene measurements, scale diagram, vehicle inspections, and evidence collection).
- E. The STAR Unit will complete a follow-up investigation when necessary (reconstruction, event data recorder, crush measurements, etc.).
- F. The STAR Unit will not be responsible for blood draw or DUI kit, those will be the responsibility of the Park Ridge Police Department.
- G. The STAR Unit will not prepare search warrants, but will assist the Park Ridge Police in preparing search warrants.
- H. When the scene is released, the Park Ridge Police Department will have vehicles towed to the City-contracted towing company and secured with a police hold, pending investigation.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Education Standards	Number GO 9.1	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Educational Standards			Approved By Frank Kaminski Chief of Police	

POLICY: The Department recognizes the value of higher education for members of the Department and the need for educational standards for certain positions in the organization. The City of Park Ridge provides incentives for members to achieve higher education.

I. PROMOTIONAL ELIGIBILITY - SWORN POSITION

A. Police Sergeant

Applicants for police sergeant must possess an Associate of Arts Degree (2 year program) or college credit hours equivalent to two years of college course work from an accredited college/university.

B. Exempt Ranks

Appointments to police exempt ranks must have earned a four-year college degree from an accredited college/university.

II. RESTRICTIONS – SCHOOL ATTENDANCE

A. There will be no limit to the number of courses or total credit hours a member may take in a semester. However, the Chief of Police may curtail the number of hours when it appears the member does not have the capacity to perform his/her police duties satisfactorily. This could be evidenced by the record of attendance, promptness, amount of sick leave taken, physical appearance or performance issues. This requirement covers schools under reimbursement as well as those not under reimbursement.

B. The Department has no obligation to accommodate City approved school program schedules. Attendance at school is the member's responsibility. However, the Department may accommodate members attending City approved school programs through shift switches or adjustments. However, the needs of the Department are the first priority. The member's job responsibility comes first.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Exempt Positions	Number GO 9.2	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Exempt Positions, Supervisory Staff			Approved By Frank Kaminski Chief of Police	

POLICY: Exempt positions are created for middle and upper management positions to provide the Chief of Police with a management team that is committed to the Chief's vision, direction, and goals for the Department. Exempt positions assure the Chief of a command staff that is loyal and trustworthy to the Chief's management philosophy. Appointments to exempt ranks serve at the discretion of the Chief, and members appointed to exempt ranks do not have any vested right to remain in the exempt position.

I. SUPERVISORY COMPOSITION

- A. The supervisory sworn positions of the Department, listed according to rank and level of authority, will be as follows:
 - Deputy Chief
 - Commander
- B. The positions of Deputy Chief and Commander are exempt from the Board of Police and Fire Commission and its rules of personnel administration.
- C. The position of sergeant will be the only Civil Service supervisory position selected and appointed by the Board of Police and Fire Commission.
- D. Civilian Supervisors/Directors are included as exempt ranks.

II. APPOINTMENTS

- A. The Chief of Police will appoint members to exempt-rank positions.
- B. The Chief of Police will ensure that appointments are based on job-related and non-discriminatory criteria and in the best interests of the Department.
- C. The Chief of Police may recruit from outside the organization to fill exempt positions.

III. REMOVAL FROM EXEMPT-RANK POSITIONS

- A. The Chief of Police is empowered at any time to remove any person appointed to an exempt-rank position when, in the Chief's judgment and discretion, the needs of the department so require. In all actions involving the removal of an individual, the Chief of Police will be guided by the needs of the department.
- B. Persons appointed by the Chief of Police to any of the positions listed shall hold such appointments subject to his/her removing them. In the event of removal, the individual will revert to their civil service rank.

IV. WORK CONDITIONS

For exempt personnel, hours of work, days of work, lunch breaks, etc., will be determined by the Chief of Police.

V. ELIGIBILITY

- A. To be eligible to compete in the promotional process for Commander or Deputy Police Chief, the applicant must hold the rank of sergeant and have completed the probationary period for sergeant.
- B. To be eligible to compete in these promotional processes, the applicant must also have 7 minimum years of sworn law enforcement experience.

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- C. Bachelor's Degree in Law Enforcement, Criminal Justice, Police Administration, or related field.

VI. SELECTION PROCESS

- A. Step One – Application. The candidate must submit a letter of intent to the Chief of Police requesting to participate in the promotional process, accompanied by a resume prepared by the candidate. The resume should include data about the candidate's formal education, work experience, training received, and significant duties and accomplishments.

Submission deadline. This letter and resume must be received in the Chief of Police's Office no later than the date stated in the announcement of the process.

- B. Step Two – General Evaluation. An evaluation of the candidate's qualifications will be made from the resume submitted; e.g. education, work experience, training, and significant duties and accomplishments.

- C. Step Three – Oral Interview. An oral interview of eligible candidates may be conducted at the discretion of the Chief of Police. The Oral Interview Panel will be comprised of a minimum of three (3) members. The members will consist of professionals in the law enforcement field, sworn law enforcement officers, the City's Human Resources Director, or a combination of the above. Any sworn law enforcement officer on the panel will hold the equivalent rank of the vacant exempt rank position, or above. The Chief of Police retains sole authority for selection/promotion and the assisting individuals, if any, are only to participate in an advisory capacity.

- D. Step Four (Optional) – Assessment Center.

VII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Commendations and Awards	Number GO 9.3	Revised Date	Effective Date May 1, 2015	Page 1 of 5
Index As: Awards			Approved By Frank Kaminski Chief of Police	

POLICY: The Park Ridge Police Department is committed to the recognition of excellent work performed by its employees. The purpose of this General Order is to establish a program by which members of the Park Ridge Police Department can be recognized for outstanding service and dedication to the Park Ridge Police Department and the citizens of Park Ridge.

Commendations and awards are generally issued by the Chief of Police; however, commendations may be received from other entities (public and private). Commendations and awards will usually be of an individual nature, although collective commendations or awards to the Department or to separate units are also possible. All members of the Park Ridge Police Department, with exceptions noted, are eligible to receive commendations and/or awards.

I. TYPES OF COMMENDATIONS OR AWARDS

- A. Department Valor
- B. Department Commendations
- C. Lifesaving Award
- D. Officer of the Year Award
- E. Employee of the Year Award
- F. Collective Commendations
- G. Police and Community Together Award
- H. Special Chief's Award
- I. Fitness Award
- J. Department Letters of Recognition
- K. Traffic Enforcement Awards
- L. Outside Agency Awards
- M. Letter of Appreciation from Citizens

II. PROCEDURES

A. Department Valor – Medal, Ribbon and Certificate

1. This is the highest award that can be given to Department members who, by an act of outstanding bravery or heroism, has demonstrated a great degree of selflessness and personal courage, which resulted in the saving of a human life. Without such actions by the Department member, the person would have died or suffered great bodily harm.

Examples for qualification:

- a. Entering the portion of a burning building where the person is trapped and unable to escape by themselves and the member's life is placed in extreme and grave danger.
 - b. Swimming out to save a person from drowning.
 - c. Climbing out onto a window ledge to rescue a person.
2. A Department Valor shall be issued solely by the Chief of Police, based on the

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aforementioned criteria.

3. The Chief or his designee will present the Department Valor ribbon, medal and certificate to the employee at a ceremony in the Chief's office or at a City Council meeting.
4. The Department Valor is signified by a red, white, and blue ribbon, with the letter "V" in the center. The ribbon will be worn in accordance with the regulation in the general order regarding uniforms. Member will also receive a medal.
5. Department Valor will become part of an employee's personnel file.
6. In extraordinary cases, the Chief may also request that the City Council pass a resolution in honor of the officer.

B. Department Commendations – Ribbon and Certificate

1. Department commendations shall be issued solely by the Chief of Police, generally based upon the written recommendation of a police department supervisor.
2. The supervisor's recommendation should include related documentation and background material.
3. Any department member may recommend another department member for a commendation. This recommendation may be made in writing or verbally to the member's immediate supervisor.
4. Commendations are generally awarded when an employee or group of employees performs their duties in extremely dangerous, stressful or demanding situations and when the presence of that employee or group of employees is the primary determinant of a successful outcome. This award will be presented when an employee's actions far exceed what is minimally required and when these actions would be considered heroic, humanitarian, or display unique skills in the field of law enforcement. The commendation will be designated as meritorious.
5. The Chief or his designee will present the commendation and a solid blue ribbon with a gold police shield to the employee at a ceremony in the Chief's office or at a City Council meeting. For each successive commendation, a new ribbon will be issued with a 2, 3, 4, etc. highlighted on the shield. The ribbon will be worn in accordance with the regulations in the general order regarding uniforms.
6. Commendations will become part of an employee's personnel file.

C. Lifesaving Award – Medal, Ribbon and Certificate

1. The Lifesaving Award is awarded to a member who saves the life of another person by a decisive action.
Examples for qualification:
 - a. CPR, AED use, Heimlich Maneuver, or prompt application of first aid in a potentially fatal situation.
 - b. Any other act that saves a life and is not strictly a police related function.
2. Lifesaving awards shall be issued by the Chief of Police or his designee, generally based upon the written recommendation of a police department supervisor.
3. The supervisor's recommendation should include related documentation and background material.
4. This award is signified by a red and white ribbon. The ribbon will be worn in accordance with the regulations in the general order regarding uniforms. Member will also be issued a medal.
5. The Lifesaving Award will become part of an employee's personnel file.

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D. Officer of the Year Award – Medal, Ribbon and Certificate

1. This recognition is awarded to the police officer who, during the preceding year, best exemplified the spirit, professionalism, and traditions of the Park Ridge Police Department.
 - a. Criteria for the award includes, but is not limited to, heroism, outstanding investigative work, community service, or overall outstanding and distinguished service to the citizens of Park Ridge.
 - b. All officers below the rank of Chief are eligible for this award.
2. A selection committee of a police supervisor, two (2) officers of over ten (10) years of service, and one (1) officer of under ten (10) years of service will be selected by the Deputy Chief of Administration. The president of the currently recognized bargaining unit for patrol officers, or his designee may, if the unit so desires, be a member of the committee. The police supervisor will chair the committee. Only one (1) committee member may serve consecutive years.
3. The committee will accept nominations for the award during the month of January. Nominations must be in writing, with supporting documentation in order to be considered. Any member of the Park Ridge Police Department may submit a nomination.
4. The committee will meet and forward its nomination(s) to the Chief no later than March.
5. The Chief of Police will review all nominees. The Chief will make the final selection no later than April 1.
6. The award is signified by a yellow and white ribbon with a gold star in the center.
7. The method of presentation of the award and its exact configuration will be decided upon by the Chief of Police.

E. Employee of the Year Award

1. This recognition is awarded to the non-sworn employee who, during the preceding year, best exemplified the spirit, professionalism, and traditions of the Park Ridge Police Department.
 - a. Criteria for the award includes, but is not limited to, heroism, outstanding work, community service, or overall understanding and distinguished service to the citizens of Park Ridge.
 - b. All non-sworn employees are eligible for this award.
2. A selection committee of a non-sworn supervisor, one (1) non-sworn employee of over ten (10) years of service, one (1) non-sworn employee of under ten (10) years of service, and one (1) non-sworn part-time employee will be selected by the Deputy Chief of Administration. The highest ranking representative of the current bargaining unit for non-sworn employees or his designee may, if the unit so desires, be a member of the committee. The non-sworn supervisor will chair the committee. Only one (1) committee member may serve consecutive years.
3. The committee will accept nominations for the award during the month of January. Nominations must be in writing, with supporting documentation in order to be considered. Any member of the Park Ridge Police Department may submit a nomination.
4. The committee will meet in February and forward its nomination(s) to the Chief no later than March.
5. The Chief of Police will review all nominees. The Chief will make the final selection no later than April 1.

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6. The method of presentation of the award and its exact configuration will be decided upon by the Chief of Police.
- F. Collective Commendations – Ribbon
1. Awarded to the police department as a whole, or a specific unit within the police department for particularly outstanding performance of duty.
 2. Awarded generally by the Chief of Police upon recommendation of the specific unit's police department supervisor.
 3. The award may be awarded to a unit, bureau or specialty in recognition of their combined efforts toward the goal and mission of the department.
 4. The award is signified by a blue ribbon with two (2) green stripes and a center white stripe, and becomes a permanent part of the recipient's uniform, so long as he was a member of the unit receiving the award during the period the award was earned.
 5. Collective Commendations will become part of an employee's personnel file.
- G. Police and Community Together Award – Ribbon and Certificate
1. This award is awarded by the Chief of Police. It is given to members who through their extraordinary efforts have made significant impact upon the quality of life in the community thereby advancing the idea encompassed in the meaning of the P.A.C.T. Program.
 2. This award is signified by a solid yellow ribbon inscribed with the letters P.A.C.T. and will be worn in accordance with the regulations in the general order regarding uniforms.
 3. The P.A.C.T. award will become part of the employee's personnel file.
- H. Special Chief's Award – Ribbon and Certificate
1. The Chief of Police may present special awards to members or citizens based on exceptional service or contributions.
 2. The award, ribbon, or insignia shall be determined by the Chief of Police.
- I. Fitness Award
- The Fitness Award is presented annually to the officer who best exemplifies a fit and healthy lifestyle. The determination will be based on the results of the department's fitness initiative.
- J. Department Letters of Recognition
1. Letters of recognition shall be issued by the Chief of Police or his designee, generally based upon the written recommendation of a police department supervisor.
 2. The supervisor's recommendation should include related documentation and background material.
 3. Any department member may recommend another department member for a letter of recognition. This recommendation may be made in writing or verbally to the member's immediate supervisor.
 4. Letters of recognition are generally awarded when an employee or group of employees performs their duties at a level that exceeds what is minimally required. These letters are intended to recognize an employee's willingness to help and dedication to the department and to the community. Examples include: an officer's participation in community events while representing the police department, an excellent arrest, investigation, or continued good work in a particular assignment.
 5. Letters of recognition will become part of an employee's personnel file and will be indicative of an employee's work and dedication to the department.
- K. Traffic Enforcement Awards

Subject: Commendations and Awards	Number GO 9.3	Revised Date	Effective Date May 1, 2015	Page 5 of 5
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1. In January of each year, the Chief of Police will recognize the department leaders in speed and impaired driving enforcement by issuing letters of recognition.
2. Each year, the department will submit the names of the department leaders in impaired driving to the Alliance Against Intoxicated Motorists so their efforts can be recognized.
3. The department will participate in the Illinois Department of Transportation (IDOT) DUI Enforcement Award. Each year the DUI totals will be reviewed and submitted to IDOT for recognition. Officers may wear the award pin on their left side shirt pocket flap.

L. Outside Agency Awards

The Chief of Police will be notified of any award or commendation, or any intended award or commendation, presented to a member of this department by any outside agency, where such award or commendation is directly related to the member's activities as an employee of the Park Ridge Police Department. These ribbons may be worn on the uniform with the permission of the Chief.

M. Letters of Appreciation from Citizens

The Chief will be notified when an officer receives a letter of appreciation from a citizen. That letter will be made part of the employee's personnel file upon written request by that employee.

III. CITIZEN AWARDS

The Chief may recognize citizens for acts of bravery or heroism, as well as acts of service.

The following awards may be given to citizens:

- Valor
- Lifesaving
- Departmental Commendation
- Letter of Recognition

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Job Assignments & Specialized Assignments	Number GO 9.4	Revised Date Sept. 13, 2016	Effective Date May 1, 2015	Page 1 of 4
Index As: specialties, special assignments			Approved By Frank Kaminski Chief of Police	

POLICY: The Department maintains a number of job assignments, e.g. Detective and Traffic Officer. The staffing of these assignments is the responsibility of the Chief of Police. Members are encouraged to seek job assignments and training to develop their skills and ability as part of their personal career development. Whenever feasible, position vacancies for police officer job assignments will be posted and requests for transfer solicited.

The Department maintains specialized assignments, e.g. Field Training Officer (FTO), Forensic Technician (FT), Range Officer, etc. as indicated on the Department's Post List. Members are encouraged to perform specialized assignments as part of their career development.

Supervisor and commander assignments to Divisions, Bureaus, and other functional areas are the responsibility of the Chief of Police and will not be part of the posting process.

I. FILLING VACANT POSITIONS AND SPECIALTY ASSIGNMENTS (Police Officer)

A. Posting

1. Approved vacant job assignments and specialized assignments will be posted by way of Department Special Order or Personnel Order.
2. Positions will be posted for at least seven calendar days.

B. After a vacancy has been posted, the following procedure will be followed:

1. Any member desiring to be considered for a posted vacant position will adhere to the guidelines set forth in the Order regarding the vacant position.
2. All requested paperwork will be forwarded according to the guidelines set forth in the Order to the Chief of Police no later than the posted deadline.
3. The Chief of Police will receive and maintain all requests for the posted position.

C. Criteria for Selection

The following criteria will be used for selecting personnel for job assignments and specialized assignments.

1. The member must have successfully completed his/her probationary period.
2. Years of service required for the following job assignments:
 - a. Detective - five years minimum
 - b. School Resource Officer- five years minimum
 - c. Community Strategies Officer - five years minimum
 - d. Traffic Officer - five years minimum
3. The member is able to fulfill all related duties and responsibilities, including a commitment to perform in such a capacity, as needed.
4. The member must successfully complete training requirements for the assignment and possess the skills and ability to perform the assignment.
5. Other selection criteria include the needs of the Department, officer career development needs, and officer interest.

D. Selection

1. The Chief of Police and/or a designee(s) will review all requests for the position

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posted. All pertinent information will be considered for each candidate, including the employee's personnel file, supervisor's comments, etc.

2. Interviews may be held with candidates being considered as finalists for the position.
3. The Chief of Police will appoint the person selected for the position.
4. The name of the person selected for the position will be posted in a Personnel Order.
- E. Appointment by Chief. The Chief of Police may by-pass the posting requirement and assign members to job positions and specialty assignments in the best interest of the Department. This process does not prohibit the Chief from assigning members to assignments even though they have not applied.
- F. Longevity of Job Assignments
 1. Detective - Three senior detectives (10 year assignment)
Three rotational detectives (5 year assignment)
 2. School Resource Officer - Two officers (5+ year assignment, with school's discretion and possible extension)
 3. Community Strategies Officer - One officer (5 year assignment)
 4. Traffic Officer - One officer (5 year assignment)
- G. Longevity of Specialized Assignments

There is no specified termination period for specialized assignments. Continued participation in these assignments is determined by department need and officer performance.
- H. Time between assignments (cooling off period)
 1. Candidate officers for all job assignments will not be allowed to move immediately to a new job assignment upon completion of a different job assignment without having spent at least one year in patrol between such assignments (cooling off period).
 2. If there are not enough qualified candidates to fulfill a job assignment, as determined by the Chief of Police, the Chief of Police has the option to choose and appoint personnel to an assignment that will best fit the needs of the Department, regardless of the cooling off period. In no way will job assignments be given to members by default.
 3. If a member in a job assignment voluntarily or involuntarily leaves a job assignment prior to the completion of the established duration, the Chief of Police has the discretion to assign a replacement or open it up for other applicants. If the Chief of Police makes an assignment, the cooling off period need not apply.

II. JOB ASSIGNMENTS AND SPECIALIZED ASSIGNMENTS TRAINING

- A. The following job assignments require specialized training:
 1. Community Strategies Officer
 - a. Basic Crime Prevention course
 - b. Public Speaking
 - c. Community Relations
 - d. Other specific crime courses (homicide, drugs, con games, crimes against the elderly, etc.)
 2. Detective
 - a. Basic Investigations course
 - b. Interview and Interrogation
 - c. 40-hour State Certified Homicide Investigations
 - d. Homicide Recertification courses

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- e. Juvenile Investigation courses
 - f. Social Media Investigation
 - g. Financial Crimes courses
 - 3. Traffic Officer
 - a. Basic Traffic Officer course
 - b. Truck Overweight Enforcement
 - c. Vehicle Code Update
 - d. Drugged Driver Detection
 - 4. School Resource Officer
 - a. School Resource Officer course
 - b. Interviewing Juveniles
 - c. Basic Juvenile Officer course
 - d. Juvenile Court Act
- B. Specialized assignments are part-time in nature with added duties and responsibilities in a particular area of interest. These assignments require additional training and include:
 - 1. Bicycle Patrol Officer - Police Mountain Bike Training and Refresher, as needed
 - 2. Breath Alcohol Operator - Breath Alcohol Testing course and subsequent re-certification.
 - 3. Response to Resistance Instructor
 - a. Defensive Tactics
 - b. Use of Force Options
 - c. O.C. Spray Instructor
 - d. Police Baton Instructor
 - e. Taser Instructor
 - 4. Forensic Technician
 - a. Basic Evidence Technician
 - b. Advanced E.T. Photography
 - c. Bloodstain Evidence
 - d. Major Crime Scene Investigation
 - e. Arson Investigation
 - 5. Field Training Officer
 - a. Basic Field Training Officer
 - b. Instructor Development
 - c. Problem Solving
 - 6. Major Crash Investigator
 - a. Basic Accident Investigation
 - b. Major Accident Reconstruction
 - c. Vehicle Dynamics
 - d. State certification (if applicable)
 - e. Annual re-training

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7. NIPAS Emergency Services Team Member – Specialized training, as required
 8. NIPAS Mobile Field Force Member – Specialized training, as required
 9. MCAT Evidence Technician – Specialized training, as required
 10. MCAT Investigator – Specialized training as required
 11. Range/Firearms Instructor
 - a. Range Officer
 - b. Rapid Deployment
 - c. Patrol Rifle
 - d. Use of Force Options
 - e. Bean bag round instructor
 12. Honor Guard – Specialized training, as required
- C. Members in job assignments or those who have been assigned to specialized, part-time extra assignments will be provided with appropriate training opportunities that will enhance their skills and knowledge for their particular role. Generally, this training will be provided as soon as practicable after the member's initial appointment into the new assignment.
- D. Supervisors will periodically assess the performance level of their subordinates to determine their effectiveness on the job. This assessment may indicate certain training that may enhance more efficient and effective job performance and satisfaction of the member. The supervisor may then make recommendations to the member and the training officer for future training to help improve the member's skill, knowledge and ability.

III. REQUESTS FOR TRANSFERS

- A. A member requesting a transfer to another job assignment for reasons other than to fill an announced vacancy will forward a memorandum to the member's supervisor.
- B. Supervisors and commanders will process this request in accordance with the procedures outlined in this order, and forward the request to the Deputy Chief.
- C. The Deputy Chief or designee, after reviewing and adding any additional comments, will forward the request to the Chief of Police.
- D. The Chief of Police will review the request.
- E. The Chief's Office will maintain a pending file of transfer requests.

IV. REASSIGNMENT

Officers serve in job positions and specialized assignments at the discretion of the Chief. The Chief of Police may reassign members at his discretion to meet the needs of the department, including poor performance, career development, officer rotation, workload redistribution, departmental reorganization and other department needs.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Authorized Uniforms	Number GO 9.5	Revised Date October 30, 2020	Effective Date May 1, 2015	Page 1 of 16
Index As: ballistic vests, court dress, personal appearance, uniforms, vests			Approved By Frank Kaminski Chief of Police	

POLICY

This policy is to ensure the uniformity of dress within the department and to project a professional police image. To ensure uniformity of dress, a committee was created to provide input regarding what items and brands would be authorized. This General Order will identify uniform items which will be authorized for use by department members. The Quartermaster will maintain a list of authorized styles, authorized models, and authorized vendors to ensure uniformity. It will be the officer's responsibility to contact the Quartermaster for approved vendors prior to purchasing departmental uniforms.

To establish consistency in uniforms, a number of optional uniform items, brands, styles etc. will no longer be authorized. This means that uniform shirts, pants etc. which are no longer authorized will need to be replaced with authorized uniform items. There is no wear out period, however, once all currently owned unauthorized uniform items are worn out, they must be replaced by the authorized uniform items.

Vest carriers which do not meet the specifications may be used until such time as the member's body armor is replaced. In addition, Spring/Winter jackets and coats which were issued by the Department may be used until they are deemed no longer serviceable. At that point, they will be replaced by an authorized model.

Patrol officers, community service officers, parking enforcement officers and information technicians will wear their respective uniforms in a similar, professional manner. Only those items listed, including optional items, are considered part of the official uniform and may be worn as stated in departmental orders.

It is the responsibility of every member to adhere to the dress and uniform standards, as established by the department. Use of unauthorized uniform items or equipment is prohibited. No member will be permitted to wear uniform items not specifically approved in this order, nor make any modifications to approved items. Supervisors are responsible for monitoring uniform appearance of their employees, initiating corrective action when needed.

I. BASIC UNIFORM CLASSES

A. Class A Uniform - Generally worn for occasions of significance (i.e. funerals, ceremonies, etc.). Consists of the following:

1. Blouse coat (if applicable)
2. Long sleeve shirt appropriate to rank (white for supervisors) with metal badge, nameplate and medals and ribbons
3. Tie with tie bar
4. Trousers (no cargo pants)
5. Garrison belt
6. Metal rank insignia (if applicable)
7. Black dress shoes (oxfords/corfram)
8. Black or blue socks which are at least 3 inches above the ankle
9. Approved military style cap (as needed, determined at each event)

B. Class B Uniform - Generally worn for field duty. Consists of the following:

1. Long/short sleeve uniform shirt
2. Trousers or cargo pants

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3. Garrison belt
4. Duty belt with holster and other equipment
5. Metal or fabric rank insignia as is authorized below
6. Black, plain toe work shoes or boots, black athletic shoes
7. Black or blue socks which are at least 3 inches above the ankle
8. External vest carrier (if applicable)
9. Approved outerwear (when needed)
- C. Class C Uniform - Generally worn for field duty. Consists of the following:
 1. Long/short sleeve polo shirt
 2. Cargo pants or shorts
 3. Garrison belt
 4. Duty belt with holster and other equipment
 5. Metal or fabric rank insignia as is authorized below
 6. Black work shoes, boots, athletic shoes
 7. Black or blue socks which are at least 3 inches above the ankle
 8. External vest carrier (if applicable)
 9. Approved outerwear (when needed)

II. ISSUANCE OF UNIFORMS

- A. Sworn Patrol Officers
 1. The City of Park Ridge will furnish each newly appointed sworn police officer with winter and summer uniforms, as per the Labor Agreement.
 2. Officers will furnish their own side arms, holsters, and footwear.
 3. All firearms, defensive weapons and tools must conform to Department General Orders.
- B. The City of Park Ridge will furnish each newly appointed non-sworn uniformed personnel with winter and summer uniforms.
- C. Police Supervisors

The City of Park Ridge will furnish each newly appointed supervisor with uniforms and required accessories required for their rank or will make modifications necessary to current uniform items.
- D. Uniform Allowance
 1. Sergeants and patrol officers will be covered under a clothing allowance system as stated in their respective current Labor Agreements.
 2. Quartermaster system (see Section VIII. of this Order).
 3. Supervisors above the rank of Sergeant will receive an agreed upon uniform allowance and will be part of the department's quartermaster system.
 4. Non-sworn uniformed personnel will be part of the department's quartermaster system.

III. AUTHORIZED UNIFORM ITEMS

- A. Command staff will determine the uniform of the day and will notify their personnel of their choice in an appropriate and timely manner.
 1. Officers shall possess and have ready at all times a serviceable uniform, and the

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necessary equipment to perform field duty.

2. Officers will have both types of seasonal uniforms in their lockers available for use.

B. Civilian Personnel

1. Non-uniformed, civilian personnel will wear business casual apparel. Shoes will correspond to the business-like appearance. (Except crossing guards)
2. Denim fabric, stretch and athletic-style apparel are prohibited unless authorized by the Chief of Police or his designee.

C. Uniformed Personnel

1. Hats: The hat will not be required as part of the daily uniform. It may, however, be worn at the officer's discretion. The watch supervisor may, on special occasions, designate adding the hat as part of the uniform of the day.
 - a. Sworn personnel will wear the approved military style cap, navy blue in color, with the following appropriate designations:
 - 1) Chief of Police/Deputy Chief of Police - gold embroidered strap, gold bullion visor and a gold, department issued hat shield.
 - 2) Commander/Sergeant - gold embroidered strap with a gold, department issued hat shield.
 - 3) Patrol officer - black strap with a silver, department issued hat shield.
 - b. Non-sworn uniformed personnel will wear the approved military style cap, navy blue in color, a black strap with a silver, department issued hat shield.
 - c. Unless otherwise directed, non-sworn uniformed personnel may wear an authorized navy blue baseball style cap with the Park Ridge Police insignia as part of the Class B or Class C uniform.
 - d. A Department approved baseball style cap maybe worn during warm weather special events. Permission to wear the uniform cap will be addressed in each specific special order pertaining to the event.
 - e. Unless otherwise directed, the approved winter hat (blue) fur lined, or a dark blue knit hat with PRPD on the front or plain (no markings) may be worn instead of the military style cap, at the discretion of the officer, during the cold weather months. See Quartermaster for a current specification sheet of authorized uniform items.
2. Shirts:
 - a. See Quartermaster for a current specification sheet of currently authorized uniform shirts.
 - 1) Chief of Police and Deputy Chief of Police shall wear white shirts with the official police department patches on both sleeves
 - 2) Commanders, sergeants, and patrol officers shall wear navy blue shirts with the official police department patch on both sleeves. The Chief of Police and Deputy Chief of Police may wear the navy blue uniform shirt when working field duties. Polos only have the patch on one side.
 - 3) Community service officers, parking enforcement officers and info techs and cadets shall wear medium blue shirts with the community service patch on each sleeve, and designated patches.
 - b. Appearance of Uniform Shirts
 - 1) Long sleeve shirts

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- a) Sleeves will not be rolled up.
 - b) All buttons will be buttoned, except the collar button when worn without a tie.
 - c) Supervisors will wear service stripes, which designate five (5) years of service each, will be affixed to the lower, left sleeve of all long sleeve Class A and Class B uniform shirts.
 - 2) Short sleeve shirts
 - a) Overall length of the sleeve including the hem shall be nine (9) and one-half inches from the shoulder seam.
 - b) Sleeves shall not be rolled up.
 - c) All buttons will be buttoned, except collar button.
- 3. Undershirts
 - a. The authorized undershirt will be crew neck style in the following colors:
 - 1) Sworn supervisors will wear a white crew neck undershirt with the white uniform shirt and a blue crew neck undershirt with the blue uniform shirt.
 - 2) Patrol officers will wear either a white or a navy blue crew neck undershirt.
 - 3) Non-sworn uniformed personnel will wear a white or a navy blue crew neck undershirt.
 - b. The crew neck undershirt will not be exposed more than three (3) inches above the collar opening.
 - c. The undershirt shall not be visible below the sleeve of the uniform shirt.
 - d. As part of the winter uniform, members may wear a navy blue mock-turtle neck style or fold down turtle neck shirt under the long sleeve uniform shirt. The optional shirts must have the department, 1" x 1" patch affixed to the left side of the collar by the department's authorized uniform vendor. See Quartermaster for a current specification sheet of currently authorized uniform items.
- 4. Tie:
 - a. When the tie is worn with the long sleeve uniform shirt, it should be presented with a Windsor style knot, and shall be the type that pulls away under stress. The tie shall be navy blue in color.
 - b. Sworn and non-sworn personnel have the option of wearing a uniform tie with the long sleeve shirt, or, if not wearing a tie, will adhere to the following conditions and guidelines:
 - 1) Patrol Division personnel must wear a white or navy blue undershirt and a navy vest cover;
 - 2) Non-sworn uniformed personnel must wear a white or navy blue crewneck undershirt and a white or medium blue vest cover,
 - 3) All personnel must still wear a uniform tie when wearing a long sleeve uniform shirt during formal events and public presentations, or when otherwise specified.
 - c. A tie is not necessary when the short sleeve shirt is worn.
- 5. Tie Bar:
 - a. When wearing a tie all personnel will wear a tie bar with knurled edges, the

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State of Illinois seal in the middle, and the words "Park Ridge" engraved on it.

- b. All supervisors will wear gold tie bars.
 - c. All other uniformed members will wear silver tie bars.
 - d. The tie bar will be worn aligned with the bottom of the shirt pocket.
- 6. Badge:
 - a. When in uniform all personnel shall wear the official badge currently issued to them, unless the uniform garment has the approved embroidered badge in place.
 - b. The badge shall be attached to the badge holder provided on the outermost garment and shall be clearly visible at all times, except when the optional sweater is worn as the outermost garment, and embroidered badge is present.
 - c. Officers working plainclothes details or assignments will have their badge displayed on their person by attaching the badge to a chain and badge holder or attached to their belt, unless their detail necessitates the concealment of their identity.
- 7. Official nameplate:
 - a. When in uniform, the official department issued nameplate will be clearly visible at all times attached to the holder provided on the outermost garment. The exceptions are when wearing approved items with embroidered badge and name.
 - b. The official nameplate for all supervisors will be brushed gold in color with the last name spelled in black letters.
 - c. The official nameplate for sworn and non-sworn, non-supervisory uniformed personnel will be brushed silver in color with the last name spelled in black letters.
 - d. Chromed or shiny nameplates are prohibited.
- 8. Trousers/shorts:
 - a. Generally, the standard Class A/B trouser for patrol officers is the 80 percent polyester, 20 percent wool blend trouser. The trouser will be navy blue in color. No western style pockets are allowed.
 - b. See Quartermaster for a current specification sheet of authorized uniform trousers for quartermaster participants. The trouser shall be navy blue in color. No western style pockets are allowed.
 - c. All uniformed personnel may wear the optional BDU utility/cargo trouser with the Class B or Class C uniform. The trouser shall be navy blue in color, and shall be from list of approved styles and vendors. See Quartermaster for a current specification sheet of authorized uniform BDUs.
 - d. All uniformed personnel may wear the optional BDU utility/cargo short with the Class C uniform. The short shall be navy blue in color, and shall be from list of approved styles and vendors. See Quartermaster for a current specification sheet of authorized uniform BDU shorts.
- 9. Footwear:
 - a. Uniformed personnel will wear plain toe low quarter dress shoes of black leather or clarion, or boots, black in color, that have a plain toe without buckles.
 - b. Personnel may wear the optional athletic low quarter, all black shoe with the Class B or Class C uniform.

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10. Socks:
 - a. The socks worn by all uniformed personnel will be matching black or dark blue.
 - b. White socks may be worn with high boots if not visible.
 - c. When wearing trousers, socks will be worn at least 3 inches above the ankle.
 - d. When wearing shorts, ankle length black or dark blue socks may be worn.
11. Identification cards:
 - a. When on duty, all personnel in uniform shall have in their possession the official identification card currently issued to them by the City.
 - b. The official identification card must be carried if sworn personnel are armed while off duty.
12. Coats:
 - a. All authorized coats will bear the official shoulder police department patches on both sleeves.
 - b. Buttons on coats will be silver colored for non-supervisory, uniformed personnel, and gold colored for supervisors, and both will have the letter "P" on face of buttons.
 - c. For the formal blouse coat, the Chief of Police will have three (3) gold stripes, and the Deputy Chiefs will have one (1) gold stripe. These stripes will be one-half inch wide, with the bottom edge three (3) inches above the cuff on both sleeves.
 - d. All other outerwear will bear the official police department patches, the star, name, and rank designation.
 - e. Service Bar Patches on jackets/coats (optional)
 - 1) The service bar patch is a one-inch gold patch that designates five (5) years of service by the officer.
 - 2) They are worn on the lower half of the left arm, only on the spring/fall jacket, winter coat, optional sweaters, and the dress blouse coat.
 - f. Quartermaster Participants Spring Jacket: The spring jacket must bear the police department patches on both sleeves and years-of-service insignia, if applicable, on the left sleeve. See Quartermaster for a current specification sheet of authorized spring jackets.
 - g. Patrol Officers Spring Jacket: The spring jacket is the navy blue, from approved list, and must bear the police department patches on both sleeves.
 - h. Quartermaster Participants Winter Field Coat: The winter coat must bear the police department patches on both sleeves. See Quartermaster for a current specification sheet of authorized winter field coats.
 - i. Patrol Officers Winter Field Coat: The winter coat is the navy blue, from approved list. The approved leather field coat is optional and may be purchased by the individual.
13. Rain Gear:
 - a. All uniformed personnel will be issued a nylon raincoat. See Quartermaster for a current specification sheet of authorized raincoats.
 - b. Uniformed personnel will wear the prescribed rain clothing when weather conditions require.

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- c. The rain hat cover, reversible black/orange or black/yellow nylon, will be worn over the hat whenever conditions require.
14. Leather Equipment - Sworn Uniformed Patrol Officer
 - a. Garrison Belt:
 - 1) Non-supervisory members will wear the Garrison belt in plain black saddle leather, 1 3/4" in width with nickel hardware.
 - 2) Supervisory members will wear the Garrison belt in plain black saddle leather, 1 3/4" in width with gold hardware.
 - 3) Optional nylon belt may be worn - styles may not be mixed.
 - 4) See Quartermaster for a current specification sheet of authorized uniform Garrison belts.
 - b. Duty Belt:

The river belt style, fully lined, 2 1/4" width plain black leather, with nickel hardware. Supervisors will have gold hardware.
 - c. Holster:
 - 1) Holster is not purchased by the department for new sworn officers.
 - 2) It is the responsibility of the individual officer to purchase a holster specific to their duty weapon.
 - 3) Newly hired officers after November 1, 2008, must have a duty holster with a minimum of level 2-security retention.
 - 4) Officers hired after May 1, 2013 must have a duty holster capable of securing a weapon mounted flashlight.
 - 5) The holster must also be of the same finish and like uniform appearance to the other duty belt equipment being utilized by the individual officer.
 - 6) The quartermaster or designee will maintain a list of approved holster manufacturers for duty use.
 - 7) Swivel, Cross Draw, and Clamshell Style Holsters ARE PROHIBITED.
 - 8) Plain clothes officers may use a holster in plain black leather, nylon, brown leather, or black fine tac (molded plastic).
 - d. Magazine Pouch:
 - 1) Standard for the department for uniformed officers will be plain black leather, double (two-magazine) pouch with nickel hardware, flap closed. Optional magazine pouch may be used if matching with other duty gear, including open top and quad magazine pouches.
 - 2) Plain clothes officers may carry double or single magazine pouches in plain black leather, nylon, brown leather or black fine tac (molded plastic).
 - e. Handcuff Case:

Plain black leather, with nickel hardware, flap closed. Two (2) handcuff cases or double cases are permitted.
 - f. Belt Keepers:

Each worn around both the Garrison and duty belts spread evenly around the length of belt. Non-supervisory members will wear plain black with nickel or black hardware, two snaps. Supervisory members will wear plain black with

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gold or black hardware, two snaps.

- g. OC Spray Holders, Baton Holders - Must be issued by the department.
- h. Radio Holders/Taser Holders - Must be issued by the department.
- 15. Optional black nylon duty gear may be worn. If an officer elects to purchase and wear nylon duty gear, all items (14a – 14g above) must be nylon with a uniform appearance.
- 16. Additional Cold Weather Head Gear Options
 - a. Solid, black or navy blue head band no larger than 3" in width.
 - b. Solid, black or navy blue ear protectors. See Quartermaster for a current specification sheet of authorized ear protectors.

D. Soft Body Armor

- 1. City-provided Body Armor Program – sworn personnel
 - a. All sworn personnel will be issued body armor.
 - 1) The body armor will be fitted to the officer at no cost.
 - 2) The body armor must be worn at all times while the employee is assigned to uniformed patrol/field duty.
 - 3) Body armor and accessories provided by the City will be maintained in good condition.
 - b. Body armor and one extra carrier will be replaced by the City every five (5) years.
 - c. In the event that an issued vest no longer fits the officer properly during the five (5) year wear period; i.e., post-pregnancy condition, increase in muscle size, excessive weight loss or gain, etc., the following will apply:
 - 1) At the officer's request, once in the five (5) year wear period, the City will replace the vest with the cost of the vest being shared equally by the City and the officer.
 - 2) If it becomes necessary for the officer to replace the vest any other time in the five (5) year period for similar conditions, the cost of the vest will be paid entirely by the officer.
 - 3) The officer will not be exempt from wearing a vest simply because the issued vest no longer fits properly. A replacement vest must be obtained.
 - d. Upon termination of employment, the body armor will remain the property of the City.
- 2. City-provided Body Armor Program – non-sworn personnel
 - a. The City will offer body armor for all full-time non-sworn uniformed personnel and part-time parking enforcement officers, provided:
 - 1) A Body Armor Agreement is signed by the employee,
 - 2) The body armor is fitted to the officer (at no cost to the officer), and
 - 3) On condition that the body armor be worn at ALL TIMES while the employee is assigned to field duty.
 - b. Body armor and accessories provided under this agreement will be maintained in good condition.
 - c. Community service officers (CSOs) may purchase their own body armor. If a CSO purchases their own body armor, the wearing of body armor is not mandatory while on duty.

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- d. If a CSO wishes to wear another member's body armor they first must obtain permission from the Chief of Police and sign a waiver. This does not preclude the wearing of another officer's body armor in an emergency situation.
3. If necessary, a supervisor may require that body armor be worn by any department member.
4. The wearing of body armor is **REQUIRED** in every instance involving personnel engaged in pre-planned high-risk situations. High-risk situations are defined as:
 - a. Civil demonstrations,
 - b. Cover officers in undercover situations,
 - c. Drug raids,
 - d. High risk prisoner transfer,
 - e. VIP Situations. (See General Order regarding VIP Security)
5. Body armor will be concealed when worn under the uniform shirt unless the member is wearing an outer carrier.
6. Body armor may be worn in an outer carrier with the following provisions:
 - a. Patrol officers assigned to uniformed field duty will have the option of using a protective outer carrier providing:
 - 1) It is worn over the uniform shirt, and
 - 2) It is navy blue in color, and
 - 3) Purchased only from the department's approved vendor (See Quartermaster for a current specification sheet of authorized vendors.), and
 - 4) It is similar to the uniform shirt in appearance, and
 - 5) Officers may elect to add a sewn on holder for department squad video camera micro phones. If officers would like extra sewn on holders for flashlight, Taser, magazine pouch, etc., a memo with the request will be forwarded through the chain of command to the Chief or his designee for approval. The Quartermaster will maintain a list of approved styles, and department vendor, and
 - 6) Carriers purchased after June 1, 2006 will have the authorized police department badge and officer's last name embroidered on the carrier by the department vendor and will be uniform in appearance with other members. Non supervisors will be embroidered in silver stitching. Supervisors will be embroidered in gold stitching.
 - b. Detectives and officers assigned to plain-clothes assignments, whether full-time or temporarily, will have the option of using a protective vest cover and it must be:
 - 1) Black in color with their last name and department star embroidered on the carrier by the department vendor, or their authorized uniform carrier, and
 - 2) Purchased only from the department's approved vendor. (See current uniform specification sheet for a list of currently authorized vendors.)
 - 3) The Chief may authorize additional changes for accessory pockets.
 - c. Community service officers assigned to uniformed field duty will have the option of using a vest cover and it must be:
 - 1) Worn over the uniform shirt, and of identical appearance to the uniform shirt,

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- 2) Medium blue in color, and
- 3) Purchased only from the department's approved vendor. (See Quartermaster for a current specification sheet of authorized vendors.)
- 4) The Chief may authorize additional changes for accessory pockets.

E. Additional Uniform Items

1. Dress Blouse Coat

- a. Sworn supervisory personnel of the rank of sergeant and above will be issued a dress blouse coat, which should be worn at occasions where a formal dress uniform is in order or when authorized by the Chief of Police.
- b. A white uniform shirt and tie, with the tie bar, will be worn under the dress blouse coat for supervisors.
- c. Sworn personnel below the rank of sergeant have the option of purchasing and wearing a dress blouse coat, which should be worn at occasions where a formal dress uniform is in order. The department will maintain a limited supply of dress blouse coats for use by sworn personnel below the rank of sergeant.
- d. A blue uniform shirt and tie, with a tie bar, will be worn under the dress blouse coat for personnel below the rank of sergeant.

2. Sweater (optional):

- a. The sweater will be navy blue in color,
- b. Will bear the police department patches,
- c. Will have the officer's last name embroidered by the department's vendor in the area where the name plate is typically worn and will be in silver (sworn officers, CSOs, info techs and PEOs) or gold (supervisors), and
- d. Will have the police star or CSO badge embroidered by the department's vendor in the area where the star or badge is typically worn and will be in silver (sworn officers, CSOs, info techs and PEOs) or gold (supervisors). See Quartermaster for a current specification sheet of authorized vendors.

IV. SPECIAL PURPOSE UNIFORMS / DRESS

A. Sworn uniformed Administration members

- 1. Will wear the uniform of the day.
- 2. At a minimum, will carry the following:
 - a. Authorized firearm with a fully loaded magazine,
 - b. Handcuffs and key,
 - c. Reserve ammunition. A minimum of one additional fully loaded magazine in an approved holster, and
 - d. A department radio.

B. Plainclothes Dress

1. Investigation Division personnel

- a. Members should present a professional appearance. Denim fabric, stretch and athletic-style apparel are PROHIBITED unless authorized by the Chief of Police or his designee.
- b. Members assigned to investigations will wear business casual attire.
- c. Clothing will be clean and pressed and conservative in color and design.

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- d. Shoes - Business casual footwear should be worn. Clog style and/or sandals are prohibited.
- 2. Tactical officers or investigators who are temporarily working on assignment which requires non-business casual attire
 - a. Denim jeans, athletic shoes, sweatshirt, T-shirts are permissible if they are in a neat and presentable condition.
 - b. Logos, drawings, etc. on the clothing will not be derogatory or in poor taste.
 - c. The member's immediate supervisor will determine whether the clothing is appropriate.
- 3. Officers assigned to plainclothes duty will wear appropriate clothing for their specific assignment and will carry the following:
 - a. Authorized firearm with a fully loaded magazine,
 - b. Handcuffs and key,
 - c. Identification card,
 - d. Official star or detective shield,
 - e. Pen,
 - f. Reserve ammunition. A minimum of one additional fully loaded magazine in an approved holster, and
 - g. A department radio.
- 4. Special Considerations for Firearms
 - a. Firearms carried on-duty while an officer is in plainclothes may be unconcealed only when:
 - 1) The officer's badge is openly displayed on his person, and
 - 2) It is authorized by the officer's immediate supervisor.
 - b. When off-duty while in civilian clothing the firearm must be concealed from the public's view.

NOTE: Officers detailed or assigned to undercover duty, wherein it is necessary to conceal their identity as officers, may be excused by their division commander from the provisions of all or part of this section.

- C. Bicycle Patrol Uniform
 - 1. Black bicycle helmet, with "POLICE" in white letters on the sides,
 - 2. Approved eye wear (optional),
 - 3. Approved bicycle polo-type uniform shirt. See Quartermaster for a current specification sheet of authorized bicycle uniform shirts.
 - 4. Approved bicycle uniform jackets may be worn over the bicycle uniform shirt,
 - 5. Bicycle gloves (optional),
 - 6. Elbow and knee pads (optional),
 - 7. Duty belt,
 - 8. Approved BDU shorts or bike pants, or uniform of the day.
 - 9. Footwear: The shoes shall be athletic black with no designs.
 - 10. Socks: The socks shall be solid black with no designs.
 - 11. The field equipment required for duty by uniformed patrol officer.
- D. Officers who are on station duty should have the required field equipment and uniform available

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for immediate use.

E. Use of Force Instructor Uniform

1. BDU/Cargo pants
2. Polo shirt
3. See Quartermaster for a current specification sheet of authorized uniform.

F. Major Crash Unit Uniform

1. Members will wear clothing appropriate to the conditions when investigating a major crash.
2. Members will wear clothing which identifies them a police officer. This clothing may include the wearing of the uniform, badge, clothing with the word POLICE emblazoned on it.

G. Honor Guard Uniform

1. Members of the Honor Guard will wear:
 - a. Hat: Standard issue uniform hat, with the Black band cover removed to expose piping.
 - 1) Hat Shield: Silver for patrol officers. Gold for supervisory ranks.
 - 2) Hat Strap: Silver cloth for patrol officers. Gold cloth for supervisory ranks.
 - b. Jacket: Custom Tailored 100% wool blouse. The blouse shall be Mandarin collared in navy blue with epaulets, 5 button closure, 2 breast pockets and a single pleat back (to allow for expansion). The blouse shall have royal blue piping on the collar, epaulets, and the front closure (gig line) seam.
 - 1) Buttons: Silver for patrol officers. Gold for supervisory ranks.
 - 2) Patches: Park Ridge Police Patches on both shoulders, 1" below the shoulder seam.
 - 3) Rank Insignia: Sergeant Stripes on the sleeves, 1" below the PD patch. Commander or above, metal devices on the epaulets 1" from the shoulder.
 - 4) PRPD Devices: Metal PRPD Collar Devices 1" in height will be worn on both sides of the collar. Silver for patrol officers. Gold for supervisory ranks.
 - 5) Badge: Metal Duty (Issue Badge) worn on the left breast.
 - 6) Name plate: Metal Duty (Issue) worn on the right breast.
 - c. Trousers: Custom Tailored 100% wool trousers. The trousers shall be navy blue, regular front (non-pleated) with a 1" break at the top of the footwear. The trousers have ¾" royal blue fabric seam stripes on the outside seam of both legs.
 - d. Duty Belt: Double buckle garrison belt in high gloss (Clarino) leather.
 - e. Holster: Non-safety high gloss (Clarino) leather duty weapon holster.
 - f. Shoes: High gloss (Clarino) leather, lace up low cut oxford dress shoe.
 - g. Gloves: White Cotton or blend dress Gloves.
2. Alternative Uniform (as designated for specific occasions.)
 - a. Shirt: Long sleeve white dress uniform shirt with Park Ridge Police patches on both shoulders. Sergeant stripes 1" below the PD patch. Commander or above rank metal insignia on the collar.

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- b. Undershirt: Plain white v-neck.
- c. Scarf: Navy blue polyester neck scarf to be worn, tucked into the front of the shirt collar
- d. All other uniform items remain the same, as the standard Honor Guard uniform.

V. FIELD EQUIPMENT - UNIFORM PERSONNEL

- A. The following is the list of required equipment for field duty:
 - 1. Authorized firearm with two fully loaded magazines (sworn personnel only);
 - 2. Department issued citation books;
 - 3. Approved flashlight- rechargeable or two D/C cell minimum;
 - 4. Ballpoint pen with black ink;
 - 5. Handcuffs with handcuff key (sworn personnel); and
 - 6. Timepiece.
- B. Optional Equipment (sworn personnel):
 - 1. Baton, PR-24, ASP, or similar expandable baton, and holder (qualification required). See Quartermaster for a current specification sheet of authorized batons.
 - 2. Key holder.
 - 3. Knife - folding lock blade type, if worn on uniform belt it must be in a case of plain black leather or nylon.
 - 4. O.C. Spray (qualification required).
- C. Uniform Accessories
 - 1. Sunglasses/prescription glasses.
 - a. All glasses worn by uniformed officers must be conservative in style. Sunglasses may not be of the reflective mirror lens type.
 - b. The wearing of sunglasses may be prohibited in certain ceremonial occasions.
 - 2. Gloves. Black in color, leather, knit or synthetic materials for warmth or pat-down protection.
- D. Special Unit Equipment
 - 1. Sworn officers assigned to special purpose units shall wear uniform items consistent with tasks assigned.
 - 2. These items must be authorized by the Chief of Police or his designee.
 - 3. Special units with authorized unique uniform items include MCAT, the NIPAS EST, NIPAS Mobile Field Force, forensic technician unit, range officers, MCU members, bicycle patrol officers, motorcycle officers, and field training officers.

VI. RANK INSIGNIA

- A. Rank insignia will conform to the following guidelines:
 - 1. When wearing uniformed shirts and/or coats with factory produced locations for affixing badges and nameplates, supervisors will wear metal badges, name plates and metal collar/epaulet insignia.
 - 2. When wearing uniformed shirts and/or coats with embroidered badges and names, supervisors will wear embroidered insignia on their epaulets.
- B. Chief of Police shall wear three (3) gold stars:
 - 1. When conforming to A2 above, they will be sewn onto epaulets of shirts, jackets, coats

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and sweater.

2. When conforming to A1 above, they will be standard 3 inch brass insignia on coat and jacket epaulets.
3. When conforming to A1 above, they will be standard 1 1/2 inch brass insignia on shirt epaulets.

C. Deputy Chief of Police shall wear the eagle:

1. When conforming to A2 above, they will be sewn onto epaulets of shirts, jackets, coats and sweater.
2. When conforming to A1 above, they will be standard 1 1/2 inch brass insignia on coat and jacket epaulets.
3. When conforming to A1 above, they will be standard 1/2 inch brass insignia on shirt collars.

D. Commanders shall wear gold oak leaf insignia.

1. When conforming to A2 above, they will be sewn onto epaulets of shirts, jackets, coats and sweater.
2. When conforming to A1 above, they will be standard 1 inch brass insignia on coat and jacket epaulets, stem out.
3. When conforming to A1 above, they will be standard 1/2 inch brass insignia on shirt collars, stem out.

E. Sergeants shall wear triple chevrons.

1. Navy and white wool cloth patch on leather coat and dress blouse coat sleeves, one-inch below the police patch.
2. Gold cloth patch on uniform shirts, sweater, winter coat and spring jacket, one inch below the police patch.
3. When conforming to A1 above, on uniform shirts only, they will be standard 1/2 inch brass insignia on collars worn centered-up.

F. Field training officers will wear the FTO patch on the sleeves of their uniform.

G. Motorcycle officers may wear the Motorcycle Officer patch as approved by the department.

VII. COMMENDATION BARS, MEDALS AND RIBBONS

A. Authorized commendation bars, medals and ribbons shall be worn on the uniform of participants in parades, ceremonies, and special events. Commendation bars may be worn on the uniform at any time. **Refer to the general order regarding awards for specifics on current Departmental Awards.**

1. All awards will be affixed and centered above the nametag in an orderly manner using the Cab Slider system. The wearing of awards which do not conform to the Cab Slider System is prohibited. The wearing of awards is optional.
2. The following award bars are authorized for uniform display by members who have received official conferment:
 - a. Officer of the Year Award Bar
 - b. Valor Award Bar
 - c. Commendation Award Bar
 - d. Collective Commendation Award Bar
 - e. Lifesaving Award Bar
 - f. Chief's Special Award Bar

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- g. PACT Award Bar
- h. Cook County Merit Award Bar
- i. Physical Fitness Award Bar
- j. American flag
- 3. The Chief of Police may order or authorize the wearing of other pins, buttons, awards bars or ribbons by directive or by individual request. Examples: N.I.P.A.S. E.S.T. pin, McGruff pin, Illinois Safety Belt Award pin, etc.
- 4. When an officer receives an award from an outside agency, the Chief of Police may authorize the wearing of that award on the uniform. However, the award must conform to the department's Cab Slider system.
- 5. All other pins, buttons, ribbons, etc., other than those listed above, are PROHIBITED for display while on duty, and include but are not limited to logos affiliated with political, religious, fraternal, and product organizations such as N.O.W., M.A.D.D., I.P.A., F.O.P., name brands, crosses, stars, etc.

VIII. QUARTERMASTER SYSTEM

A. Procedures

- 1. The City will contract with a uniform vendor(s) for uniforms, and the department will work with the purchasing agent to formulate procedures with vendor(s). See Quartermaster for a current specification sheet of authorized vendors.
- 2. The Executive Officer or his designee will coordinate quartermaster purchases.
 - a. All items purchased in this system will be shipped from the vendor to the police department where the packing slip will be verified by the Executive Officer or his designee, or may be picked up by a department member.
 - b. The blanket purchase order number applied with the required information completed, and
 - c. The slip will then be forwarded to accounts payable in the Finance Department.
- 3. The Executive Officer or his designee is responsible for issuance of uniforms to new uniformed department members and will maintain current list of approved models/styles of equipment and vendors.
- 4. The Executive Officer or his designee will, at least annually, review the uniform specifications and authorized items, and will make changes as necessary.

B. Member's Responsibilities

- 1. Members who feel they need replacement uniforms will make a written request to the Executive Officers or his designee and upon approval, will turn in any unserviceable item(s).
- 2. The Executive Officer of Administration or his designee will:
 - a. Review each request for replacement of uniform items, and take appropriate action concerning each request.
 - b. Dispose of the above item(s) if he also determines them to be unserviceable, and will order/procure replacement item(s).
 - c. Return the item to the requesting officer if the item is determined to be serviceable.
- 3. If necessary, the requesting officer may appeal the Executive Officer's or his designee's decision to the Chief of Police.

IX. ISSUING AUTHORITY

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This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink, reading "Frank Kaminski", written over a horizontal line.

Frank J. Kaminski, Chief of Police

Addendum A

BODY ARMOR AGREEMENT

Name of Employee: _____ Date of Agreement: _____

The City of Park Ridge, a municipal corporation ("City"), and the above named employee, a community service officer (CSO), or cadet hereby agree as follows:

1. The City, hereby, agrees to provide to all community service officers, at the City's expense, a soft body armor vest, as selected by the City and custom fitted to the CSO.
2. Body armor vests will be replaced by the City once every five (5) years. Additionally, the City will provide each CSO with one (1) extra replacement carrier once every five (5) years.
3. The CSO will wear his issued body armor vest at all times while on-duty.
4. The CSO shall be subject to inspection by police supervisors as to the presence and serviceability of the body armor at all times while on duty.
5. Failure of the CSO to wear the body armor as provided herein shall subject the CSO to disciplinary action.
6. In the event that an issued vest no longer fits the CSO properly during the five (5) year wear period, i.e., post pregnancy condition, increase in muscle size, excessive weight loss or gain, etc. the following will apply:
 - a. Once in the five (5) year wear period, the City will replace the vest with the cost of the vest being shared equally by the City and the CSO.
 - b. If it becomes necessary for the CSO to replace the vest any other time in the five (5) year period, for similar conditions, the cost of the vest will be paid entirely by the CSO.
 - c. The CSO will not be exempt from wearing a vest, if the issued vest no longer fits properly. A replacement vest must be obtained.
7. Additionally, the CSO shall be subject to any General Orders or policies of the Police Department concerning use of soft body armor.
8. Upon termination of employment, the body armor will remain the property of the City.

CITY OF PARK RIDGE

By: _____
Frank Kaminski, Chief of Police Community Service Officer Badge #

Addendum B

RELEASE

I, _____, a City of Park Ridge Community Service Officer, hereby request permission from the Police Chief to use body armor which has not been fitted to me. I understand that using this body armor may not provide me with the same protection as would body armor specifically fitted for me.

I hereby agree to assume the risk of using such body armor, and I hereby release myself, my heirs, and the City of Park Ridge, from any and all liability and claims arising out of my use of such body armor.

Signature of

Date

Approved: _____

Frank Kaminski
Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Performance Evaluation System	Number GO 9.6	Revised Date June 2, 2017	Effective Date May 1, 2015	Page 1 of 4
Index As: Performance Evaluation System			Approved By Frank Kaminski Chief of Police	

POLICY: The Park Ridge Police Department recognizes that effective job performance by all employees is essential to the achievement of departmental goals and objectives. The department will employ consistent, fair, and reliable performance evaluation methods to measure and monitor job performance. The purpose of this order is outline the policy and procedure relative to the organization, management, and utilization of the Park Ridge Police Department Employee Performance Evaluation System.

I. PROCEDURE

A. Organization of Performance Evaluation System

1. **Performance Evaluation System Objectives.** The department utilizes a performance evaluation system, which serves many useful purposes for both the organization and its individual members. The system objectives include, but are not limited to, the following:
 - a. Foster fair and impartial personnel decisions,
 - b. Maintain and improve performance,
 - c. Provide a medium for personnel counseling and feedback to improve job performance,
 - d. Facilitate proper decisions regarding probationary employees,
 - e. Provide an objective and fair means for measurement and recognition of individual performance, in accordance with prescribed guidelines, and
 - f. Identify training needs.
2. **Performance Evaluation System.** The department's evaluation system is coordinated by the Chief of Police and the Manager of Human Resources. When an evaluation is due for a department member, the appropriate evaluation form is completed by the member's supervisor.
 - a. Performance evaluation systems are addressed in the City of Park Ridge Employee Manual, Section 2 Policy 16, Pay Program.
 - b. The police performance evaluation system incorporates two (2) performance evaluation rating forms. These forms are completed according to guidelines which include at a minimum:
 - 1) Measurement definitions,
 - 2) Procedures for use of forms,
 - 3) Rater responsibilities, and
 - 4) Rater training.
 - c. Job performance shall be documented by using the approved City-wide performance appraisal form. Specific performance factors will be assigned and evaluated based on the following positions and/or special assignments:
 - 1) Management Staff
 - a) Deputy Chief

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- b) Commander
- c) Sergeant
- d) Administrative Services Supervisor
- e) Records Bureau Supervisor

Note: The Chief of Police falls under the City Managers Team.

- 2) Community Services Section
 - a) Community Service Officer
 - b) Property Management Technician
 - c) Parking Enforcement Officer
 - d) Police Info Technicians
- 3) Clerical Personnel
 - a) Assistant to Chief of Police
 - b) Administrative Assistant
 - c) Police Records Technicians
- 4) Social Worker

- d. Job performance shall be documented using the approved patrol officer performance appraisal form. Specific performance functions will be assigned and evaluated based on the following positions and/or special assignments.

- a) Police Officer
- b) Detective/Juvenile Officer
- c) School Resource Officer
- d) Traffic Officer
- e) Community Strategies Officer

NOTE: Instructions for completion of the Performance Appraisal forms are located in Human Resources and are available on the City computer system.

- 3. Specific time period for evaluation. Performance evaluations shall cover a specific time period utilizing the employee's date of employment as a starting point or the fiscal year (May 1 – April 30). General guidelines for specific time periods are as follows:
 - a. Recruit probationary officer – daily while in the field training program.
 - b. Probationary patrol officer – quarterly evaluation for the first two years. Information from evaluations performed quarterly should be utilized for semi-annual and annual evaluations.
 - c. Patrol officer – annual evaluation (based on date of hire).
 - d. Sergeant, Commander, and Deputy Chief – annual evaluation
 - e. Probationary civilian personnel – quarterly for first year. Annual evaluation will be completed utilizing the information from the quarterly evaluations.
 - f. Civilian personnel – annual evaluation

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4. Rating period. The performance evaluation report for each employee shall reflect ratings only for job performance observed during a specific rating period. The actual beginning and ending dates covered by the evaluation will be listed on the form.
5. Performance evaluation criteria. Performance evaluation criteria used are specific to the position occupied by the employee during the rating period. The measurement factors and the rating choices are job task related and based on the job description specific to the position.
6. Supervisory review and signature. Each performance evaluation report must be reviewed and signed by the rater's supervisor and forwarded through the chain of command for review/approval, after which each performance evaluation report shall also be reviewed and signed by the Chief of Police.
7. Employee review and signature. Each employee will be given the opportunity to review his evaluation and sign it. The signature will indicate only that the employee has read the report and does not imply agreement or disagreement with the contents. If the employee refuses to sign his evaluation report, the fact is to be noted on the report by the rater. If reasons for the refusal are offered, they should be listed on the report.
8. The Performance Review Routing form will be used as the evaluations are passed up through the chain of command to the Chief of Police.

B. Management of Performance Evaluation System

1. Evaluation by immediate supervisor. Each employee shall be evaluated by his immediate supervisor. In cases where the employee rotates through different shifts, or otherwise performs regularly assigned duties for more than one (1) supervisor during the rating period, the rating supervisor will confer with the employee's other supervisor(s) to ensure a fair and accurate evaluation.
2. Evaluation of raters. As part of their annual performance evaluation, supervisors are rated on their ability to fairly evaluate and provide feedback and counseling to their subordinates. When performance evaluations are reviewed, the reviewer should ensure that comments and ratings are consistent and complete.
3. Uses of performance evaluation reports. The department uses performance evaluations to identify the following:
 - a. Assignment suitability,
 - b. Training needs,
 - c. Professional development and career paths,
 - d. Promotional potential, and
 - e. Job performance deficiencies.
4. Review process for contested evaluation reports. If an employee believes that the ratings or comments reflected in his/her performance evaluation are not indicative of his/her overall performance during the rating period or that the evaluation was not completed according to established procedures, the employee may appeal the rater's decision following the guidelines as stated in the Employee Manual, Section 2 Compensation Benefits, Topic – Pay Program Policy Number 16.

C. Utilization of Performance Evaluation System

1. Employee Counseling. At the conclusion of each rating period, members shall be counseled by their immediate supervisors about the following:
 - a. Results of the performance evaluation just completed,
 - b. The tasks of the position occupied,

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- c. The level of performance expected,
 - d. The evaluation rating criteria,
 - e. The employee's goals for the new reporting period, and
 - f. Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position.
2. All employees will be advised whenever their performance is deemed to be unsatisfactory during the rating period.

This notice will provide the employee with knowledge of his deficiencies and give him the opportunity to remedy them prior to the conclusion of the rating period. The supervisor will be required to define actions that the employee should undertake to improve his performance. A corrective action will also be used in serious cases of unsatisfactory performance. These actions will be reported in the annual evaluation.
3. Required written comments for outstanding or unsatisfactory performance. Raters are required to justify their ratings in the highest and lowest categories by providing comments on the narrative portion of the evaluation form. Raters are also encouraged to make comments for mid-range category ratings.
4. Employee review procedures. The department's performance evaluation system includes the participation of the employee in the process, which helps contribute to the fairness and objectivity of the system. At a minimum, each performance evaluation shall include:
 - a. An interview between rater and employee.
 - b. Provision and opportunity for the employee to include written comments on his/her performance evaluation report.
5. Employee copy of evaluation report. A copy of the completed performance evaluation signed by the employee, rater and the Chief of Police shall be provided to the employee. All performance evaluation reports shall become a permanent record in the member's personnel file.

II. PERFORMANCE PLAN

Whenever a member receives an unsatisfactory evaluation on the annual evaluation, the supervisor will work with the member on a performance improvement plan. This written plan will identify the differences and establish ways to correct the deficiencies. The performance plan will last for six (6) months with monthly benchmarks. If the employee fails to show improvement, corrective action may be taken.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Injuries/Illness On/Off Duty	Number GO 9.7	Revised Date June 25, 2015	Effective Date May 1, 2015	Page 1 of 10
Index As: employee first aid, fitness for duty, health insurance, illness, injuries, light duty, medical examinations, restricted duty assignments, return to work form, sick time, worker's comp			Approved By Frank Kaminski Chief of Police	

POLICY Members may be absent from duty because of duty and non-duty related injuries. It is imperative that the Department establish fair and impartial processes to deal with all members regarding injuries or illnesses. Members have an obligation to keep the Department informed of their illness or injury status on and off duty. No employee is to return to work from an illness of three days or more without a Return to Work Status form.

The Department may conduct any necessary review or establish proper administrative controls to prevent the abuse of on or off-the-job illness/injuries. Abuse of sick leave based on false claims of illness or injury, or falsification of proof to justify such leaves may result in discharge. Grounds for suspecting abuse of sick or injury time include, but are not limited to, engaging in other employment or related activity, or engaging in activity or being present in a place inconsistent with a claim of illness or injury.

On-the-Job-Injury and sick time is provided for members to recover and convalesce from an injury or illness.

I. PROCEDURES - ON-DUTY INJURIES

- A. When a member is injured while on duty, the member, or a member providing assistance if the injured member is incapacitated, will immediately report such injury to the injured member's supervisor without delay.
- B. Supervisory Incident Reporting Form – This form will be completed by the on-duty supervisor responsible for the member involved in the injury/accident. The form will be completed prior to the supervisor's end of duty and turned into the appropriate Deputy Chief. If the member's status is unclear, the supervisor will coordinate with the on-coming supervisor to coordinate the member's status. The form allows the supervisor to investigate the injury/accident and provide a finding.

In addition, serious injuries to members on duty will immediately be reported to the Chief of Police.

- C. Employee Incident Reporting Form – This form will be completed by the member that is injured or involved in the accident. This form allows the member to provide their account of the injury and/or accident. The member will complete this form and forward it to their supervisor. The on-duty supervisor is responsible for making certain this form is complete prior to the member's end of duty. If there is a delay, the on-duty supervisor will coordinate this with the on-coming supervisor or, if necessary, the appropriate Deputy Chief.
- D. Employee Witness Form – If another employee witnesses the accident or injury, the on-duty supervisor will make certain this form is completed by each witness. The on-duty supervisor will submit this form with his/her report. The supervisor will document statements from other witnesses.
- E. First Aid Report
 - 1. A First Aid Report will be used to report any injury the treatment of which is restricted to first aid, and medical transportation to a clinic or a hospital is not required.
 - 2. The report will be made on the day of occurrence. If further medical treatment of what originally was thought to need only first aid is required, the procedures described above in this order will be followed.

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3. One copy of the First Aid Report will be completed by the member and given to his/her supervisor, who will sign, date, and forward it to the Chief's office. The Chief's office will send a copy to the Human Resources Department.
- F. All reports are to be immediately sent through the Chain of Command to the appropriate Deputy Chief. Any supporting documents will be attached. If the supervisor's investigation indicates possible rule violations, an AR will be initiated.
- G. Medical Attention Required
1. The City of Park Ridge has a designated facility for on-the-job injuries. For purposes of this order, the facility will be referred to as the City Clinic henceforth. Any member who sustains an on-the-job injury which is not life threatening should seek medical examination from the City's authorized medical clinic. However, members retain the right to be treated initially at the place of their choice.

Members who sustain non-life-threatening injuries needing medical attention during hours when the office is closed will report to Lutheran General Hospital Emergency Room for treatment. The member will advise emergency room staff that he/she is a City of Park Ridge employee and is injured on duty.

The on-duty supervisor will respond to the hospital with the employee and monitor the treatment until the employee is released from the hospital.
 2. When possible, members sustaining life-threatening/acute injuries will be transported, by paramedic ambulance, to the nearest hospital. At the time of admission the member, if capable, or the supervisor directed to the hospital, will advise emergency room staff that the member is a City patient.
 3. Members have the right to be treated by their own physician. However, should a member decide to be treated by his/her own physician, the member may nonetheless be required to be examined and evaluated at the City's authorized medical facility. In all cases of temporary disability, the member must be examined by the City's doctor and regularly monitored by the clinic.

Members who seek medical treatment from their own doctors will be responsible for keeping the Department apprised of their medical condition and providing all timely reports and information. Members submitting medical bills to the Department for payment must include medical reports describing condition, prognosis, treatment, office visits, etc.
- H. Members Absent From Duty: On-The-Job Injury (OJI)
- Any member absent from duty as the result of a current or a past job-related injury must be examined by the City's doctor and receive authorization from that doctor to claim his/her absence is due to an on-the-job injury. Until such authorization is received or given by the Department, the member's time off will be charged to the member's accrued sick time, unless otherwise specified in a labor contract or City personnel rules.
- I. Restrictions and Requirements
- During the time a member's absence from duty is excused because of an on-the-job injury, or during the time he/she is assigned to restricted duty because of an on-the-job injury, the member will follow these restrictions and/or requirements:
1. If unable to work due to the on-the-job injury (OJI), the employee must be seen by City Clinic, or use their own sick time. Immediately following all City Clinic appointments, employees *must* submit the City Clinic information to their immediate supervisor to be forwarded up the chain of command.
 - a. If restricted to no work (stay at home) by the City Clinic, for timekeeping purposes, the employee's work assignment will be considered the day shift, in order to facilitate doctor and therapy appointments.

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- b. If restricted to light duty by the City Clinic, the employee will be assigned, by the Chief, according to staffing needs and dress according to that division in which assigned. (Employees who are restricted from carrying a firearm will dress in business casual attire.)
 - c. Prior to returning to full duty status, the employee will present a Return to Work Status form from the treating physician stating that he/she is ready to return to full duty.
 2. In all cases, employees will make their medical and therapy appointments at the beginning or end of their shifts to minimize staffing concerns. Any exceptions must be approved by the Chief of Police. Employees submitting medical bills to the Human Resources Department for payment must include medical reports describing the condition, prognosis, and treatment or payment will be delayed.
 3. The City follows OJI status and restrictions as advised by the City's doctors. If an employee fails to follow these restrictions, the employee will use their own sick time. Employees will be personally available during OJI status and submit *weekly* schedules and relevant reports to the Office of Administration detailing all medical appointments including recommendations for any therapy appointments.
 4. Cease any secondary employment or activity not consistent with a claim of illness or injury. Hireback is not permitted on OJI status unless approved by the Chief.
 5. Notify the watch commander of absences from scheduled court appearances due to the OJI status. If on restricted or limited duty, employees will attend court as scheduled with prior approval from the Office of Administration.
 6. Provide his/her own transportation to and from any required doctor's appointments.
 7. Vacations. Employees may not use OJI time to take personal trips, etc. If not hospitalized, employees will convalesce at home or at other approved locations. The Chief of Police must approve exceptions in writing.
 8. If scheduled for training, the employee on OJI will notify the Office of Administration of his/her status; exceptions may be made for employees on light duty to attend training if approved by the Chief.
- J. City Clinic Visits/Duty Status
- For any injured-on-duty employee having treatment at the City's Clinic, the following procedure will be followed:
1. Employees whose initial treatment is received at the City's Clinic will provide any treatment record and/or the Return to Work form through the chain of command to the Office of Administration. The member is responsible for immediately informing their supervisor of their status after the City Clinic visit. The supervisor will then provide the information to the Office of Administration through the chain of command.
 2. Employees whose initial treatment is received at Lutheran General Hospital will bring a copy of their treatment record back to the Department and give it to their immediate supervisor, who will attach it to the Incident Reporting form and forward it, through the chain of command to the Office of Administration. The Office of Administration will coordinate with the appropriate Deputy Chief to determine the need for follow-up appointments. Any paperwork received at the City's Clinic will be brought to the Office of Administration via the chain of command.
 3. In both instances above, the employee will give the paperwork received from the City's Clinic directly to their supervisor and wait to be informed of their duty status, as specified by the City's Clinic. In *ALL* instances, the duty status determined by the City's Clinic will be the official status. Any deviation, even if on advice of a personal physician, will necessitate use of personal sick time, unless approved by the Chief.

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4. The Office of Administration will keep the member's supervisors and command staff advised of the member's status.

K. Recurrence of Past Injuries

1. When a member is incapacitated by an injury, or suffers from the recurrence of a past injury, the member will:
 - a. Immediately notify an immediate supervisor of the condition and inability to report for duty. The supervisor will advise the Office of Administration for an appointment at the City's Clinic.
 - b. Proceed directly to the City Clinic at the appointed time for examination by the City doctor to determine whether the ailment is from a past job-related injury.
 - c. Recurrent injuries will be determined by the City Clinic. Authorization for further status will be made by the Clinic.

- L. For an injury to be considered job-related, the activity resulting in the injury must be specifically sanctioned by the Department prior to the activity. Extra activities merely associated with the Department may not be covered. Activities beyond the normal scope of duty (job classification e.g., police details, social events, volunteer or charity efforts, etc.) will not be covered.

II. OFFICE OF ADMINISTRATION RESPONSIBILITIES

- A. The Office of Administration will ensure that all the necessary reports regarding a member's injury, illness, doctor's examination, or related police reports are forwarded to the Human Resources Department.
- B. Medical Examinations by the City doctor will be scheduled through the Office of Administration in conjunction with the Human Resources Department.
- C. The results of all medical examinations and/or the Return to Work form, whether completed by the city doctor or by a member's personal physician, will be forwarded to the Office of Administration.
- D. The Office of Administration will monitor and track all members on injury status (on and off the job). Report members using five or more consecutive sick days to the Chief of Police.

III. RESTRICTED-DUTY ASSIGNMENTS FOR THOSE ON INJURED STATUS

- A. As a rule, light duty is not available for off-the-job injuries, unless approved by the Chief of Police, in cooperation with City doctor and/or employee doctor. The authorizing physician must specify the duties the employee may reasonably be expected to perform.
Limited duty will be provided for on-the-job injuries.
- B. The Office of Administration will coordinate the program in any limited duty assignment, under the direction of the Chief of Police and the City Doctor.
- C. The skills and talents of members are a valuable resource to the Department.
Recognizing the contributions that a member may make, even on restricted status, the Department will consider such assignments under the following circumstances:
 1. The assignment will not aggravate the injury or illness as approved by the City Doctor.
 2. A physician's statement authorizes assignments determined to be mutually beneficial.
 3. The assignment will not jeopardize the member, the Department, or the City of Park Ridge.

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- D. The final authority for the placement of an injured member will rest with the Chief of Police in all applications by a member for limited or light-duty placements. Considerations will include (1) the number of members requiring limited or light-duty assignments, (2) the needs of the Department, (3) the personal requirements of the individual member, and (4) duration of the assignment.
- E. Limited or light-duty assignments will be granted to members who sustained on-duty injuries/illnesses.
- F. Restricted Duty is defined as a temporary duty authorized by the City Doctor as medically limited, and which is less demanding than the medical standards required for the member's position.

Exempt staff members may be exempt from this provision if the needs of the Department exist.

IV. ON-THE-JOB INJURY CONSIDERATION

- A. If, after the initial treatment or examination at the City's Clinic, the injured member is authorized to be absent from work and/or will require additional treatment or medical care, the member may be eligible for certain disability benefits under the Illinois Worker's Compensation Act.

This will depend on the length of the authorized absence from work and the nature of the member's employment with the city, i.e., police, fire.
- B. Before follow-up expenses related to treatment of a member's on-the-job injury, and incurred from his/her personal physician or a hospital facility, will be processed for payment or the employee reimbursed, a statement of such expenses must be forwarded to the Department of Human Resources, along with an appropriate medical report explaining the charges.
- C. It is the responsibility of each employee to keep the City informed of his/her current medical condition when the member chooses to be treated by his personal physician or by a hospital, other than by the City's designated medical facilities.
- D. Worker's Compensation benefits may be postponed, withheld or suspended, should the employee fail to submit, or refuse to submit, detailed medical reports or other information from his personal physician(s) or hospital to the City; or refuse or fail to show up for a medical examination by the City's appointed medical doctor.
- E. Employees who sustain on-the-job injuries or illness may not receive Worker's Compensation disability benefits without being certified as disabled by the City-authorized physician.
- F. In accordance with the Illinois Worker's Compensation Act and applicable rules of the Illinois Industrial Commission, any employee absent from work as a result of an on-the-job injury which has not been certified by the City-authorized physician, either will be on his/her own accumulated sick time, if available, or will be off the payroll.
- G. Should there arise a difference of opinion between the City-authorized physician and employee's personal physician regarding the employee's length of disability, the City will rely, in most cases, on the medical opinion of the City-authorized physician, and the medical differences, if any, may be resolved before the Illinois Industrial Commission.
- H. Should members exercise the option guaranteed them under the Illinois Worker's Compensation Law to seek medical services at locations other than the current City Clinic, the following procedures must be followed:
 - 1. Medical reports should be sent to the City of Park Ridge Human Resources Department.
 - 2. A Consent to Release Medical Information form should be signed at the time the Supervisor's Report - Employee Injured on the Job form is processed, and forwarded along with it to the Office of Administration.

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3. Copies of the Consent to Release Medical Information form will be available at the Service Desk and from the Office of Administration.

V. ON-THE-JOB INJURY -- PHYSICAL THERAPY

When a member, who has sustained an on-the-job injury, is *medically released for full duty with no restrictions* and is subsequently advised by either his/her personal physician or a City Clinic physician that he/she should receive physical therapy for that injury, the following procedures will be followed:

- A. NOTIFICATION: Written notification to the Department, of a doctor's recommendation for physical therapy, will be delivered immediately after such doctor's visit to the Office of Administration. Members receiving recommendations for physical therapy from their personal physician will bring a copy of the written order for physical therapy to the Department's Office of Administration. Additional copies of the order will be made and forwarded to the City Clinic and the Human Resources Department of the City. Clinic physicians recommending physical therapy, subsequent to a release for full duty, will indicate such information on the medical release form prepared at the time of the member's visit. The member will deliver this form to the Office of Administration.
- B. INFORMATION REQUIRED: Each order for physical therapy will include:
 1. Business name and address of therapist
 2. Location where the therapy is to take place
 3. Number of therapy visits per week
 4. Number of weeks in therapy
- C. SCHEDULING: When possible, efforts will be made to accommodate physical therapy appointments for on-the-job injuries on the member's duty time. On-duty physical therapy appointments will be scheduled to cause the least amount of disruption to the staffing levels in the member's duty assignment. For this to be accomplished, the member will confer with his/her immediate supervisor prior to making any appointments. Ideally, appointments will be scheduled for the member's first or last hour of work. The member will forward, to the Office of Administration, a copy of the dates and times of the scheduled physical therapy. In addition, the member will give the immediate supervisor a copy of such appointments. The member's supervisor must have prior approval and knowledge of any scheduled therapy visits.
- D. EVALUATION: If, upon completion of the prescribed period of physical therapy, the Clinic physician or the member's personal physician recommends additional therapy, the member's full duty no restrictions status will be reconsidered after a re-examination of the injury by a City Clinic Physician.

NOTE: A doctor's recommendation for continued exercise by a member, on his/her own, independent of the monitoring and supervision of a physical therapist, will not be scheduled on duty time.

VI. HEALTH INSURANCE CHANGES - MEMBER'S RESPONSIBILITY

- A. If a member desires a change in his/her coverage because of marriage, additional dependents, etc., the member will address a memo directed to the Department of Human Resources, with the required information, as follows:
 1. Name of person to be covered.
 2. Birth date of that person.
 3. Date of marriage, if applicable.
 4. Relationship.
- B. A newborn child not added to the member's health insurance plan will not be covered by this insurance.

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VII. LIFE INSURANCE CHANGES - MEMBER'S RESPONSIBILITY

- A. If members desire a change of beneficiaries in their city life insurance policy, the member will notify in person the Office of Administration and Department of Human Resources.
- B. If such changes are not requested, the beneficiaries originally named in the policy will remain in effect.

VIII. HUMAN RESOURCE MANUALS

- A. Additional information regarding on and off-the-job injuries is obtainable from the City of Park Ridge Employee Manual available in the Office of Administration.
- B. Members may use accrued sick time hours for doctor appointments scheduled during the workday.

IX. PROCEDURES - OFF-DUTY INJURY/ILLNESS

- A. Reporting Sick for Duty - Member's Responsibility
 - 1. When a member reports sick for duty, it is the member's responsibility to personally notify a departmental supervisor or Post 1 personnel at least one hour prior to the beginning of the member's tour of duty. Sick calls may not be left on an answering machine or voice mail.
 - 2. Supervisory/Command personnel reporting sick for duty will report to their shift commander, acting shift commander, or supervisor in charge, in descending order of availability, at least one hour prior to the beginning of their tour of duty.
 - 3. Post 1 personnel receiving a sick call will inform the on-duty or on-call supervisor of the member reporting sick. If the Investigations or Administrative supervisor is not immediately available, Post 1 personnel receiving the call will inform any on-duty supervisor that a member needs to report sick for duty. Post 1 members are responsible for informing supervisors of sick calls.
- B. Recording Sick-For-Duty Calls
 - 1. The Post 1 officer receiving a sick-for-duty call will enter the date, time, and name of the reporting member in the red book and complete an Absence Report.
 - 2. The supervisor receiving the sick call will immediately complete the Absence Report form, with the exception of the signatures section, and
 - a. Forward the Absence Report to the reporting member's supervisor.
 - b. Record the appropriate information in the Red Book at Post 1.
 - 3. The supervisor of the reporting member will:
 - a. Check with Post 1 personnel prior to the start of the shift to determine what members have reported sick.
 - b. Review the Absence report forms to determine when a member has more than 5 unprotected sick occurrences in the rolling calendar year.
 - c. If a member has more than 5 unprotected sick occurrences in a rolling calendar year, the member's supervisor must complete a sick time usage memo, submit a copy through the chain of command to the Chief, and provide a copy to the employee.
 - d. Completed Absence Reports will be forwarded to the Office of Administration. The Office of Administration will provide a member with a copy of the Absence Report upon request. Absence Report forms will be submitted by supervisors for all sick calls.
 - 4. Maintenance of Employee Sick Call Records

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Each shift or bureau will maintain on-going records of each member's sick calls to determine the number of sick calls per employee, and the Office of Administration will maintain files of all Absence Reports.

5. Reporting Sick for Court

Members reporting sick for court will follow the same procedures. All calls will be made at least one hour prior to the start of the court call.

6. Other Absences

In all instances, it is the member's responsibility to notify an on-duty supervisor or Post 1 personnel of any absence, including in-service or outside training schools and other duty assignments, whether or not they originate in the department.

C. Restrictions and Requirements

1. Members will report their absences from duty in accordance with the procedures outlined in this Order. During the sick period, the member will not engage in any activity or be present in a place inconsistent with the claim of injury or illness. Members are required to recover and convalesce at their residences.

2. Members will not work at secondary employment in the eight hours following their regularly scheduled tour of duty, i.e., the tour for which the member reported sick.

3. A member will be personally available during the hours of the shift for which reporting sick, to accommodate home visits or follow-up telephone calls by their supervisors.

4. Members reporting sick or convalescing at a location other than their personal residence, as listed with the department, must secure prior approval from their supervisor to do so, and must provide the department with the address and telephone number of that location.

Such locations must be reasonable and conducive to the member's convalescence, e.g., the residence of a local relative, neighbor, friend, or a hospital or other medical care facility. Members may not use sick time for vacation trips or other activities unless specifically approved by the Chief.

5. Members who have been absent from duty from an off-the-job injury or illness for 3 or more consecutive workdays, must submit a Return to Work Status form to their supervisor prior to reporting for duty (see Section X. Return to Work Status Form for On or Off Duty Illness/Injury), to verify that the member is fit to return to duty. Members will not be permitted to return to duty unless approved by the Office of Administration.

Members may be required to have their illness/injury reviewed by the City Clinic prior to being allowed to return to work. Supervisors will not allow members to return to work unless proper authorization is given.

6. When returning to duty, the member will sign off on all completed Absence Reports.

7. At any time during the illness/injury, the Department may order the member to report immediately to the City's doctor for a medical examination or review of the member's condition.

8. Exceptions to the reporting and monitoring process may be approved on request to the Chief for an obvious long-term illness or injury. The member must initiate the request.

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- A. The Return to Work status form is a City-wide form used in order for an employee to return to duty after an illness or injury. Typically, it is used after an on-duty injury occurs and serves to update the organization with regard to the employee's status, whether or not they are able to return to work on a limited basis or full duty, and what, if any, their limitations are.

The form is also used to provide the City with an employee's updated work status with regard to illnesses three (3) or more consecutively scheduled days or injuries which occur off duty.

This form is important for the employee and their physician to fill out properly so that the employer is updated and has the correct documentation detailing whether or not an employee is able to return to work and can safely complete any assigned duties.

- B. This form will be completed under any of the following situations:
1. An employee is injured on duty and that injury results in the employee being absent for any scheduled work time.
 2. Employees who are absent due to illness or injury for three (3) or more consecutively scheduled days must present a completed form releasing them to return to work.
 3. Employees who are injured while off duty and the injury prevents them from performing their assigned duties.
 4. Employees who have been instructed to provide a Return to Work form as sick leave verification.
- C. Employees meeting the above conditions will complete the Return to Work form, will ensure that their physician provides all of the required information and will submit the completed form to their immediate supervisor before returning to work in any capacity (this includes regular scheduled hours, court time, grant assignments, etc.).
1. If the employee receives the paperwork directly from their doctor, the employee must hand deliver it to their immediate supervisor upon returning to work.
 2. If the doctor faxes the paperwork to the department, Post One staff must forward the email to the Senior Administrative Assistant, as well as print a copy and give it to the on-duty watch commander. The watch commander will then put the paperwork in the employee's mailbox, and when the employee returns to work, they must hand the paperwork directly to their immediate supervisor to be forwarded up the chain of command.

XI. SICK LEAVE CONTROL

Guidelines for sick leave usage, verification, and accumulation are set forth in the City of Park Ridge Employee Manual or current labor agreement.

XII. FITNESS FOR DUTY

- A. Members have an obligation to keep the Department informed of their illness or injury status on and off duty.
- B. The Department may conduct any necessary investigation or establish proper administrative controls to ensure members are fit for duty. If the Chief of Police has knowledge or reason to believe that a member may not be physically fit for duty or has any injury, illness or other physical condition that may limit the member's ability to fully perform their assigned duties, the Chief may require the member to be removed temporarily from duty.
- C. The member will be placed on sick leave status until the member's fitness for duty is confirmed by a physician. A written report from the member's physician may be accepted and approved to confirm fitness. The Chief also may require the member to be examined for fitness for duty by the City's authorized physician.

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- D. The member may return to duty when the approved or designated physician confirms the member's fitness. If it is determined that the member is not fit for duty, the policies and procedures in this order that apply to the member's situation will be followed.

XIII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink, reading "Frank Kaminski", is written over a horizontal line.

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Vacation Selections	Number GO 9.8	Revised Date July 01, 2020	Effective Date May 1, 2015	Page 1 of 4
Index As: Vacation List, Vacation Selections			Approved By Frank Kaminski Chief of Police	

POLICY: The Park Ridge Police Department vacation selection policy is intended to balance personnel needs with the operational needs of the department.

I. FIELD OPERATIONS VACATION SELECTION PROCEDURES

The Deputy Chief of Field Operations will use the following procedures/policies when planning advanced vacation selections:

A. Selection Procedure

1. Officers wanting to select a vacation period where there is assurance of being able to plan ahead must submit their request to their watch supervisor by a date in early November to be specified in that year's Vacation Selection Special Order. If more shift officers request the same period of time off than can be permitted, seniority will be used to resolve the issue.
 - a. Officers may request as many as 8 vacation periods in order of preference; provided, however, that in the event the City denies a request, the employee may submit an additional request. See Section A.5. for cancellation concerns.
 - b. Each period may not be shorter than 3 calendar days, including other days off, nor longer than 20 calendar days, including other days off.
 - c. Seniority will prevail in the approval of all choices in each round of approvals.
 - d. When a choice is bumped due to seniority, the subsequent choices of the junior officer will be moved up a choice for that round and the remaining subsequent rounds.
 - e. A junior officer's first choice will prevail over a senior officer's second choice, and so on, until all choices are exhausted.
 - f. The Chief of Police will approve no more than 8 vacation periods for any officer as part of the annual vacation selection procedure. See Section C. below for additional time off scheduling.
2. Watch supervisors will forward the requests from the officers on their shift to the Deputy Chief of Field Operations before the end of November. Shift supervisors will ensure that the Deputy Chief of Field Operations has a copy of the shift schedules for each month of the upcoming year.
3. Between the end of November and early December, the Deputy Chief of Field Operations will attempt to negotiate conflicting vacation requests in order to obtain the most optimal vacation schedule result; one that meets the operational manpower needs of the police agency and the community, and also considers the needs of the personnel that serve the community.
4. By early December, the Deputy Chief of Field Operations will forward these vacation selections to the Chief of Police. Once approved by the Chief of Police, on or about mid-December, officers can be assured of the chosen dates regardless of future transfers and ordinary manpower problems. Such assurance is subject to unforeseen emergency circumstances.
5. Cancellations. Leave time that is scheduled through this process will not be

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changed either by the department or by the employee, except for emergency circumstances. Special requests may be considered on a case-by-case basis.

B. Selection Policy

1. The Deputy Chief of Field Operations will ensure that no more than one officer from each shift is scheduled for leave time off at the same time.
2. The Investigative Division will be considered the same as a "shift" for purposes of annual vacation leave selection, except only one officer at a time will be granted assurance as defined in Section A.4.
 - a. The Investigative Division Commander may grant additional vacation selections as defined in Section C. below.
 - b. The Investigative Division Commander will ensure that no more than 2 personnel under his command are scheduled for time off at the same time.

C. Other time off

1. After the Chief has approved the vacation picks, the watch supervisor, with the approval of the Deputy Chief of Field Operations, may grant additional vacation selections no more than 60 days in advance. Approval of such selection does not hold the assurance as described in A.4. above.
2. **A. 60-Day or Less Leave Request**
 - a. Officers may request to take a FULL day off, under the 60-day rule, by contacting their immediate supervisor in person or via phone during the first half of the shift which occurs on or after the 60th day prior to the requested day off. The supervisor(s) will grant time as manpower allows, with notification to officers being done prior to the end of the work day. Any conflicts in requests for time off will be resolved by giving preference for seniority.
 - b. Partial days off are to be scheduled with an officer's immediate supervisor(s). The method for granting partial days off will follow the same procedure as full days off, with the exception of requests being made for hours off on a day where the officer is already present at work.
 - c. When requesting time off on a work day, while an officer is at work, requests will be taken at the completion of roll call on a first come, first serve basis with seniority being the deciding factor for conflicts in requested time made by two or more officers.
 - d. Partial day request may be subject to change, based on ongoing operational needs of the department at the time the officer is scheduled to depart. As such, officers must confirm with their immediate supervisor that they are cleared to leave prior to ending their duty day and leaving.
 - e. All time off granted must be noted in the monthly calendar book in the watch supervisor's office, or updated in the shift schedule folder of the (N:) shifts drive.
3. The watch supervisor is not authorized to grant time off that would put the watch below minimum manpower, nor to grant other leave time or time coming more than 60 days in advance.
4. Generally, the watch supervisor may grant time off to personnel with a 24-hour advance notice, depending on manpower and workload expectations.

D. Non-sworn Field Operations personnel

Non-sworn personnel (Social Worker) will make vacation arrangements with their immediate supervisors to ensure coverage at all times.

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E. Command Staff

Command Staff members will make selections in conjunction with the Chief of Police to ensure adequate staffing.

II. ADMINISTRATIVE SERVICES VACATION SELECTION PROCEDURES

The Deputy Chief of Administrative Services, or his designee, will use the following procedures/policies when planning advanced vacation selections for members assigned to Administration:

A. Selection Procedure

1. Members wanting to select a vacation period where there is assurance of being able to plan ahead must submit their request to their immediate supervisor by a date in early November to be specified in that year's Vacation Selection Special Order. If more members assigned to a particular shift request the same period of time off than can be permitted, seniority will be used to resolve the issue.
 - a. Members may request as many as 8 vacation periods in order of preference; provided, however, that in the event the City denies a request, the employee may submit an additional request. See Section A.5. for cancellation concerns.
 - b. Each period may not be shorter than 3 days, including other days off, nor longer than 20 calendar days, including other days off.
 - c. Seniority will prevail in the approval of all choices in each round of approvals.
 - d. When a choice is bumped due to seniority, the subsequent choices of the junior member will be moved up a choice for that round and the remaining subsequent rounds.
 - e. A junior member's first choice will prevail over a senior member's second choice, and so on, until all choices are exhausted.
 - f. The Chief of Police will approve no more than 8 vacation periods for any member as part of the annual vacation selection procedure. See Section C. below for additional time off scheduling.
2. Supervisors will forward the requests from their members to the Deputy Chief of Administrative Services or his designee before the end of November. Supervisors will ensure that the Deputy Chief of Administrative Services or his designee has a copy of the affected schedules for each month of the upcoming year.
3. Between the end of November and early December, the Deputy Chief of Administrative Services or his designee will attempt to negotiate conflicting vacation requests in order to obtain the most optimal vacation schedule result; one that meets the operational staffing needs of the police agency and the community, and also considers the needs of the personnel that serve the community.
4. By early December, the Deputy Chief of Administrative Services or his designee will forward these vacation selections to the Chief of Police. Once approved by the Chief of Police on or about mid-December, officers can be assured of the approved dates regardless of future transfers and ordinary staffing problems. Such assurance is subject to unforeseen emergency circumstances.
5. Cancellations. Leave time that is scheduled through this process will not be changed either by the department or by the employee, except for emergency circumstances. Special requests may be considered on a case-by-case basis.

B. Selection Policy

1. The Deputy Chief of Administrative Services or his designee will ensure that no more than one member from each shift is scheduled for leave time off at the same time

Subject: Vacation Selections	Number GO 9.8	Revised Date July 01, 2020	Effective Date May 1, 2015	Page 4 of 4
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when considering leave requests for Administrative staff.

- a. Day shift – One desk officer and one outside CSO
 - b. Afternoon shift – One desk officer and one outside CSO
 - c. Property Room – Property room officer and back up officer
 - d. Midnight shift – One desk officer
 - e. Community Strategies – One officer
 - f. Traffic – One officer
 2. The Deputy Chief of Administrative Services or his designee may grant additional vacation selections as defined in Section C. below.
 3. The Deputy Chief of Administrative Services or his designee will ensure that no more than one personnel from the same shift are scheduled for time off at the same time.
- C. Other time off
1. After mid-December, Administrative supervisors, with the approval of the Deputy Chief of Administrative Services or his designee, may grant additional vacation selections no more than 60 days in advance. Approval of such selection does not hold the assurance as described in II.A.4. above.
 2. Administrative supervisors are not authorized to grant time off that would put the shift below minimum staffing, nor to grant other leave time or time coming more than 60 days in advance.
 3. Generally, Administrative supervisors may grant time off to personnel with 24-hour advance notice, depending on manpower and workload expectations.
- D. Records Staff
- Records staff will make vacation arrangements with their immediate supervisors to ensure coverage at all times.
- E. Administrative Assistants
- Administrative assistants will make vacation arrangements with their immediate supervisors and will ensure coverage at all times.
- F. Supervisory Staff
- Administrative Supervisory Staff members will make selections in conjunction with the Chief of Police to ensure adequate staffing.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Standard of Appearance – Personal Grooming	Number GO 9.9	Revised Date June 18, 2020	Effective Date May 1, 2015	Page 1 of 3
Index As: Grooming standards			Approved By Frank Kaminski Chief of Police	

POLICY: All members of the department will be properly groomed and present a professional appearance. This General Order sets appearance standards for sworn officers and non-sworn uniformed personnel, for the purpose of uniform identity, public confidence, and police department community relations.

I. REQUIREMENTS

- A. This General Order is binding upon all sworn members and uniformed civilians while on duty.
- B. A variance from these standards may be granted by the Chief of Police.
- C. Non-uniformed civilian members require less formal standards of grooming to accomplish the purpose of this General Order, and as such are exempt from Sections II through IV herein. However, non-uniformed civilians will wear appropriate business clothing and are prohibited from wearing extreme or eccentric hairstyles, clothing, cosmetics, facial hair, and jewelry.

II. GENERAL APPEARANCE

While wearing a department issued or necessary uniform, all members of this department will maintain themselves in a neat and clean manner. Appearance should never be such as to reflect adversely on the department. Department members are prohibited from wearing or displaying non-uniform issued items due to safety and health reasons or items that negatively reflect upon the department. The Chief of Police may issue exemptions or exceptions that include, but are not limited to the following:

- A. Visible tattoos
- B. Body piercings (other than earrings)
- C. Earrings for male on-duty personnel are prohibited. Exceptions: Male personnel assigned to undercover duty may wear earrings as the assignment permits.

III. STANDARDS FOR MALE PERSONNEL

- A. Hair
 - 1. Hair shall be neatly groomed.
 - 2. Hair shall be evenly trimmed and the maximum depth of the hair outward from the head shall be two inches.
 - 3. The maximum extension from the sides of the head shall be one inch, and have an overall even appearance.
 - 4. The back and sides of the head below the hairline will be shaved or trimmed.
 - 5. Extreme hair styles such as corn rows, mohawks, pony tails, or punk coloring, etc., are prohibited.
 - 6. The hair may not interfere with the wearing of the uniform cap.
- B. Sideburns
 - 1. If any member chooses to wear sideburns, they will be neatly trimmed and tapered in the same manner as the haircut.

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2. Sideburns will be evenly trimmed on each side of the face.

3. They shall not extend beyond the bottom of the earlobe.

C. Mustaches

1. The pattern shall be neatly trimmed.

2. The maximum extent of growth shall be one-fourth of an inch below the corner of the mouth, and one-half inch beyond the corners.

3. The maximum thickness shall be one-fourth inches in depth.

4. The ends may not be waxed or twisted.

D. Beards are permitted. Beards will be neat and trimmed and will be conducive to member's overall professional appearance. The maximum thickness shall be one-fourth inches in depth. This also applies to goatees. Beards will not be extreme in style or color. All beards are subject to the Chief of Police approval.

E. Clean shaven. Except for the areas of facial growth permitted by this General Order, all officers shall be clean shaven.

F. At the option of the Chief of Police, a beard, goatee, or other growths of hair below the lower lip, chin, or lower jawbone may be permitted for officers in non-uniform assignments.

IV. FEMALE PERSONNEL/HAIR STYLES

A. The hair will be neatly shaped and arranged.

B. The hair may not extend lower than a straight line drawn from the outer edge of the shoulders.

C. The hair may completely cover the ears.

D. Extreme hairstyles are prohibited.

E. The hair may not interfere with the wearing of the uniform cap.

F. The hair may not extend out more than three inches when measured from the scalp.

G. At the option of the Chief of Police, modifications to the grooming standards may be permitted for officers in non-uniform assignments.

V. JEWELRY

A. All members may wear:

1. One ring on each hand (a combination wedding ring and engagement band is considered one ring).

2. One watch.

B. The wearing of earrings by female personnel is permitted, but must be stud or button type. The earrings must not exceed one-quarter inch (1/4") in diameter. Dangling or hanging-type earrings that extend past the earlobes are prohibited. Nose rings or any other visible piercings are prohibited.

C. The wearing of earrings, nose rings, or any visible piercings by male personnel is prohibited.

D. Any jewelry worn must not present a potential hazard to the officer.

E. Any other jewelry or neck chain worn must be under the uniform and not visible to the public.

VI. COSMETICS

Subject: Standard of Appearance – Personal Grooming	Number GO 9.9	Revised Date June 18, 2020	Effective Date May 1, 2015	Page 3 of 3
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- A. Male members may not wear cosmetics unless medically prescribed.
- B. Female members may wear moderate, appropriate daytime cosmetics.

VII. MEDICAL CONDITIONS

- A. A department member who has a medical condition, such as a skin disorder which is aggravated by shaving or which necessitates the use of special cosmetics, will submit, through the chain of command to the Chief of Police, a letter completed by a medical doctor expressing the doctor's opinion, in detail, what the medical treatment and therapy for the condition requires. The letter should indicate either that the condition is permanent or the amount of time the member should be excused from adhering to the grooming standards with a tentative re-examination date.
- B. On request, the member will report to the city occupational medical facility for examination and evaluation of the reported condition. An appointment will be made for the member by the Deputy Chief of Administration or his designee.
- C. If the report from the city's occupational medical facility confirms the condition and recommendation of the member's doctor, the member will be allowed to deviate from the grooming standards. Such deviation will be specifically limited by the requirements as set forth in the medical report.

If the exception is for shaving, the member will be allowed to grow a minimal amount of hair on the face. Such growth will be groomed as neatly as possible.
- D. Any exemption will be reviewed periodically by the Department.
- E. With the exception of ordered visits to the city occupational medical facility, the cost of any medical examinations is to be the responsibility of the member if the medical condition has no duty-related cause.
- F. Records of a request or exemption will be kept in the member's personnel file in Human Resources. A copy will be sent to the member's supervisor by Human Resources.

VIII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Physical Fitness and Wellness Program	Number GO 9.10	Revised Date July 16, 2015	Effective Date May 1, 2015	Page 1 of 2
Index As: Physical Fitness, Wellness Program			Approved By Frank Kaminski Chief of Police	

POLICY: It is the policy of the Park Ridge Police Department to promote good health and physical fitness for both sworn and non-sworn members of the department. The Department believes that by maintaining a high level of physical fitness and general wellness, work can be performed efficiently and without personnel shortages caused by injuries and excessive sick leaves.

To that end, all sworn members of the Department shall participate in either a regularly scheduled wellness fitness testing or fitness consultation. Participation in this program is voluntary for non-sworn personnel. Adequate notice will be provided to members prior to any scheduled wellness testing.

I. FITNESS/WELLNESS PROGRAM

- A. The goal of the Department's Fitness/Wellness Program is to lower, where possible, a member's cardiovascular risk factors and to increase strength levels. The Program is designed to evaluate a member's risk for developing cardiovascular disease, and to assess strength levels in the upper body and lower back. These evaluations and assessments will be conducted by trained professionals. Once risk factors are identified and strength levels are measured, specific recommendations can be made on how to lower some of these factors. Additionally, cardiovascular exercise and strength training programs can be individually developed for each member.
- B. Individual wellness evaluations will be provided to the Department. The data collected will be used to provide a detailed analysis of the overall fitness level and health risks pertaining to all employees of the Park Ridge Police Department. This comprehensive report will be used for planning ongoing fitness programs for the department.

II. WELLNESS/FITNESS TESTING

The following assessments will take place during the scheduled wellness test and/or consultation:

- A. **Resting Heart Rate:** Used as an index to improved cardiovascular fitness, because as cardiovascular fitness improves, especially in a previously sedentary individual, resting heart rate usually decreases.
- B. **Blood Pressure Screening:** Assessed to screen for hypertension and circulatory problems.
- C. **Body Composition Analysis:** Excess body fat has been associated with a number of health risks, including heart disease, diabetes, hypertension, arthritis, gall bladder disease, cirrhosis of the liver, intestinal obstruction, and sleep disorders. It is also associated with reduced endurance performance and risk for injury. It is important to assess body composition to determine an accurate ideal body weight and develop a sound exercise program.
- D. **Sub-Maximal Aerobic Capacity Testing:** The sub-maximal test is used to assess the member's cardiovascular endurance. This evaluation is utilized to give members an indication of the current health status of their cardiovascular and respiratory systems.
- E. **Flexibility Testing (Sit and Reach):** Flexibility affects both health and fitness. Inflexibility increases risk for joint and muscle injury. The most frequent example is low-back inflexibility, which relates to low-back pain and injury. The sit and reach test is used to assess the likelihood of injury to the low-back region due to tightness in the hips and hamstrings.
- F. **Muscular Strength and Endurance:** Adequate muscular strength and endurance are

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necessary for optimal health and optimal athletic performance. From a health perspective, adequate strength and endurance facilitate participation in activities of daily living without injury or undue fatigue. Muscle endurance tests that are both reliable and easy to administer are the partial curl-up, grip strength, and the push-up test. Those test relative muscular endurance because results are relative to body weight.

III. MEDICAL DEFERMENTS

A medical doctor's certification is required to temporarily excuse a sworn member from all or portions of the wellness test. The certification will specify the nature of the member's medical problem, the specific prohibitions regarding the testing process, and the anticipated date when a member can participate in the process.

IV. SCHEDULING AND NOTIFICATION

Scheduling for wellness testing will be coordinated through the Office of Administration. Once completed, the wellness testing schedule will be distributed by way of a Departmental Special Order.

V. PHYSICAL EXAMINATIONS REQUIRED

In addition to the pre-employment physical examinations required of members, the Department may require such additional physical examinations as it deems appropriate. Such examinations will be at no cost to the member.

Such examinations may be in conjunction with the Department's Wellness Program, or may be part of a prerequisite screening process relating to a specialized job assignment which may be more physically demanding or more stressful than other assignments, or may be intended to determine to what extent a member's fitness, illness or injury may impact on his/her abilities to perform his/her assigned duties.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Patrol Officer Hireback	Number GO 9.11	Revised Date July 1, 2020	Effective Date May 1, 2015	Page 1 of 3
Index As: hireback			Approved By Frank Kaminski Chief of Police	

POLICY Hireback is defined as placing any eligible member in “on-duty” status for a specified period of time to perform a designated Departmental function which is in addition to, not a continuation of, a normal tour of duty. *However, an eligible member may not work more than sixteen (16) consecutive hours, including the normal tour of duty, and including other police-related details.* Exceptions to this must be approved by a Commander.

An eligible member is one who, through the benefit of a labor agreement or another form of approval from the Chief’s office, may work a hireback.

Eligible members working a hireback will be compensated at a rate as designated by labor agreement contract or city regulations.

This hireback policy does not affect any Department policy regarding holdovers, cancellation of days off, or other applicable labor agreements.

I. PROCEDURE

A. Pre-planned Patrol Officer Hirebacks

For purposes of this policy, a pre-planned hireback shall be defined as a shift short shortage that is known and made available with at least (48) forty-eight hours advanced notice.

1. On a day that there are at least (2) two officers listed in the hireback calendar schedule, the supervisor will call the first officer in the book listed that day, that hasn't received the most recent hireback according to the Hireback Assigned Form. The supervisor shall then write and record the name of the officer receiving the hireback into the Hireback Assigned Form list in the book, showing that they are the recipient of the most recent hireback.
2. If there is only (1) one officer listed on a day when a pre-planned hireback becomes available to be filled, the supervisor will first call the officer listed on the book for the date, the officer will have (2) two options:
 - a. The first option is to take the pre-planned hireback, however it will be the sole duty and responsibility of the officer to find another eligible officer to then cover the vacant slot in the schedule book for emergent hireback that day. The officer will notify and confirm with the supervisor, the name of the officer that will cover the hireback slot, the officers' immediate supervisor shall be notified of changes; the supervisor shall document changes on the posted schedule, and make adjustments and notifications accordingly.
 - b. The second option is that the officer has right of first refusal to the available pre planned hireback, the officer may elect to take the hireback using the above listed method, or may pass on filling the pre-planned vacancy and remain in the hireback book for emergent hireback call day of. If the officer elects to refuse, the supervisor will then utilize the Code Red notification system and the available hireback will then go out to all eligible officers as a “Jump Ball.”

B. Unplanned Patrol Officer Hirebacks (to meet minimum manpower)

1. The hireback calendar book located in the watch supervisor’s office is to be filled out with a minimum of one officer’s name in the book for any give patrol shift using the prescribed method outlined herein.

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2. A Hireback Assigned Form will be maintained in the book, showing the name, date and shift for all hirebacks that are assigned throughout the year. This function shall be completed by the on-duty watch supervisor at the time a hireback is scheduled with an officer.
3. Personnel who are signed up in the hireback calendar book are responsible for responding to calls for a hireback when notified at least (1) one hour prior to the start of the patrol shift. Patrol officers listed in the book are responsible for ensuring that they or a replacement, contacted by them, reports for the required hireback.
4. In cases where more than one officer is listed in the hireback book, the assignment of an officer for hireback will be done based on preference being given to the officer who was assigned furthest in the past first.
5. In cases where there is an insufficient number of officers listed in the hireback book to meet the needs of a patrol watch, supervisors will send out a Code Red Alert to all eligible personnel to schedule adequate manpower for the shift needed. If the supervisor is unable to obtain sufficient personnel following a Code Red Alert, they will have the sole discretion to assign personnel to holdover into the next shift (generally not to exceed 4 additional hours) and may arrange for officer(s) from the shift following the undermanned shift to begin work early (generally not more than 4 hours prior to the start of their assigned shift).
6. The process for unplanned hirebacks, and the need to meet patrol watch staffing at all times, will be continuously reviewed to ensure the staffing needs of the department are met. If and when difficulties arise, meetings between Management and Labor representatives will be held to establish an agreed upon solution as outlined in the contractual Memorandum of Agreement.

C. Hireback Book Scheduling and Maintenance

Below, and not necessarily in any order, chronologically or in significance, are the notes on the Hireback Process.

1. Given a particular month, supervisors will pass the book between the 1st and 15th of the month preceding. Between the 15th and the 20th, the book will be available for Dets/Admin/Traffic to fill out.
2. Officers assigned to each of the 4 shifts will pick by seniority, with the most senior officer picking first and least senior picking last.
3. When it's their turn to pick, officers will put their names on two separate dates that do not have a name. Next to their name on the dates chosen, the officer will write either '1' or '2,' designating their first or second date picked.
4. After all members of the shift have picked, any remaining open dates will be filled in reverse seniority, starting with the officer with the least seniority taking the first open date of his/her choice. The second least senior officer will pick an open date next. This process will continue until all dates are filled. Any dates chosen in this matter will be designated with a '3' next to the officer's name.
5. The next month there are open dates after all officers choose their two dates, the next officer in reverse seniority, starting from the last officer to choose an open date the previous unfilled month, will begin the process outlined in #4 above.
6. Once two dates are chosen and properly enumerated, an officer may take as many additional dates as desired. However, no matter how many names are added to a particular date, this

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does not relieve any officer(s) of the responsibility to select a minimum of 2 dates in any given month.

7. If for whatever reason an officer is unavailable during the initial picking of the dates between the 1st and 15th, it is that officer's responsibility to meet with his/her supervisor to ensure two dates are selected. The process will not be stopped because an officer is on vacation or otherwise unavailable.
8. If a hireback is needed and there is only one name listed for that particular date, the listed officer is responsible for answering their phone up until one hour before the start of the regularly scheduled shift (0500 or 1700 hrs.). If after being contacted that officer wishes to give the hireback to another officer, that other officer's name will be placed in the hireback log, along with the date and time of the hireback.
9. If a hireback is needed and there are multiple names listed for that particular date, the officer who has the most time since their last hireback, according to the Hireback Log, will be called for the hireback. Should there be a tie, seniority will prevail.
10. It is up to every officer to confirm that Post 1 has a current phone number that they can be reached at. If you're unsure, check at the Post.
11. Once completed, the final month will be posted behind glass in the roll call room and email to all staff.
12. If an officer is going to take one or more of another officer's picked dates, that officer who is covering will submit in writing (memo or email) their desire to cover whatever date(s) for whatever officer(s). A copy of the submission will be sent to both that respective shift commander as well as DC of Operations. Once received, the supervisor who received the request will modify the final month posted in the roll call room. A mere verbal agreement for coverage between officers will not relieve the listed officer of his/her responsibilities to answer a call and respond for the hireback.
13. Any other changes or modifications to the month will go through a supervisor. Individual officers will not modify the schedule.
14. If a name is to be eliminated from a particular date for whatever reason, a single line will be drawn through the name to be removed (leaving it legible) and the officer's name who is taking the date will be added. The supervisor completing the modification will initial the change as well.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Re-employment Process	Number GO 9.12	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Re-employment			Approved By Frank Kaminski Chief of Police	

POLICY: It will be the policy of the Department to consider re-employment applications from former Park Ridge police officers who have left in good standing. Re-employment applications will be considered on their individual merits by the Chief of Police. Re-employment consideration will be completely at the discretion of the Chief of Police with concurrence with the Director of Human Resources.

I. PROCEDURES

- A. Former Park Ridge police officers who have been gone from the Department may be required to go through the following steps prior to re-employment. The Chief of Police in conjunction with the Department of Human Resources will determine the steps to be completed before re-employment will be considered.
 - 1. Sign release forms for a polygraph test, psychological examination, and background investigation.
 - 2. Submit to a polygraph examination.
 - 3. Submit to a psychological examination.
 - 4. Submit to a background investigation/record check.
 - 5. Submit to a medical examination.
 - 6. Complete current City of Park Ridge employment application and personal history statement.
 - 7. Repay any pension monies withdrawn at the time of termination.
 - 8. Other screening mechanisms as deemed necessary by the Chief of Police.
 - 9. Police POWER Test.
- B. If re-employed, the member may be required to complete additional field training as well as a probationary period. Seniority dates will be readjusted consistent with the City's Human Resource policy.
- C. Re-employment is solely at the discretion of the Chief of Police with concurrence from the City's Director of Human Resources.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Promotion Process	Number GO 9.13	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: Promotions, Non-exempt			Approved By Frank Kaminski Chief of Police	

POLICY It shall be the policy of this Department to staff a vacant position with the most qualified personnel who possess the greatest supervisory qualities and potential needed to perform at that rank. The purpose of this order is to establish the current promotional process for the advancement of sworn personnel to non-exempt supervisory positions.

I. PROMOTIONAL PROCESS TO CIVIL SERVICE SERGEANT

A. Eligibility

1. To be eligible to compete in the promotional process for sergeant, the patrol officer must have completed the probationary period and have five (5) or more years of sworn law enforcement experience.
2. Pursuant to the Rules of the Board of Fire and Police Commission of the City of Park Ridge, lateral entry is not permitted.
3. Educational requirements
 - a. The educational requirements for promotion to the rank of sergeant are as follows:
 - 1) An Associate's Degree in Law Enforcement, Criminal Justice, Police Administration, or related field;
 - 2) In lieu of an Associate's Degree, a minimum of sixty semester hours towards a program in Law Enforcement, Criminal Justice, Police Administration, or related field will be accepted.
 - 3) Bachelor's Degree in one of the above fields of study is strongly preferred.
 - b. Course credit criteria
 - 1) All credit hours must be conferred by a Department of Education recognized accredited college or university.
 - 2) If any doubt exists over the accreditation of an institution, the question should be resolved with the Chief of Police before taking the course.
 - 3) All courses taken to meet the requirements of this General Order must be posted with the grade that will meet the institution's requirement for the degree program which the student is enrolled in.
 - 4) Officers affected by this General Order have the responsibility to ensure that a copy of their official transcript is forwarded to the Chief of Police. The transcript will be placed in the officer's personnel file.

B. Board of Fire and Police Commissioners: Authority and Responsibilities

1. The authority for the Commissioners shall be found under Chapter 65 of the Illinois Compiled Statutes and Article 4, Chapter 4, of the City of Park Ridge Municipal Code.
2. The administration of the promotion process will be in accordance with State Statutes, City Ordinances, and the Board of Fire and Police Commission rules.

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3. The Commission, in conjunction with the City's Human Resources Department, will ensure that the testing procedures used for promotion shall be job related and non-discriminatory.
- C. Departmental Authority and Responsibility

The authority and responsibility for administering the department's role in the promotion process is vested with the Chief of Police.
- D. Selection Process

The selection process will be established by the Chief in conjunction with the Board of Fire and Police Commission. A Special Order will outline the process to include, but not limited to, a written test, assessment center, oral interview panels, work history review and/or departmental evaluations.
- E. The Board of Fire and Police Commission will create an eligibility list. The Chief of Police has the discretion to select any person from the eligibility list for promotion.
- F. Appeal Process
 1. Promotion process appeal and administrative review – sergeant:
 - a. Officers have the right to challenge any aspect of the promotion process, and may do so by submitting a written request for appeal and review to the Chief of Police and/or testing vendor. The request must specify the reason(s) for review.
 - b. Areas subject to challenge may include review of answer keys used, review of written test results of scored elements, and review of promotional-potential reports.
 2. The request for review may be filed at any time during the promotion process that an employee becomes dissatisfied with the results of a specific process component. The officer shall forward a copy of the request for appeal and review to the City Manager and the Human Resources Director.
 3. Appeal and administrative review process will be conducted by the Chief of Police.
 - a. The Chief of Police shall make the final determination in the appeal and review process.
 - b. The Chief of Police will issue his findings or decision in writing to the candidate requesting same.
 - c. The Chief of Police will provide a written report on the results of the appeal and review process to City Manager and Human Resources Director.
- G. General Information
 1. Eligibility List. The list, once certified by the Commissioners, will be in effect for up to two (2) years.
 2. Probationary Status. Any officer promoted to sergeant will be on probation for the first year, during which time the officer can be reverted to his former rank at the discretion of the Chief of Police. There are no exceptions to the probationary period.
 3. Makeup Examinations/Interviews.
 - a. Should an officer not be able to participate in the written examination or the Board of Fire and Police Commissioners' oral interview on the dates scheduled, a makeup exam/oral interview may be given ONLY under VERY EXTENUATING CIRCUMSTANCES, i.e. death in the family, emergency hospitalization of candidate.

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- b. A written request to participate in a makeup exam/interview stating the circumstances why the initial exam/oral interview could not be taken on the date(s) scheduled, will be submitted to the Chief of Police.

The Chief of Police will forward such request to the Board of Fire and Police Commissioners. The granting of the makeup exam/oral interview will be evaluated by the Board of Fire and Police Commissioners, and approval or disapproval will be at the Board's discretion.

- c. Should an officer be unable to attend his scheduled Police oral interview, a makeup interview may be given only under emergency circumstances. The officer will submit a written request to the Chief of Police requesting a makeup interview. The granting of a makeup interview will be evaluated by the Chief of Police and approval or disapproval will be at his discretion.
4. All sworn officers meeting the basic eligibility requirements will be allowed to re-apply and participate in future promotional tests, regardless of the results of past promotional processes.
5. All materials used in the promotional process will be kept secure.

II. ANNOUNCEMENT OF PROMOTION PROCESS

The Department will provide officers with a written announcement of the promotional process, and it shall include but shall not be limited to:

- A. A description of the position(s) for which vacancies exist or eligibility lists are to be made;
- B. A schedule of dates, times and locations of all elements of the process;
- C. A description of eligibility requirements;
- D. A description of the process to be used in selecting officers for the vacancies; and
- E. Recommended Reading List (if applicable).

III. EVALUATION OF PROMOTION PROCESS

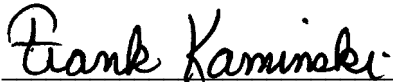
This General Order will be evaluated prior to the beginning of any promotional process and will be revised when necessary. Areas of special interest will be:

- A. Effectiveness relative to selecting the best qualified candidates in a fair and equitable manner;
- B. Elements of the process that may become obsolete or have unintended effects; and
- C. Circumstances concerning validity, utility, and adverse impact.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Compensation, Benefits, and Conditions of Work	Number GO 9.14	Revised Date	Effective Date May 1, 2015	Page 1 of 6
Index As: compensatory time, benefits, overtime			Approved By Frank Kaminski Chief of Police	

POLICY It is the policy of the Park Ridge Police Department to provide a competitive compensation and benefits package sufficient to attract and retain competent, qualified personnel. The purpose of this order is to describe the compensation and benefits offered to the employees of the Park Ridge Police Department.

I. EMPLOYEE SALARY PROGRAM

The Park Ridge Police Department Employee Salary Program is governed by the policies and procedures of the City of Park Ridge Employee Manual, Section 2, Compensation Benefits, and by applicable, collective bargaining agreements/contracts. The Employee Salary Program shall address the following areas:

A. Entry level salary

1. Initial appointments are made at the minimum pay step of the applicable job classification salary range.
2. Entry-level salaries for all department members are listed in the salary schedule, which is maintained and updated (as needed) by the City Finance Department Payroll Clerk. The salary schedule is available for review during normal business hours. The entry level salary for all sworn patrol officers is also listed in their current collective bargaining contract.

B. Salary differential

1. Within ranks. Each job classification (rank) within the department has an established multi-step pay range plan.
2. Between ranks. The department maintains a pay differential between each job classification (rank). Salary differential within and between ranks of sworn officers is negotiated by the applicable recognized collective bargaining unit and is contained in their respective agreement/contract.
3. Salary differential within and between job classifications of non-sworn employees is established by the City Manager and Human Resources Department.
4. Salary schedules (pay steps) for sworn officers are also incorporated into their applicable agreements/contracts.

C. Special Assignment Salary. This is available only to sworn officers and is also referred to as a discretionary bonus. This is provided for special assignments/skills and is determined by the current patrol officers' contract.

D. Determining Elements of the Salary Program

1. Elements of sworn patrol officers' salary programs, sergeants and some non-sworn positions are determined by negotiations between collective bargaining units/negotiating teams and the City Manager or his designee.
2. Elements of the salary program for all personnel who are not participants in a collective bargaining unit are determined by:
 - a. Performance evaluation,
 - b. Consultation with the Chief of Police and City Manager,

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- c. Comparison of wages of City employees in other City departments, and
- d. Comparison of wages and benefits of employees in like positions in other communities similar in size and social economic makeup.

- 3. The Employee Salary Program is reviewed annually by the Chief of Police as part of the budget review process.
- 4. The final approving authority on salary and wage levels for all employees is the City Manager and the City Council.

II. EMPLOYEE SALARY AUGMENTATION

- A. Employee salary augmentation includes pay that is added to the base salary of any employee, such as special assignment bonus, or temporary assignment to a supervisory position with a higher base salary. Temporary assignments are referred to in the City of Park Ridge Employee Manual, Section 2, Compensation Benefits.
- B. The provisions and terms of any salary augmentation are subject to collective bargaining agreements and/or the approval of the Chief of Police and City Manager.

III. OVERTIME POLICY

- A. Sworn officers above the rank of commander receive no overtime pay.
- B. Provisions for non-sworn employees who are not covered by a collective bargaining agreement are governed under the City of Park Ridge Employee Manual, Section 2, Compensation Benefits.
- C. Sworn officers below the rank of Deputy Chief can elect to take compensatory time or money as their overtime.
- D. In the case of sworn officers below the rank of commander, overtime is negotiated by the respective employee group and provisions are described in their current contract/agreement.
- E. All department overtime policies have been developed in accordance with the Fair Labor Standards Act (FLSA).

IV. FRINGE BENEFITS

Fringe benefits provided to employees are set by the City Manager and are published in the City of Park Ridge Employee Manual, Section 2, Compensation Benefits. Additional fringe benefits applicable to specific employee groups are contained in their respective contracts.

A. Leave Time Provisions

- 1. Holiday leave
 - a. The provisions for non-sworn employees are contained in the City of Park Ridge Employee Manual, Section 3, Leave Time.
 - b. The provisions for sworn officers are contained in their respective employee group contract/agreement.
- 2. Sick leave
 - a. The provisions for sworn and non-sworn employees are contained in the City of Park Ridge Employee Manual, Section 3, Leave Time.
 - b. Additional provisions for sworn officers, sergeants, and select non-sworn employees are contained in their respective employee group agreements.
 - c. Sick leave procedures can be found in the General Order regarding on and off-duty injuries or illnesses.
- 3. Vacation leave

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- a. The provisions for non-sworn employees are contained in the City of Park Ridge Employee Manual, Section 3, Leave Time.
 - b. The provisions for sworn officers, sergeants, and select non-sworn members are contained in their respective employee group contracts/agreements. The vacation selection for all members is governed by department policy, issued annually.
 - c. Advanced leave time selection procedures are determined by the Deputy Chiefs, in a manner approved by the Chief of Police.
4. Administrative leave. This encompasses the below listed categories of leave. The provisions for non-sworn employees and sworn officers are contained in the City of Park Ridge Employee Manual, Section 3, Leave Time.
- a. Funeral leave* is taken upon arrangement with the member's supervisor and in accordance with the City Employee Manual and the Labor Contract/Agreement for each employee group.
 - b. The following administrative leaves of absence are taken only after members complete a written request and submit it to the Chief of Police through the chain of command:
 - 1) Military,
 - 2) Maternity*,
 - 3) Guard and reserve duty,
 - 4) Civil duty, and
 - 5) Educational.
 - c. The following administrative leaves of absence are taken only with permission from the Chief of Police:
 - 1) Emergency, and
 - 2) Special

*Provisions for funeral and maternity leave for sworn officers are contained in their respective employee group contract/agreement. These provisions supersede the provisions in the Employee Manual.

B. Retirement Programs

- 1. Sworn personnel. All retirement provisions (Pension Plan) for sworn personnel are determined by Illinois State Law, Illinois Revised Statutes, 40 ILCS 51, Article 3. Additional information on the Pension Plan can be obtained from the Park Ridge Police Department Pension Fund Board of Trustees.
- 2. Civilian personnel. All retirement provisions for designated civilian personnel are determined by the Illinois Municipal Retirement Fund (IMRF). Information on these retirement provisions is available from the City of Park Ridge Human Resources Director.

NOTE: If an employee works less than 19.23 hours per week, he is not eligible for IMRF or any other retirement benefits.

C. Required Clothing and Equipment

- 1. The department will provide certain necessary items of special clothing (uniforms) and equipment to employees.

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2. The above clothing/equipment and/or the amount of any applicable yearly clothing allowance provided to sworn officers is subject to negotiation and is contained in the officer's respective agreement/contract.
3. Non-sworn employees who are required to wear special clothing (uniforms) will be issued such necessary clothing/equipment at no cost to the employee.

D. Educational Benefits

Authorized training expenses. The City of Park Ridge will pay various amounts for expenses incurred through authorized training, i.e. program registration, lodging, transportation, and meals. For information on specific amounts payable, refer to the City of Park Ridge Employee Manual, Section 1, Policy 13, Travel.

E. Personnel Support Services

1. Employee Assistance Program (EAP)

The City of Park Ridge makes available to all employees an Employee Assistance Program (EAP) designed to assist in the identification and resolution of concerns or problems (either job-related or personal) that may adversely affect an employee's professional or personal well-being or job performance. The EAP is provided by a vendor, as selected by the City, identified in the Employee Manual, Section 2, Policy 22, Benefits. Personnel concerns may include, but are not limited to, health situations, marital status, family, financial, substance abuse, emotional/stress, or other personal matter.

- a. Procedures for obtaining program services are listed in the vendor's brochure, EAP website, and by way of telephone. The telephone number is posted throughout the City on bulletin boards or can be obtained through Human Resources.
- b. The EAP vendor, by way of agreement with the City, provides confidential, appropriate, timely problem assessment services.
- c. Based on the initial EAP assessment, EAP vendors will make referrals for long-term services, either workplace or community resources, for appropriate diagnosis, treatment, and/or follow-up.
- d. Any supervisor who refers an employee to EAP will provide appropriate documentation by way of a memorandum directed to the Chief of Police regarding the referral. This is a notification only and will not disclose confidential issues.
- e. Based on the nature of the work-performance or behavior identified, any supervisor may make a formal EAP referral as part of a corrective action to ensure that the employee is given the opportunity for assistance. In a formal EAP referral, the EAP will report compliance of the employee. For informal EAP referral, the employee may elect to discontinue participation at any time.
- f. All records regarding employees admitted to the program are confidential, consistent with State guidelines. The EAP vendor may make appropriate notifications to the Chief of Police and Human Resources Department in the event the employee is unable to continue their duties while involved in the program.
- g. All supervisory personnel will receive training by way of review of this General Order, including the supervisor's role and responsibility in the identification of employee behaviors that would indicate potential problems. Additionally, supervisors will be given training by a representative of the

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EAP vendor regarding the referral program and resources. Additional training may include but is not limited to: supervisory school, school or police staff and command, and/or NEMRT classes.

2. Any member may also discuss their personal problems with available staff of the department's Social Services Unit, Chaplain Team, or a member of the department's Peer Support Program.

F. Health Insurance/Disability/Death Benefits Programs

1. Provisions for non-sworn employees are contained in the City of Park Ridge Employee Manual, Section 2, Policy 22, Benefits.
2. Additional provisions for sworn officers are contained in:
 - a. The City of Park Ridge Employee Manual, Section 2, Policy 22, Benefits, and
 - b. The sworn officer's applicable agreement/contract.

G. Liability Protection

1. Workers Compensation – Work Related Injuries
 - a. Statutory Limit
2. Law Enforcement Liability

Covers bodily injury and personal injury caused by any act of the insured in making or attempting to make an arrest while acting within the scope of his duties including:

 - a. Assault and battery,
 - b. Discrimination,
 - c. False arrest,
 - d. Detention or imprisonment,
 - e. Malicious prosecution,
 - f. False or improper service of process, and
 - g. Public utterance of libel or slander or other defamatory or disparaging material.

- H. Injury on duty. See the General Order regarding on and off-duty injuries and illnesses.

V. PHYSICAL EXAMINATIONS

Required – All Department Members

- A. All physical examinations conducted at the request of the department, by a departmental physician, are provided at no cost to the member.
- B. All members undergoing physical examinations at the request of the department will be considered to be on special duty assignment, subject to all department rules, regulations, and procedures.

VI. CONTRACTED LAW ENFORCEMENT ARRANGEMENTS

In the event any department member participates in any contracted law enforcement arrangement, he will not be penalized in any way nor have any employment rights abridged. Examples of such employee rights are:

- A. Promotional opportunities,
- B. Training opportunities,

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- C. Fringe benefits,
- D. Participation in extra details and hire backs, and
- E. Consideration for other special assignments.

VII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Peer Support Program	Number GO 9.15	Revised Date June 18, 2020	Effective Date May 1, 2015	Page 1 of 4
Index As: counseling, crisis intervention, employee assistance, peer support program			Approved By Frank Kaminski Chief of Police	

POLICY: The Park Ridge Police Department is committed to ensuring the safety and well-being of all members and their families. The Department recognizes that members may experience personal difficulties that may adversely affect their personal and professional lives. The Department supports and encourages members in securing quality, confidential assistance. In keeping with this commitment, the Department establishes the Peer Support Program staffed with trained Park Ridge Police Department peer counselors who provide confidential consultation and referrals.

The Peer Support Program is structured around the concept of confidentiality, which mandates that no information, including identifying factors, identifying biographical material, notes, or therapy issues, be reported to or requested by the Department. Individual members may expect, and will be granted, complete privacy when voluntarily seeking counseling assistance through the Peer Support Program.

I. DEFINITIONS

- A. **CRISIS:** An event or sequence of events affecting an individual's personal and/or professional life that culminates in behavior that poses a threat to the emotional and physical safety or well-being of that individual or other persons. A crisis includes, but is not limited to, situations in which:
 - 1. A Department member is having severe physical/emotional difficulties and is in need of immediate attention, or
 - 2. A Department member is experiencing difficulties with alcohol or suicidal thoughts or threats and is in need of immediate attention.
- B. **CRISIS INTERVENTION:** Immediate, on-the-spot assistance to individuals with acute difficulties that threaten their physical and/or mental well-being. This service is directed towards immediate crises in contrast to resolving long-term problems.
 - 1. Crisis intervention has an important role in defusing and resolving immediate or emergency situations. Prevention is far more preferable as a means of resolving personal and problematic issues.
 - 2. Crisis situations require immediate action to ensure the Department member's safety and emotional and physical well-being. Every member's circumstances are unique and require action based on the nature of the crisis.
 - 3. It must be determined if the member is safe from harm, is a danger to others, or has medical needs that must be addressed.

II. GENERAL INFORMATION

- A. The Peer Support Program of the Park Ridge Police Department is staffed by current Department members and requires the voluntary involvement of Department members who are seeking counseling.
- B. All of the services offered by the Peer Support Program are available to all Department members.
- C. To request counseling services, a member may contact a listed peer supporter directly or the Employee Assistance Program phone number 800-227-8620.

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- D. Employees may seek support from any peer support member, and do not have to stay within their work group.
- E. All counseling services provided by the Peer Support Program are free of charge. Referrals to a private therapist, specialist, outside agency, or hospital, however, are for-profit, non-Department providers that may charge a fee.
- F. If after receiving outside services, the member may set up a follow-up session with the Peer Support Program.

III. SERVICES AVAILABLE

- A. The Peer Support Program is established to provide confidential supportive assistance, including peer counseling, peer support, and referral services for all Department members. Comprehensive services include referrals for Crisis Intervention Services, Substance Abuse, Gambling Abuse, Marriage and Couples Counseling, Individual Counseling, Family Crisis Intervention, Grief Counseling, Anger Management, and Conflict Resolution Counseling.
- B. The services provided by the Peer Support Program Unit are designed and tailored to meet the unique needs of each and every Department member seeking assistance. This is accomplished by maintaining a network of quality resources (e.g., treatment facilities, self-help and support groups) that allows the unit to respond promptly to the needs of individuals.
- C. Organizational resources and support needed to assist peer employees:
 - 1. The peer supporter is authorized to use department facilities to meet with employees, with appropriate prior approval as necessary.
 - 2. The peer supporter is permitted to consult with off-duty employees.
- D. In furtherance of our plan to provide regional peer support to sworn officers, the Department has purchased a software subscription from Velan Solutions entitled, "We Never Walk Alone", (www.weneverwalkalone.org). This software was spearheaded by the Peer Support Team of Des Plaines Police Department and will provide the all members of our agency with access to peer support team members from other agencies (as well as our own). The software is password protected, and within the software will be a list of vetted professional counselors who stand ready to assist law enforcement officers in time of need. Also within the software, will be a variety of resources and educational materials applicable to law enforcement officers. Any new members will receive an email with the first time log in information from the system administrator. All members are required to have a sign-on and have access to the website.

IV. DEPARTMENT REFERRALS TO THE PEER SUPPORT PROGRAM

- A. Department command and supervisory personnel have the authority and the responsibility to make members under their supervision aware of the Peer Support Program when appropriate.
- B. Department members will be assured that any consultation with the Peer Support Program Unit will be confidential.
- C. In a crisis or emergency, supervisors will recommend immediate intervention by any of the following: Department Chaplains, Department Social Worker, The Peer Support Program, or the Employee Assistance Program (800-227-8620) and www.weneverwalkalone.org
- D. Recommendations or referrals to the Peer Support Program will not be used as a substitute for the disciplinary process, but should be a first option for a supervisor if it is a viable option.
- E. Unit commanding officers and/or supervisors may contact the Peer Support Program for information about the counseling program or the referral process.

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- F. The procedures contained in this order do not relieve unit commanding officers of their responsibility to counsel members as set forth in existing Department General Orders.

V. **CONFIDENTIALITY**

- A. The acceptance and success of the Park Ridge Police Department's Peer Support Program will be determined, in part, by observance of confidentiality. One of the most important responsibilities for a peer supporter is the promotion of trust, anonymity, and confidentiality for the employee who seeks assistance through the Peer Support Program.
- B. Each supporter will advise the respective employee that the relationship between the peer supporter and the supported person is not an alternative to the operational chain of command, nor does it offer a way for an employee to avoid accountability for his or her actions.
- C. The peer supporter will maintain confidentiality and will not discuss any information developed in a peer support session, except as required by Department policy and by law. Supporters will advise members seeking support of the exceptions to confidentiality and that no confidential "privileged communication" otherwise recognized by law shall arise from the status of the peer supporter (see discussion of client privilege below).
- D. **Exceptions to Confidentiality**
1. The peer supporter is not exempt from federal, state, local laws, or rules and regulations of the Department. The services provided by the Peer Support Program are covered by the confidentiality policy unless exceptions are imposed by law or by ethical constraints mandated in the regulations of professional counseling organizations. The exceptions to the confidentiality policy imposed on all peer supporters are:
 - a. The City of Park Ridge Employee Manual requires members to report to another member's supervisor or the Chief, as appropriate, any violations of the rules and regulations, or any improper conduct, or any information concerning any crime or any unlawful action.
 - b. Threats of Physical Harm: If any individual in counseling threatens to harm another person, the counselor is required by law and professional regulation to notify the person threatened and the local police department.
 - c. Suicide: Any peer supporter who reasonably believes that a client is seriously contemplating suicide is required by law to do everything possible to prevent such an attempt, including making whatever notifications necessary to stop the attempted suicide.
 - d. Child Abuse: If a client discloses participation in abusing a child, the peer supporter must notify the appropriate agency of such abuse.
 - e. Senior Abuse: If a client discloses participation in abusing a senior citizen, the peer supporter must notify the appropriate agency of such abuse.
 - f. The peer supporter is involved as a participant or witness: If a peer supporter is involved as a participant or witness to any of the actions listed above, the peer supporter must report the actions and may not participate in a confidential (privacy-protected) support relationship with the member whose actions were shared or witnessed.
- E. **Client Privilege**
1. Client Privilege is a legal issue. Unlike certain licensed professionals, who are granted client-privilege under state statute, peers supporters do not have the right to claim client privilege in a court of law.

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2. Situations such as police shootings, excessive force, or civil law suits present requirements for the peer supporter to advise the person that the contents of their conversations could be subject to subpoena.

F. A general principle for peer supporters to follow is to inform the person requesting support, prior to discussion, about what the limitations and expectations are regarding the information revealed. In those cases where a question regarding confidentiality arises, the peer supporter must immediately contact the Chief who will take appropriate action.

G. The peer supporter will not be ordered to give information to the department concerning the content of peer support sessions for administrative purposes, except as listed in the above exceptions.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Selection of Sworn Police Officers	Number GO 9.16	Revised Date September 16, 2020	Effective Date May 1, 2015	Page 1 of 4
Index As: Selection of Sworn Officers			Approved By Frank Kaminski Chief of Police	

POLICY It is the policy of the Park Ridge Police Department, in cooperation with the Park Ridge Board of Fire and Police Commissioners and the Manager of Human Resources, to maintain an efficient, effective, and unbiased selection process. The purpose of this order is to establish policy and procedures for the selection of entry level sworn police officers.

I. OBJECTIVE

The objective of the selection process is to acquire those individuals who best possess the skills, knowledge, and abilities necessary to be effective police officers in the City of Park Ridge. All elements of the selection process shall comply with both statutory and ordinance requirements and use only those rating criteria or minimum qualifications that are job related.

II. AUTHORITY AND RESPONSIBILITY - LEGAL

- A. Empowering and controlling legislation and rules are contained in the following source documents:
 - 1. Illinois Compiled Statutes Section 5/10-2.1
 - 2. Municipal Code of Park Ridge, especially Article 4, Chapter 4, et seq.
 - 3. City of Park Ridge Employee Manual
 - 4. Rules of the Board of Fire and Police Commissioners
 - 5. General Orders of the Park Ridge Police Department
 - 6. Related Federal and State legislation and case law
- B. The authority and responsibility for selection of Park Ridge police officers is shared by three (3) components:
 - 1. Park Ridge Board of Fire and Police Commissioners
 - 2. Chief of Police
 - 3. Manager of Human Resources

III. AUTHORITY AND RESPONSIBILITY OF THE BOARD OF FIRE AND POLICE COMMISSIONERS (BOARD)

- A. Established under home rule authority, promulgates rules and qualification standards for police officer selection, and may utilize testing agencies in designing, choosing and conducting selection testing; receives and may act upon recommendations of the Chief of Police and the Human Resources Manager.
- B. Responsible for the following selection testing events (not in any order) and ordinarily accomplishes them by utilizing a testing agency and the resources of the Chief of Police and the Human Resources Manager:
 - 1. Public announcement and advertising of selection events
 - 2. Accepting applications of candidates
 - 3. Candidate orientation, where they are advised of all elements of the selection process
 - 4. Candidate physical agility test
 - 5. Candidate written examination events

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6. Compilation of pass/fail lists
7. Candidate fingerprint submission
8. Candidate driver record inquiry
9. Candidate Board interview with member of police staff and/or Human Resources staff present
- C. Subsequent to the above events, establishes a list of eligible qualified police officer candidates. Non-eligible and unsuccessful candidates may reapply for the next test cycle.
- D. Provides an established eligibility list to the Chief of Police.
- E. The Chief of Police or his designee acts as the police department liaison to the Board during all selection activities.
- F. The Human Resources Manager also liaisons with the Board.

IV. **AUTHORITY AND RESPONSIBILITY – CHIEF OF POLICE**

- A. Liaisons with the Board and the Human Resources Manager to maintain a current established list of qualified candidates.
- B. Monitors cycles of testing agencies, anticipates position vacancies, makes recommendations to the Board regarding necessary timetables, improvements in the selection process, and changes in physical qualifications (age, height, weight, sensory, agility, fitness) made necessary by law, court decision or impact study results.
- C. May hold membership on advisory boards of testing agencies, and makes recommendations to the Board on choosing tests, events, and testing agencies.
- D. When intending to fill a vacant position, must utilize the established list of eligible qualified police officer candidates developed and approved by the Board.
- E. Has the authority to appoint any candidate from the Board's established list of eligible qualified candidates, regardless of rank order on the Board's list.
- F. May require additional testing events prior to candidate appointment. Such events include, but are not limited to:
 1. Candidate psychological fitness and emotional stability examination conducted by a qualified professional psychologist or psychiatrist.
 2. Candidate polygraph submission conducted by trained polygraph examiners. A candidate's failure of a polygraph examination shall not be the sole criterion used to exclude a candidate for appointment.
 3. Candidate substance abuse bodily fluid submission (alcohol abuse test to come after job offer). Evidence of controlled substance use or substance abuse will disqualify the candidate.
 4. Candidate substance abuse profile
 5. Additional written exams or oral interviews
 6. Candidate background investigation conducted by an officer who has received training in background investigation, using a checklist form to include:
 - a. Interviews of at least three (3) neighbors, references, or others
 - b. Employment history
 - c. Education history
 - d. Criminal history (convictions only)
 - e. Driving record

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f. Other

The background investigation file becomes part of the employee's file for hired candidates. Background investigation files of unsuccessful candidates are maintained in the personnel office for a period of no more than five (5) years.

7. Police staff interviews the candidate using job related questions.
8. Candidate medical examination by a licensed physician and alcohol abuse testing/profiling, but only subsequent and contingent to the job offer. Medical problems likely to result in withdrawing a job offer include health and disability conditions that are beyond reasonable accommodation as to:
 - a. Candidates ability to perform the essential functions of chasing and apprehending persons on foot, hand-to-hand combat with and control of resisting arrestees, driving, reading and writing, learning, articulate court testimony and police radio conversations, animal control, rendering first aid, and seeing and hearing under adverse conditions.
 - b. Direct threat risk to coworkers, arrestees, and injured persons by a candidate infected with a communicable or transmittable disease during casual contact, hand-to-hand combat or first aid activities.
 - c. Direct threat risk to the candidate, to coworkers, and to the public by a candidate who abuses alcohol, is prone to seizures or loss of muscular or skeletal functions.

G. Upon appointing a candidate, notifies the Board and provides opportunity to ensure that the candidate:

1. Completes the Oath of Office
2. Receives appropriate employee orientation
3. Satisfactorily completes necessary training
4. Satisfactorily completes a two-year probationary period as established by the Board. No probation period shall be less than two (2) years.

NOTE: An employee may be terminated at any time during the probation period.

H. Unsuccessful candidates may reapply in any subsequent test cycle.

V. AUTHORITY AND RESPONSIBILITY – HUMAN RESOURCES MANAGER

- A. Ensures that the physical and age qualifications as established by the Board:
 1. Comply with Federal and State legislation
 2. Meet case law standards for validity, utility, and minimum adverse impact
- B. Ensures that whether locally designed and administered or designed and administered by a testing agency, all phases, events, and candidate interviews conducted during each selection cycle have been documented as having sufficient validity and utility, and contain no adverse treatment and minimum adverse impact to minority groups protected by legislation. Related documentation provided by a testing agency may be utilized.
- C. Maintains files of the documents which may show test validity through one or more of the following:
 1. Criterion-related validation
 2. Construct validation
 3. Content validation

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- D. Endeavors to ensure that adverse impact of each selection cycle is measured by comparing selection rates by race, sex, and ethnic group against the group having the highest selection rate; takes action to minimize any evidenced adverse impact by making recommendations for change in the selection process or individual event; maintains related documentation on file.
- E. Ensures that the process of each selection cycle was administered, scored, evaluated, and interpreted in a uniform manner.
- F. Responsible for secure storage and disposal practices related to test instruments of successful and non-successful candidates, background investigations and candidate records of non-successful candidates, scoring methods, and response to related inquiries in accordance with Illinois compiled statistics.
- G. Ensures that all candidates are informed of the following:
 - 1. A list of all elements of the selection process and the expected duration of the process.
 - 2. Notification in writing within thirty (30) days those found to be ineligible and notification to them of the reapplication process, when applicable.
 - 3. Provide eligible candidates a list of areas from which polygraph questions may be drawn.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Park Ridge Volunteer Corps	Number GO 9.17	Revised Date	Effective Date May 1, 2015	Page 1 of 6
Index As: Volunteer Corps			Approved By Frank Kaminski Chief of Police	

POLICY The Police Department sponsors and maintains the Park Ridge Volunteer Corps (PRVC) which is comprised of the Citizen's Patrol, Community Response Team (CERT), Police Chaplains Program, Citizen's Police Academies, Explorer Post, internships, and Animal Commission. Members in the above groups shall be qualified volunteers who are interested in law enforcement. These volunteers will provide assistance to members of the department, primarily in law enforcement related community service functions, i.e., serve as a resource in emergencies and large scale events, and observe and report situations for follow-up intervention by sworn department members or other City department personnel, i.e. Public Works, Fire, etc. They hold no police powers and may not represent themselves as police officers. Volunteers are an important part of any organization and are proven to be a valuable asset to law enforcement agencies. Volunteers help to increase police responsiveness, service delivery, and information input, and they provide new program opportunities. In addition, volunteers can bring new skills and expertise to the job and prompt new enthusiasm. It is the policy of this police department to use qualified volunteers for specified tasks and duties that can enhance efficiencies for the department, improve services to the community and strengthen the relationship with those we serve. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel. The purpose of this General Order is to define the roles of volunteers affiliated with our department working part-time in a non-sworn capacity, without compensation, because of their interest in contributing to our agency's role in a support capacity.

I. DEFINITION

Volunteer - Someone who performs service for the department without promise, expectation, or receipt of compensation for services rendered. In the Park Ridge Police Department, this includes the Chaplains, interns, Citizens Patrol, Law Enforcement Explorer Post 911, Community Emergency Response Team, Parent Patrol, Peer Jury, Animal Commission and Police Academy and Senior Police Academy participants.

II. ADMINISTRATION

The Chief will name a Coordinator of Volunteers. This Coordinator is responsible for the administration of the volunteer program. All requests for volunteers, other than for Police Explorers, will be routed through the designated chain of command for review and volunteer selection. Duties of the Coordinator include:

- Recruiting, selecting, and training qualified volunteers for various positions
- Maintaining "personnel records" for each volunteer
- Maintaining policies and responsibilities for all volunteers
- Maintaining a record of volunteer schedules and work hours
- Completion and dissemination as appropriate of all necessary paperwork and information
- Planning periodic recognition events
- Conduct regular assessments of programmatic areas
- Administering discipline if required

III. RECRUITING

Volunteers will be recruited on a continuous basis. All recruitment will be consistent with the Department's policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process shall be an interest in, and the ability to, assist the

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Department in serving the public.

IV. SCREENING

All prospective volunteers shall complete the volunteer application form. The Coordinator of Volunteers, or designee, will conduct a face-to-face interview with an applicant under consideration. A documented background investigation shall be completed on each volunteer applicant and shall include but not necessarily be limited to the following:

- Traffic and criminal record
- Employment
- References

V. SELECTION & PLACEMENT

- Upon their selection, applicants shall receive a confirmation letter prior to the start of service.
- All volunteers shall be required to sign a volunteer agreement.
- Volunteers shall be placed only in job assignments or programs that are consistent with the knowledge, skills, abilities, and needs of the agency.

VI. TRAINING

- Volunteers shall be provided with an orientation program to acquaint them with the department, personnel, policies, and procedures that have a direct impact on their work assignment.
- Volunteers shall receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position.
- Volunteers shall receive periodic ongoing training as deemed appropriate by their supervisor or the Coordinator of Volunteers.
- Training shall reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are, sworn officers or other full-time members of the department. They shall always represent themselves as volunteers.
- All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the department.

VII. FITNESS FOR DUTY

No volunteer shall report to work or be on duty when his or her judgment or physical condition has been impaired by alcohol, medication, other substances, illness, or injury. Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

- Driver's license status change
- Medical condition
- Arrests
- Personal involvement in criminal investigations

VIII. DRESS CODE

Volunteers will conform to department-approved dress consistent with their duty assignment. Uniforms authorized for volunteers will be readily distinguishable from those worn by sworn officers. No volunteer shall wear his or her uniform or identifiable parts of that uniform while off duty. Volunteers are required to return any issued uniform or agency clothing at the termination of service.

IX. CONFIDENTIALITY

- With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor

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or departmental policy, all police information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by departmental policy and supervisory personnel.

- B. Each volunteer shall sign a nondisclosure agreement. Subsequent disclosure of any confidential information, verbally in writing, or by any other means, shall be grounds for immediate dismissal and possible criminal prosecution.
- C. Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the agency, or maintain that they represent the agency in such matters without permission from the proper agency personnel.

X. PROPERTY & EQUIPMENT

Volunteers will be issued an identification card that must be worn at all times while on duty. Any fixed and portable equipment issued by the agency shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

XI. DISCIPLINARY PROCEDURES

A volunteer may be removed from the volunteer program at the discretion of the Chief. Termination of volunteers shall not be subject to due process considerations and volunteers shall have no property interests in their continued employment.

XII. THE CITIZENS PATROL

The Park Ridge Citizens Patrol, Inc. (a not-for-profit organization) was established in October 1979 to seek and train civilian adults to assist our department through observations and reporting, to provide additional personnel when an emergency occurs, and to support our department's community relations activities.

- A. Members must be twenty-five (25) years or older, have no criminal record, have a satisfactory driving record, live or work in our community, and be capable of accepting responsibilities assigned to them and fulfilling the obligations of such responsibilities.
- B. For administrative and liaison purposes, the Citizens Patrol is considered a program of the Police Department, and one police supervisor is appointed to provide leadership, training, supervision, and support.

XIII. THE EXPLORER POST

The Explorer Post was established in April 1983. It provides young men and women between the ages of fourteen (14) and twenty-one (21) with classroom and field training experience in law enforcement. The department's Explorer Post (number 911) is affiliated with the Learning for Life Organization. Members are selected through application by the Community Relations Section. High school students requesting internships with the Police Department will be offered the opportunity to apply to the Explorer Post.

XIV. DUTIES

Citizens Patrol and Explorer Post members will function in community relations support activities and other civilian level support activities. These activities will include but are not limited to:

- A. Assisting with traffic control for community events,
- B. Assisting with community events, i.e. crime prevention efforts, puppet shows, bicycle safety classes, etc., and
- C. Assisting the department during natural and man-made disasters.

XV. TRAINING

- A. Citizens Patrol

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1. Training the members of the Citizens Patrol is the responsibility of the Citizens Patrol Liaison.
 2. The Training Program will consist of initial and continued training in all areas of street operations such as, but not limited to:
 - a. Traffic and crowd control,
 - b. Observation techniques,
 - c. Reporting techniques,
 - d. Radio procedures,
 - e. CPR and First Aid,
 - f. Police operations,
 - g. Report writing,
 - h. Criminal and traffic laws,
 - i. Beat areas and deployment,
 - j. Equipment use,
 - k. Code of ethics,
 - l. Base operations,
 - m. Forms and incident reporting, and
 - n. Patrol procedures.
 3. Members of the Citizens Patrol will receive a formal roll call, conducted by the watch supervisor or his designee, prior to being deployed in their daily field assignment.
- B. Explorer Post
1. Explorers will receive training from Post advisors or their designees. Post advisors are comprised of sworn police officers as well as civilian adult advisors.
 2. Explorers shall receive classroom training in the following listed topical areas. Field training in these areas may be conducted by department personnel when appropriate:
 - a. Arrest procedures,
 - b. Weapon safety,
 - c. Criminal law,
 - d. Report writing,
 - e. Traffic direction,
 - f. Traffic/felony stops,
 - g. Evidence procedures, and
 - h. Police operations.
- C. Training for the Community Response Team (CERT), Police Chaplains Program, Citizen's Police Academies, internships, and Animal Commission will be managed by the Administrative Commander.
- D. When PRVC members are assigned to special events, they will receive the training necessary to complete their field assignment. Every assignment will have a designated police officer in charge who will coordinate the details of the assignment with the PRVC representative.
- E. All members of the PRVC will receive ongoing, updated training as it pertains to their specific programmatic areas.

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XVI. IDENTIFICATION/UNIFORMS

- A. Citizens Patrol members will exhibit an identification card in plain view while actively on duty. An identifiable Park Ridge Citizens Patrol placard will also be displayed on the rear window of the vehicles of Citizens Patrol members while they are on-duty. Jacket and baseball type hat displaying the Citizens Patrol insignia, as authorized by the Chief of Police may also be worn.
- B. The uniform of a Police Explorer Post member is clearly distinguishable from the uniform of any department officer. The Explorer Post member uniform will be used for the interest of the Explorer Post and worn for events and training only. The current Police Explorer Post uniform specifications are as follows:
 - 1. Uniform A
 - a. Silver tan short sleeve polyester uniform shirt with Park Ridge Explorer patch on the left shoulder, an American flag displayed as designated by U.S. Military standards, and an Explorer rocker patch on the right shoulder of the uniform shirt as provided by Explorer Post 911.
 - b. Black slacks (a BDU six-pocket bloused style is preferred).
 - c. Black shoes (work boots without a steel toe are preferred).
 - d. Plain black equipment holders for the necessary equipment needed for the specific event.
 - e. A white T-shirt will be worn under the silver tan short sleeve uniform shirt at all times.
 - 2. Uniform B
 - a. White T-shirt bearing the Explorer Post 911 logo on the upper left chest area
 - b. Navy blue sweatpants
 - c. Gym shoes (white gym shoes are preferred).
 - 3. Approved uniform for Explorers who participate in a ride-along – Explorers who participate in a ride-along will wear the Explorer Uniform A. The approved cold weather gear may accompany the uniform. Explorers will also have necessary equipment that will include, but not be limited to, a pen, paper, Post 911 traffic vest, ID, flashlight, handcuff key, and rubber gloves.
- C. No member of the PRVC is authorized to wear or display on their clothing the official patches of the Park Ridge Police Department.

XVII. PROCEDURES- POLICE CHAPLAIN

- A. The police chaplain will serve as a resource person who voluntarily provides pastoral care, counseling, and assistance to police department personnel, their families, and the community.
- B. Department members or their family members may contact the chaplain on their own in times of personal stress or crisis. THESE MATTERS WILL BE HELD IN STRICT CONFIDENCE UNLESS THERE IS A DANGER OF DEATH OR VIOLENCE.
- C. The police chaplain is not a law enforcement officer but a man of God, duly ordained. His responsibility is to assist all officers, their families, and community members, upon request, on matters within the chaplain's realm. He shall not in any way interfere with an officer in the performance of his duties.
- D. The police chaplain is assigned to the Deputy Chief, under the supervision of the Administrative Commander. The chaplain is authorized to visit the agency and have access to all buildings and scenes where the presence of police officers necessitates need for his services.

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- E. The police chaplain shall carry on his person the identification card issued by the department. The police chaplain, when on duty, shall prominently display the proper department identification, be courteous, and conduct himself in a manner commensurate with his role and ministry.
- F. The police chaplain may converse with any member of the department whenever the need for such services arise. All conversations between department personnel, their families, and the police chaplain are strictly confidential, unless there is a danger of death or violence.
- G. The police chaplain shall be on call at all times. When the need for his services arise, the officer shall notify the on-duty watch supervisor prior to contacting the chaplain.
- H. Department members may call directly or request Post One to notify the police chaplain. Appropriate requests include, but are not limited to:
 - 1. Incidents involving serious injury, multiple victims, or fatalities handled by department members;
 - 2. Emergency or crisis situations when department members feel the chaplain's response would be beneficial to the officer or civilians involved;
 - 3. All death or serious injury notifications involving department personnel or citizens; and
 - 4. Debriefing and stress management with department members as a follow-up to critical incident situations.

XVIII. POLICE CHAPLAIN DUTIES AND RESPONSIBILITIES

- A. Assist in making death notifications;
- B. Visit sick and injured department personnel in the hospital and home;
- C. Attend and participate, when requested, in the funerals of active or retired members of the department or their family members;
- D. Be on call and, if possible, be present during any major situations requiring the presence of a large number of department personnel, or when requested by department personnel;
- E. Counsel officers and other personnel having personal problems, at their request;
- F. Participate in in-service training classes for personnel;
- G. Be willing to participate in training courses to enhance his/her effectiveness and abilities;
- H. Attend department functions, offering invocations and benedictions as requested;
- I. Respond to all major disasters such as bombings, building collapses, explosions, fires, etc;
- J. Be involved in public relations efforts;
- K. Provide liaison with other religious leaders in the community;
- L. Make referrals in cases where specialized attention is needed or in those cases beyond the chaplain's ability to assist; and
- M. Occasionally attend roll calls and ride-alongs with department personnel.

XIV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Police Cadet Program	Number GO 9.18	Revised Date	Effective Date November 20, 2018	Page 1 of 3
Index As: Police Cadet, Cadet Program, Cadet Evaluation, Cadet Appointment			Approved By Frank Kaminski Chief of Police	

I. PURPOSE

The Cadet Program is designed to provide enhanced training opportunities for young adults interested in a law enforcement career and provide the department with a pool of qualified candidates for the position of sworn police officer. The purpose of this order is to identify the organization and administration of the Police Cadet Program.

II. POLICY

It is the policy of the Park Ridge Police Department to provide an environment whereby young persons at least 18 and not yet 21 years of age are selected and trained for future positions as police officers. The primary emphasis of the program will be to provide training and experiences which will aid the cadet in determining if he or she is well suited for a possible career in police work. The program will also assist the Department in evaluating the cadet as a potential police officer.

III. PROGRAM

A. POLICE CADET ARREST POWERS

Police cadets are not sworn officers and do not have power of arrest. They will not carry any offensive or defensive weapons.

B. SELECTION OF POLICE CADETS

Selection of police cadets shall be in accordance with the applicable City of Park Ridge Board of Fire and Police Commissioners Administrative Rules and applicable City Ordinance.

IV. REQUIREMENTS OF POLICE CADETS

A. Educational Requirements

1. Cadets will attend an accredited college or university on a full time basis and enroll in a degree program.
2. Police cadets must submit a class schedule to the cadet supervisor after they have enrolled each semester, and they must submit to the cadet supervisor a copy of their transcript reflecting the courses completed and the grades achieved each semester.
3. Cadets will not be allowed to drop or withdraw from any course unless prior approval is received from the cadet supervisor. Such approval shall be given in the rarest of circumstances and then for good reason only. Academic performance will be one of the criteria used for evaluation.
4. While enrolled in college classes pursuant to the cadet program, cadets must maintain a grade point average of at least 2.5 on a scale of 4.0 and achieve a grade of at least "C" in all courses

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B. Employment Requirements

1. All cadets will work at the Park Ridge Police Department part time (up to 19 hours per week) while attending college full time. During the summer vacations, the cadets may work hours in excess of 19 hours per week at the discretion of the Chief of Police. The cadet supervisor, under the supervision of the Executive Officer of Administrative Services, will have the responsibility of providing overall supervision of cadets as well as scheduling their work assignments.
2. During the time cadets work at the Department, they will be assigned to different sections of the Department for training and performance of duties. The supervisor of each section, or his/her designee, will assure that the cadet is being exposed to as many training experiences within the section as possible. The section supervisor will complete the Cadet Monthly Evaluation form in order to provide feedback on the cadet's performance. The form will be forwarded to the cadet supervisor, for use in the cadet's annual evaluation. The evaluation criteria will be fully explained to all cadets upon initial appointment to the Department. All cadets will receive a copy of the guidelines and criteria used for evaluation.
3. A cadet liaison will be designated from each section of the Department where cadets normally work. This person will act as the cadet's training officer and will be responsible for exposing the cadet to the normal activities of that section.

C. UNIFORMS

1. All police cadets will be required to wear the regulation police cadet uniform as described in General Order. The only exception to this requirement is where the cadet will be working a special detail and a supervisor has authorized the use of other attire.
2. Uniforms shall be provided to each cadet. Cadets will be responsible for the maintenance and upkeep of their uniforms. Uniforms will be worn in the prescribed manner. Cadets will not wear any stars, badges, shields or other police insignias.

D. DUTIES OF POLICE CADETS

1. Police cadets will be assigned to duties and tasks which emphasize their need for training and familiarization with department practices. Areas of the police department needing the assistance of cadets will make their desires known to the cadet supervisor, who will attempt to schedule available cadets to fill their requests. However, primary emphasis will be given to those areas which will enhance the cadet's overall training experience. Cadets will receive their duty assignments from the cadet supervisor and will be carried on the Administrative Services organization chart.

V. EVALUATION AND JOB PERFORMANCE OF POLICE CADET / COMMUNITY SERVICE OFFICER

- A. All police cadets will receive monthly written evaluations from supervisors in each area the cadet has worked during the past month. These evaluations will be conducted pursuant to criteria established by the Administrative Services Division. In addition, the cadet supervisor will conduct an interview with the cadet at least every six months for the purpose of evaluating the cadet's general performance. The supervisor will discuss the

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cadet's scholastic standing, academic performance, and any other pertinent matters with the cadet. The cadet supervisor will meet with each cadet at least once each semester to review the cadet's academic progress and to assure that the cadet is meeting all the educational requirements of the program. In addition, overall counseling and guidance will be provided for each cadet on an individual basis. After six months of employment and every six months thereafter, the cadet supervisor shall complete a performance evaluation of each cadet that will be forwarded to the Chief of Police via the chain of command, which will assess the cadet's work and academic performance, and make a recommendation as to whether the cadet should remain in the cadet program. Failure to meet the criteria and standards established by the Chief of Police for the cadet program may result in termination from the program by the Chief of Police.

- B. In order to successfully complete the cadet program, each cadet must have earned an associate degree or have completed at least 64 credit hours of study at an accredited college or university, must have met all of the educational and work performance requirements as set forth above, and must complete all other requirements for appointment as a Park Ridge Police officer pursuant to the City of Park Ridge Board of Fire and Police Commissioners Administrative Rules.
- C. Upon successful completion of the cadet program and approval of the Chief of Police, all cadets shall be eligible for appointment as a police officer for the city based upon the criteria established by City of Park Ridge Board of Fire and Police Commissioners Administrative Rules and applicable City Ordinance.

VI. APPOINTMENT AS POLICE OFFICER

- A. Police Cadets shall be appointed to positions of police officer only if they qualify under criteria established under city ordinance.

Attachment "A" Monthly Evaluation

Attachment "B" Semi-Annual Evaluation

By order of



Frank J. Kaminski, Chief of Police

Cadet Monthly Evaluation

Cadet:

Rating Period:

Rater:

Assignment:

Attitude (Enthusiasm – Initiative – Effort)

Exceeds Expectation: _____ Meets Expectation: _____ Needs Improvement: _____

Comments:

Aptitude (Performance of Tasks. Problem Solving Ability. Seeks Appropriate Information)

Exceeds Expectation: _____ Meets Expectation: _____ Needs Improvement: _____

Comments:

Reliability (Punctuality – Attendance – Timeliness – Follows Through)

Exceeds Expectation: _____ Meets Expectation: _____ Needs Improvement: _____

Comments:

Communication (Clear & Articulate Verbal Skills. Telephone Skills. Written Skills. Displays Courtesy & Professionalism)

Exceeds Expectation: _____ Meets Expectation: _____ Needs Improvement: _____

Comments:

General Comments:

Cadet Performance Evaluation

Semi-Annual

Name: _____ Employee Number: _____

Hire Date: _____ Reporting Period: _____ to _____

Certifications:

LEADS _____ Blood Bourne Pathogens _____ Hazardous Materials _____

Accomplishments

Recognitions:

Education:

Personal Development:

Training

Vehicle Operation: _____ Traffic Stops: _____ Traffic Control: _____

City Ordinances: _____ State Statutes: _____ Range & Firearm Safety: _____

Department Policies & Procedures: _____ Department Organizational Structure: _____

Cadet Performance Evaluation

Semi-Annual

Quality of Work

Exceeds Expectations _____	Meets Expectations _____	Needs Improvement _____
<ul style="list-style-type: none"> - Assignments are carried out to completion with attention to detail. - Work is accurate, well prepared, thorough and neatly prepared. - Self monitors own work to ensure quality. - Consistently exceeds expectations. 	<ul style="list-style-type: none"> - Reports are accurately completed and are acceptable. - Assignments are completed accurately. - Assignments are completed on time. 	<ul style="list-style-type: none"> - Reports are often in need of corrections. - Assignments are not completed accurately. - Assignments are not completed on time. - Little attention is given to work completed.

Effort and Initiative

Exceeds Expectations _____	Meets Expectations _____	Needs Improvement _____
<ul style="list-style-type: none"> - Regularly seeks additional work and responsibilities. - Uses time in a productive and efficient manner. - Demonstrates a positive attitude in both work and community. 	<ul style="list-style-type: none"> - Exhibits good work habits and completes assignments. - A productive member of the team. - Exhibits a positive attitude. 	<ul style="list-style-type: none"> - Requires prompting to complete work. - Is capable of being more productive. - Generally maintains a poor attitude toward work.

Service Quality

Exceeds Expectations _____	Meets Expectations _____	Needs Improvement _____
<ul style="list-style-type: none"> - Attitude of service to community above self. - Demonstrates courtesy and professionalism toward coworkers and community. - Projects a positive image of self to department and community. - Provides service beyond what is normally expected. 	<ul style="list-style-type: none"> - Provides adequate service to the community. - Aware of others' concerns. - Maintains a professional attitude. - Good temperament toward the community and department. - Easily identifies and resolves issues. 	<ul style="list-style-type: none"> - Often places self above others. - Lack of empathy when interacting with the public or colleagues. - Does not exhibit a professional demeanor. - Listening skills need improvement. - Difficulty identifying or resolving problems.

Cadet Performance Evaluation

Semi-Annual

Dependability

Exceeds Expectations _____	Meets Expectations _____	Needs Improvement _____
<ul style="list-style-type: none"> - Always assumes responsibility for own work. - Work is always completed timely and efficiently. - Always punctual and with little time off taken. - Accepts instruction and retains information. 	<ul style="list-style-type: none"> - Generally assumes responsibility. - Completes work within a reasonable amount of time. - Acceptable attendance and punctuality. - Accepts instruction but required occasional supervisory assistance. 	<ul style="list-style-type: none"> - Sometimes is excuse oriented. - Requires additional time required to complete work. - Poor attendance and punctuality. - Does not accept instruction or supervisory assistance.

Job Knowledge

Exceeds Expectations _____	Meets Expectations _____	Needs Improvement _____
<ul style="list-style-type: none"> - Demonstrates thorough understanding of job responsibilities. - Possesses an ability to fully understand and apply statutes, ordinances and policies. - Committed to improving knowledge base. - Fully understands department functions. 	<ul style="list-style-type: none"> - Has a good knowledge of job responsibilities. - Generally understands and applies statutes, ordinances and policies. - Continues to improve skill level. - General knowledge of department functions. 	<ul style="list-style-type: none"> - Needs to develop an adequate understanding of job responsibilities. - Lacks an understanding of statutes, ordinances and policies - Is not motivated to improve skill level. - Does not display knowledge of department functions.

Communication Skills

Exceeds Expectations _____	Meets Expectations _____	Needs Improvement _____
<ul style="list-style-type: none"> - Effectively communicates with all groups of people. - Written communication is clear, concise and understandable. - Oral communication is tactful, understandable and rarely misunderstood. - Always keeps supervisors informed. 	<ul style="list-style-type: none"> - Communicates well with all groups of people. - Written communication is generally clear and concise. - Able to generally communicate in a clear and concise manner. - Keeps supervisors adequately informed. 	<ul style="list-style-type: none"> - Written communication is sometimes unclear or inappropriate. - Unable to effectively communicate orally with most groups - Fails to adequately keep supervisors informed.

Cadet Performance Evaluation

Semi-Annual

Additional Comments:

[illegible]

Cadet: _____

Date: _____

Program Supervisor:_____

Date: _____

Deputy Chief: _____

Date: _____

Administrative Services

Recommendation to remain in Cadet Program

Yes: _____

No: _____

Police Chief: _____

Date: _____

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Job Assignments & Specialized Assignments	Number GO 9.4	Revised Date Sept. 13, 2016	Effective Date May 1, 2015	Page 1 of 4
Index As: specialties, special assignments			Approved By Frank Kaminski Chief of Police	

POLICY: The Department maintains a number of job assignments, e.g. Detective and Traffic Officer. The staffing of these assignments is the responsibility of the Chief of Police. Members are encouraged to seek job assignments and training to develop their skills and ability as part of their personal career development. Whenever feasible, position vacancies for police officer job assignments will be posted and requests for transfer solicited.

The Department maintains specialized assignments, e.g. Field Training Officer (FTO), Forensic Technician (FT), Range Officer, etc. as indicated on the Department's Post List. Members are encouraged to perform specialized assignments as part of their career development.

Supervisor and commander assignments to Divisions, Bureaus, and other functional areas are the responsibility of the Chief of Police and will not be part of the posting process.

I. FILLING VACANT POSITIONS AND SPECIALTY ASSIGNMENTS (Police Officer)

A. Posting

1. Approved vacant job assignments and specialized assignments will be posted by way of Department Special Order or Personnel Order.
2. Positions will be posted for at least seven calendar days.

B. After a vacancy has been posted, the following procedure will be followed:

1. Any member desiring to be considered for a posted vacant position will adhere to the guidelines set forth in the Order regarding the vacant position.
2. All requested paperwork will be forwarded according to the guidelines set forth in the Order to the Chief of Police no later than the posted deadline.
3. The Chief of Police will receive and maintain all requests for the posted position.

C. Criteria for Selection

The following criteria will be used for selecting personnel for job assignments and specialized assignments.

1. The member must have successfully completed his/her probationary period.
2. Years of service required for the following job assignments:
 - a. Detective - five years minimum
 - b. School Resource Officer- five years minimum
 - c. Community Strategies Officer - five years minimum
 - d. Traffic Officer - five years minimum
3. The member is able to fulfill all related duties and responsibilities, including a commitment to perform in such a capacity, as needed.
4. The member must successfully complete training requirements for the assignment and possess the skills and ability to perform the assignment.
5. Other selection criteria include the needs of the Department, officer career development needs, and officer interest.

D. Selection

1. The Chief of Police and/or a designee(s) will review all requests for the position

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posted. All pertinent information will be considered for each candidate, including the employee's personnel file, supervisor's comments, etc.

2. Interviews may be held with candidates being considered as finalists for the position.
3. The Chief of Police will appoint the person selected for the position.
4. The name of the person selected for the position will be posted in a Personnel Order.
- E. Appointment by Chief. The Chief of Police may by-pass the posting requirement and assign members to job positions and specialty assignments in the best interest of the Department. This process does not prohibit the Chief from assigning members to assignments even though they have not applied.
- F. Longevity of Job Assignments
 1. Detective - Three senior detectives (10 year assignment)
Three rotational detectives (5 year assignment)
 2. School Resource Officer - Two officers (5+ year assignment, with school's discretion and possible extension)
 3. Community Strategies Officer - One officer (5 year assignment)
 4. Traffic Officer - One officer (5 year assignment)
- G. Longevity of Specialized Assignments

There is no specified termination period for specialized assignments. Continued participation in these assignments is determined by department need and officer performance.
- H. Time between assignments (cooling off period)
 1. Candidate officers for all job assignments will not be allowed to move immediately to a new job assignment upon completion of a different job assignment without having spent at least one year in patrol between such assignments (cooling off period).
 2. If there are not enough qualified candidates to fulfill a job assignment, as determined by the Chief of Police, the Chief of Police has the option to choose and appoint personnel to an assignment that will best fit the needs of the Department, regardless of the cooling off period. In no way will job assignments be given to members by default.
 3. If a member in a job assignment voluntarily or involuntarily leaves a job assignment prior to the completion of the established duration, the Chief of Police has the discretion to assign a replacement or open it up for other applicants. If the Chief of Police makes an assignment, the cooling off period need not apply.

II. JOB ASSIGNMENTS AND SPECIALIZED ASSIGNMENTS TRAINING

- A. The following job assignments require specialized training:
 1. Community Strategies Officer
 - a. Basic Crime Prevention course
 - b. Public Speaking
 - c. Community Relations
 - d. Other specific crime courses (homicide, drugs, con games, crimes against the elderly, etc.)
 2. Detective
 - a. Basic Investigations course
 - b. Interview and Interrogation
 - c. 40-hour State Certified Homicide Investigations
 - d. Homicide Recertification courses

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- e. Juvenile Investigation courses
 - f. Social Media Investigation
 - g. Financial Crimes courses
 - 3. Traffic Officer
 - a. Basic Traffic Officer course
 - b. Truck Overweight Enforcement
 - c. Vehicle Code Update
 - d. Drugged Driver Detection
 - 4. School Resource Officer
 - a. School Resource Officer course
 - b. Interviewing Juveniles
 - c. Basic Juvenile Officer course
 - d. Juvenile Court Act
- B. Specialized assignments are part-time in nature with added duties and responsibilities in a particular area of interest. These assignments require additional training and include:
 - 1. Bicycle Patrol Officer - Police Mountain Bike Training and Refresher, as needed
 - 2. Breath Alcohol Operator - Breath Alcohol Testing course and subsequent re-certification.
 - 3. Response to Resistance Instructor
 - a. Defensive Tactics
 - b. Use of Force Options
 - c. O.C. Spray Instructor
 - d. Police Baton Instructor
 - e. Taser Instructor
 - 4. Forensic Technician
 - a. Basic Evidence Technician
 - b. Advanced E.T. Photography
 - c. Bloodstain Evidence
 - d. Major Crime Scene Investigation
 - e. Arson Investigation
 - 5. Field Training Officer
 - a. Basic Field Training Officer
 - b. Instructor Development
 - c. Problem Solving
 - 6. Major Crash Investigator
 - a. Basic Accident Investigation
 - b. Major Accident Reconstruction
 - c. Vehicle Dynamics
 - d. State certification (if applicable)
 - e. Annual re-training

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7. NIPAS Emergency Services Team Member – Specialized training, as required
 8. NIPAS Mobile Field Force Member – Specialized training, as required
 9. MCAT Evidence Technician – Specialized training, as required
 10. MCAT Investigator – Specialized training as required
 11. Range/Firearms Instructor
 - a. Range Officer
 - b. Rapid Deployment
 - c. Patrol Rifle
 - d. Use of Force Options
 - e. Bean bag round instructor
 12. Honor Guard – Specialized training, as required
- C. Members in job assignments or those who have been assigned to specialized, part-time extra assignments will be provided with appropriate training opportunities that will enhance their skills and knowledge for their particular role. Generally, this training will be provided as soon as practicable after the member's initial appointment into the new assignment.
- D. Supervisors will periodically assess the performance level of their subordinates to determine their effectiveness on the job. This assessment may indicate certain training that may enhance more efficient and effective job performance and satisfaction of the member. The supervisor may then make recommendations to the member and the training officer for future training to help improve the member's skill, knowledge and ability.

III. REQUESTS FOR TRANSFERS

- A. A member requesting a transfer to another job assignment for reasons other than to fill an announced vacancy will forward a memorandum to the member's supervisor.
- B. Supervisors and commanders will process this request in accordance with the procedures outlined in this order, and forward the request to the Deputy Chief.
- C. The Deputy Chief or designee, after reviewing and adding any additional comments, will forward the request to the Chief of Police.
- D. The Chief of Police will review the request.
- E. The Chief's Office will maintain a pending file of transfer requests.

IV. REASSIGNMENT

Officers serve in job positions and specialized assignments at the discretion of the Chief. The Chief of Police may reassign members at his discretion to meet the needs of the department, including poor performance, career development, officer rotation, workload redistribution, departmental reorganization and other department needs.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Prisoner Transportation	Number GO 10.1	Revised Date	Effective Date May 1, 2015	Page 1 of 7
Index As: arrests, handicapped prisoners, restraining devices			Approved By Frank Kaminski Chief of Police	

POLICY: Prisoners in the custody of the Park Ridge Police Department shall be transported in a manner which will provide adequately for the safety and security of the prisoners, the transporting officer(s), and the general public. The purpose of this General Order is to establish a procedure for the transportation of prisoners to the Park Ridge Police Department, other departments, detention facility, hospital, doctor, or other designated facilities.

I. DEFINITIONS

- A. **SEARCH WITHOUT SEARCH WARRANT.** When a lawful arrest is effected, a police officer may reasonably search the person arrested and the area within such person's immediate presence for the purpose of:
1. Protecting the officer from attack and/or injury,
 2. Preventing the person from escaping,
 3. Discovering the fruits of the crime, and
 4. Discovering any instruments, articles, or things which may have been used in the commission of, or which constitute evidence of an offense.
- B. **STRIP SEARCH.** A strip search means having the arrestee remove or arrange some or all of his clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts or undergarments of such person.
- NOTE: No search of any body cavity other than the mouth will be conducted without a duly executed search warrant.
- C. **HANDCUFFS.** Commercially produced chain link (or hinged type) cuff capable of being double locked, in blue, black or nickel finish.
- D. **DISPOSABLE FLEX CUFFS.** Commercially produced plastic flexible handcuffs with a one-way locking system.
- E. **BELT FRONT RESTRAINT.** Commercially produced leather or nylon belt with metal hoop to be used with handcuffs to allow for handcuffing prisoner's hands in front of body.
- F. **LEG RESTRAINTS.** Commercially produced chain link, especially suited and sized for use on legs for prisoner immobilization.

II. TRANSPORT OPERATIONS

- A. **Search of Prisoner(s)**
1. **Adults:** They will be searched each time they come into the transporting officer's custody, including transport to and from court appearances or from one lockup to another.
 2. **Juveniles:** They will be searched each time they come into the transporting officer's custody, including transport to and from court appearances or from one facility to another.
 3. Whenever practical, prisoners shall be searched by an officer of the same sex as the prisoner. Exception: Strip Search - this search must be conducted by a member of the same sex as the prisoner.
- B. **Search/Inspection of Transportation Vehicle**

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1. Officers will inspect their squads for weapons, contraband, etc. at the beginning of their tour.
 2. Any vehicle used to transport a prisoner shall be searched prior to and after a prisoner has been transported. This search shall be made under the assumption that an opportunity has existed for introduction of contraband, weapons, and other items.
 3. Any vehicle used to transport a prisoner for any extended distance will be examined prior to use to assure that the vehicle has the proper equipment, i.e. spare tire, and is in good operational condition, including sufficient fuel.
 4. Every effort should be made to utilize a cage car for transport.
- C. Observation of Prisoner by Transporting Officer(s)
1. Officer safety and prisoner security shall be ensured by adhering to the following guidelines:
 - a. Prisoner(s) will only be transported in the rear seat or rear compartment area of any police vehicle.
 - b. No more than two prisoners at one time will be transported in the rear seat or rear compartment of any police vehicle.
 - c. Whenever possible, two officers will transport a prisoner when using a police vehicle not equipped with a prisoner cage.
 - 1) Prisoner will be placed in right rear seat. A seat belt will be fastened on the prisoner.
 - 2) Second officer will sit in the rear behind the driver. Second officer, in back seat, will not allow direct access to weapons.
 - d. Prisoners must be under observation at all times while being transported. This will reduce the opportunity of attack or escape.
 - 1) Exceptions to this would be:
 - a) At a medical facility where a physician is conducting surgery or examining a prisoner
 - b) While a prisoner of the opposite sex is using a toilet facility
 - 2) In these cases, the officer will position himself in a reasonable manner to prevent escape.
 - e. Prisoners will not be handcuffed to the transporting vehicle at any time.
- D. Meals will be provided to prisoners who are being transported for a long distance that would require several hours and cover a regular meal period.
1. A restaurant will be selected at random by the transporting officer.
 2. Meals shall be consistent with policy relating to prisoner care, refer to the General Order regarding processing and handling prisoners.
- E. Transporting officers with prisoner(s) in their custody will not respond to the need for law enforcement services unless there is a clear and grave danger to a third party and that such action does not present an increased risk to the prisoner.
- F. In the event a prisoner escapes while being transported, the following notifications and reports shall be made in a timely manner:
1. Notification to be made of prisoner escape while transporting:
 - a. Notify the Illinois State Police District and request an ISPERN dispatch
 - b. Notify jurisdiction where escape occurred

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- c. Notify the watch supervisor
 - d. Notify the Chief of Police
 - 2. Reports to be prepared:
 - a. Prepare appropriate case report
 - b. Members involved prepare a To-From to the Chief of Police via the chain of command
 - c. Have Post 1 operator prepare and send LEADS message, if apprehension has not been made
 - d. An administrative review will be initiated by the member's supervisor
- G. Transporting officer will not allow the prisoner(s) to communicate with family members, friends, or attorney while being transported. Upon arrival at the destination, an opportunity for prisoner(s) to communicate with family, friends, and attorney may be afforded.
- H. Arrival at Destination (Park Ridge Police Department)
 - 1. Transporting officer(s) who transport a prisoner via police vehicle will park near the police department entrance.
 - 2. Transporting officer(s) will secure their weapons in the weapons lockers located at the entrance to the lockup facility prior to placing the prisoner(s) in the holding room.
 - 3. The prisoner will be searched upon arriving at station.
 - 4. Prisoner(s) will be taken to the booking area to be processed.
- I. Prisoners Transported to Court Bond Hearing – County Jail
 - 1. Transporting officer(s) will utilize a cage car when transporting prisoner(s) to court or the county jail.
 - 2. Transporting officer(s) will handcuff the prisoner(s) prior to placing him into the transport vehicle. Waist belt restraint device may be used with handcuffs.
 - 3. Prior to transportation of prisoner(s), Monday through Friday, notification via a circuit court clerk's fax will be made to the court advising:
 - a. How many prisoners are being transported
 - b. Charges
 - c. Document control numbers regarding new and/or warrant arrestees
 - d. Whether a potential security hazard exists
 - e. Any other pertinent information through either sending a second fax sheet with the court form or via a telephone call to the court.

NOTE: The form does not need to be faxed on weekends or holidays because prisoners go to Central Bond Court in Chicago per guidelines set forth in the General Order regarding processing and handling prisoners.

 - 4. All necessary documentation shall accompany the prisoner(s). A Bond Hearing Cheat Sheet is available in the Report Room and in Lock-Up.
 - 5. The documentation shall be given to the clerk of the court and receiving officer.
 - 6. The prisoner(s) will be turned over to the sheriff's deputy assigned to the court or jail.
 - 7. The transporting officer(s) will obtain the name, signature, and star/badge number from the department/agency official the prisoner is turned over to. This information will be documented in the appropriate section of the Park Ridge Police Department Prisoner Lock-Up Report.

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8. The sheriff's deputy will advise whether the officer should remove restraining devices.
9. When transporting a prisoner who is considered to be a security risk, and who is to appear before a judge, the judge must be advised prior to appearance so as to make a judicial determination as to the use of restraining devices in court.
- J. Prisoner Transports - Other Agencies
 1. Transporting officer(s) picking up prisoner(s) from another jurisdiction shall comply with standard operating procedures pertaining to the policies of the Park Ridge Police Department.
 2. Transporting officer(s) will comply with the policies and procedures of the other jurisdiction while at their facility.
- K. Prisoners Transported to a Medical Facility
 1. Transportation
 - a. Prisoner(s) requiring medical attention shall be transported via Park Ridge Fire Department ambulance or mutual aid ambulance to the hospital.
 - b. Park Ridge Police Department vehicles will not be utilized for transportation of injured prisoner(s).
 2. Security
 - a. The prisoner shall be placed in a restraining device (handcuffs, wrist and leg restraints, etc.). Exception: If medical staff or paramedics need freedom of movement for examinations or treatment or other unforeseen circumstances.
 - b. An officer shall ride in the ambulance with the prisoner(s) unless otherwise directed by a supervisor.
 - c. The officer shall remain with the prisoner during examination and treatment while the prisoner is in the Emergency Room. Exception: If the doctor requests the officer to leave treatment area. If this occurs, the officer shall position himself in an area to prevent prisoner escape.
 - d. When treatment has been completed and the prisoner has been released from the Emergency Room, the prisoner shall be transported via police squad to the Park Ridge Police Department.
 3. Admission

If the prisoner is admitted for treatment following the Emergency Room examination or treatment, it is the responsibility of the Park Ridge Police Department to guard the prisoner. This includes petty offenses, ordinance violations, misdemeanors, felonies, and valid arrest warrants. The following procedures will be followed:

 - a. Advise the on-duty supervisor of the situation.
 - b. Prisoners who are admitted for treatment shall be handcuffed to the bedframe (if possible) or to another object. If handcuffs interfere with patient care, the patient shall be restrained with hospital recommended restraints.
 - c. At no time shall a hospital employee relieve the officer for a break, restroom visit, etc.
 - d. The officer shall post outside the prisoner's room with the door to the room open. The officer may use a chair.
 - e. If appropriate, and the prisoner has met departmental criteria, the prisoner may bond out at the hospital.
 - f. A high-risk or long-term care prisoner will be held in custody at the hospital until a mittimus can be obtained for transfer to the Cook County Jail. Once the

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mittimus is obtained, custody of the prisoner shall be turned over to the Cook County Sheriff. The on-duty supervisor or his designee will coordinate the mittimus process with the court official.

III. SPECIAL TRANSPORT SITUATIONS

A. Adult prisoner

1. Male and female prisoners will not be transported in the same vehicle.
2. Female prisoner(s) shall be transported with a female officer or female member of the department when travel exceeds 50 miles.
3. If a female officer and/or female member is not available, two male officers will transport.
4. Male officers transporting female prisoners will call in their mileage and location to communications at the beginning and end of the transport.
5. Female officers transporting male prisoners will call in their mileage and location to communications at the beginning and end of the transport.
6. Communications operator will record the date and time of departure, date and time of arrival, destination, officer(s) transporting, and mileage on the communications card.

B. Juvenile Prisoners

1. Juvenile prisoners will be transported in the same manner as adults.
2. Juvenile(s) involved in a status offense will not be handcuffed unless safety concerns merit otherwise.
3. Adult and juvenile prisoners will not be transported together.

C. Handicapped Prisoners

Park Ridge emergency vehicles will be utilized in all cases whenever possible. Due care will be exercised by officers during transportation and a supervisor will be notified.

D. Sick or Injured Prisoners

1. When dealing with any sick or injured prisoners the watch supervisor will be notified.
2. Prisoners will be treated by the fire department paramedics at the scene of the arrest or at the police station, as circumstances dictate.
3. Paramedics will help make the decision as to whether the sick prisoner(s) will be transported to a medical facility.
4. All information will be documented on the incident report whether the prisoner is transported or not.

E. Transporting Prisoner(s) in Special Situations

The Park Ridge Police Department will not transport a prisoner to a funeral, to visit a critically sick person, to the reading of a will, etc.

IV. RESTRAINING DEVICES

A. Purpose for the use of restraining devices

1. Protection of the officer.
2. Restrict arrestee's mobility, preventing escape.

B. Application

1. Restraining devices will be used on all arrestee(s) with the thought that an unrestrained arrestee could pose a threat to the officer or the safety of others. When cuffs are applied, they shall be double locked.
 - a. Single arrestee

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- 1) Restraining devices shall be applied to the wrists of the arrestee with the hands behind the arrestee. Handcuffs will be double locked to prevent injury.
 - 2) Restraining devices may be applied to the wrists with the hands positioned in the front of the arrestee in unusual circumstances such as:
 - a) Elderly arrestee
 - b) Arrestee physically incapable of placing hands behind the back
 - c) Handicapped arrestee
 - d) Sick/injured arrestee where illness or injury prohibits placement of hands behind arrestee's back. A leather or nylon restraining belt shall be used when practical.
 - 3) Special use leg restraints may be applied for special transport situations, where extra immobilization is required.
- b. Handicapped arrestee. Restraining devices are not to be utilized if they directly interfere with the arrestee's locomotion, i.e. crutches, wheelchair.
- c. Mentally disturbed arrestee. Restraining requirements for prisoners who are mentally disturbed shall be those identified in Section B. 1. a. above. For those situations in which the mentally disturbed arrestee has displayed extreme violent behavior or poses a significant threat to himself or transporting officers, an additional restraining device, such as a stretcher with attached restraining devices may be used to restrain the arrestee.
- If this type of device is needed, a Park Ridge Fire Department ambulance will be utilized and a Park Ridge police officer will accompany the ambulance crew to their destination.
- d. Multiple arrestees
- 1) Each arrestee shall be restrained as indicated in Section B. 1. a., if possible.
 - 2) If necessary, two arrestees may be restrained with one cuff to one hand of each arrestee (either both left or right hands).
 - 3) Arrestees will only be restrained to another arrestee of the same sex.

V. TRANSPORTATION VEHICLES

- A. Marked patrol vehicles which have had the rear passenger compartments modified to transport prisoners shall be the preferred mode of transportation for all arrested persons.
1. These vehicles have a safety cage to separate the driver and prisoner.
 2. Rear door window handles have been removed and rear door handles (inside) have been rendered inoperable for security reasons.
 3. Equipped with hard molded rear seat.
- B. Unmarked vehicles or non-caged vehicles should not be used for prisoner transport unless authorized by a supervisor. When so authorized, extra caution shall be exercised by the transporting officers to ensure the security and safety of both the prisoner and the police officer.

VI. DOCUMENTATION

- A. Identification of prisoner scheduled for transportation between facilities.
1. The transporting officer shall verify identification to ensure that the prisoner is the proper person to be transported.

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2. Secure proper documentation which will accompany the prisoner being transported.
 - a. Prisoner's name
 - b. Medical records
 3. Prisoner's property
 - a. Arrest reports
 - b. Incident reports
 - c. Prisoner's personal property
 - d. Felony synopsis (101 form)
 - e. Charging documents, i.e. long form complaints, arrest warrants, or traffic citations
 4. Police reports shall indicate if the prisoner is a security risk, i.e. escape risk, combative, suicidal, etc., or possesses any serious or unusual illness.
- B. In the case of interstate transportation, the transporting officer shall have a properly executed Governor's Warrant or properly executed waiver.

VII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Processing and Handling Prisoners	Number GO 10.2	Revised Date December 30, 2021	Effective Date May 1, 2015	Page 1 of 10
Index As: arrests, bond procedures, handcuffs, holding facility, juvenile detention, lock up report, prisoner processing, prisoner search			Approved By Frank Kaminski Chief of Police	

POLICY: The Department will process prisoners professionally, demonstrating respect for their human dignity and honoring their rights under the law.

I. PRISONER PROCESSING

- A. When a prisoner is brought into the processing area, the Watch Supervisor or attending officer will notify the police desk personnel as soon as possible and request they initiate audio and visual monitoring. During processing, the prisoner may be temporarily handcuffed to the restraining ring to restrict the prisoner's movement and should not be left unattended.
- B. At the time of booking and prior to entering the holding facility, an inventory search of the prisoner will be made. All pockets will be emptied, belt and shoelaces removed, jewelry removed, and all other items will be inventoried.
- C. A prisoner lockup report (see attached) will be filled out thoroughly, and is the responsibility of the arresting officer and the Watch Supervisor.

The prisoner lockup report includes sections for arrest information, apparent physical/mental condition, and itemized property inventory and disposition. This report must be filled out for each prisoner prior to being taken into the holding facility. The following items on the report are of particular importance:

1. "Items inventoried into Property Room (Circle Yes or No)"

If yes is circled, a Property Custody Report will be filled out and the property dropped into an evidence locker. These may be items that the arrestee will not be able to bring to a bond hearing or if he is transferred to another facility.

2. "Items released to arrestee's designee (Circle Yes or No)"

If yes is circled, a Property Custody Report will be utilized to show the transfer of property.

3. "Supervisor approval"

The watch supervisor will be responsible for the lock-up report, and it will require supervisor approval.

- D. All inventoried property will be listed in the appropriate portion of the prisoner lockup report. The prisoner will sign the appropriate place on the report acknowledging that his property has been removed. Inventoried property will then be secured in the prisoner property lockers. Both the lockup report and the key to the locker will remain with the prisoner arrest report until such time that the property is returned to the prisoner or prisoner is transferred to another facility.

If the prisoner is taken to another facility, the property of the prisoner that is not acceptable to be transferred with the prisoner will be inventoried into property custody.

- E. Whenever a prisoner is incarcerated in the holding facility or transferred to another facility, part of the screening procedure for the intake or transfer shall include making observations and notations when applicable of the following:

1. Current health of the prisoner,
2. Medications taken by the prisoner,
3. Behavior, including state of consciousness and mental status,

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4. Body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.,
5. Special female conditions, i.e. pregnancy, menstruation, etc., will be noted on the lockup report, and
6. Any claim by a prisoner of contagious or infectious disease and/or any disability, whether confirmed or not, will be noted on the prisoner lockup report.

F. Strip Searches

1. No individual in temporary custody at any Park Ridge Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:
 - a. The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.
 - b. Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.
 - 1) A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
 - c. Custody history (e.g. past possession of contraband while in custody, assaults on department members, escape attempts).
 - d. The individual's actions or demeanor.
 - e. Criminal history (i.e. level of experience in a custody setting).
2. No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (Title 28 of the Code of Federal Regulations 115.115).
3. Strip Search Procedures. Strip searches at Park Ridge Police Department facilities should be conducted as follows (28 CFR 115.115; 725 ILCS 5/103-1):
 - a. Written authorization from the shift supervisor shall be obtained prior to the strip search.
 - b. All members involved with the strip search shall be of the same sex as the individual being searched.
 - c. All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.
 - d. Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.
 - e. Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.
 - f. The primary member conducting the search shall prepare a written report to include:
 - 1) The facts that led to the decision to perform a strip search.

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- 2) The reasons less intrusive methods of searching were not used or were insufficient.
 - 3) The written authorization for the search, obtained from the shift supervisor.
 - 4) The name of the individual who was searched.
 - 5) The name of the members who conducted the search.
 - 6) The name of any person present during the search.
 - 7) The time and date of the search.
 - 8) The place at which the search was conducted.
 - 9) A list of the items, if any, that were recovered.
 - 10) The facts upon which the member based his belief that the individual was concealing a weapon or contraband.
- g. No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.
- h. A copy of the strip search report shall be provided to the individual subject to the search.
4. Special Circumstance Field Strip Searches. A strip search may be conducted in the field only with shift supervisor authorization and only in exceptional circumstances, such as when:
- a. There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.
 - b. There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.
- These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the shift supervisor authorization does not need to be in writing.
5. Physical Body Cavity Search. Physical body cavity searches shall be subject to the following (725 ILCS 5/130-1):
- a. No individual shall be subjected to a physical body cavity search without written approval of the shift supervisor and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual representative (except for those portions of the warrant ordered sealed by a court).
 - b. A physical body cavity search shall be conducted either by or under the supervision of a physician.
 - c. Except for the physician conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.

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- d. Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
 - e. All such searches shall be documented, including:
 - 1) The facts that led to the decision to perform a physical body cavity search of the individual.
 - 2) The reasons less intrusive methods of searching were not used or were insufficient.
 - 3) The shift supervisor's approval.
 - 4) A copy of the search warrant.
 - 5) The time, date, and location of the search.
 - 6) The medical personnel present.
 - 7) The names of any department members present.
 - 8) Any contraband or weapons discovered by the search.
 - f. A copy of the written authorization shall be retained and shall be provided to the individual who was searched or other authorized representative upon request.
- 6. Training. The Training Commander shall ensure members have training that includes (28 CFR 115.115):
 - a. Conducting searches of cross-gender individuals.
 - b. Conducting searches of transgender and intersex individuals.
 - c. Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.
- G. An Arrest Report and all pertinent and appropriate forms related to the arrest will be completed for each person arrested by the arresting officer. Officers are to follow the guidelines outlined in the arrest manual.
- H. All sworn personnel are being issued Central Access Screening Information cards to assist them in gathering and forwarding pertinent information to the Hospital when handling Mental illness CIT calls for service.

During Mental Illness CIT calls, when officers have made the determination that the individual needs to be transported to the Hospital for evaluation, and the Central Access Mental Health Providers are going to be contacted from the scene via phone officers should attempt to gather and relate the listed information on the question cards to Hospital staff during the call:

 - 1. Name of the individual
 - 2. Prior Mental Health Diagnosis
 - 3. Psychotropic Medications prescribed
 - 4. Is the individual under Arrest
 - 5. Are they currently, or potentially aggressive
 - 6. Purpose of the transport: Includes what they are doing, Suicidal or Homicidal thoughts, Current thoughts and plans
 - 7. Family/Witness names and contact information

The information being forwarded, based on the questions asked is intended to improve the quality service provided by Officers and Hospital Staff during CIT incidents.

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II. PRISONER HOUSING

- A. Juvenile arrestees will be housed separate from sight and sound of adult arrestees at all times. (See the General Order regarding handling juvenile offenders.)
- B. The female holding cell (F-1) is maintained separately and in conjunction with all directives of this General Order.
- C. Adult male arrestees who will be housed for a period of time should be housed in the open bar jail cells known as C-1, C-2, and C-3.
- D. When prisoner(s) are present, the occupied cell(s) and security door closing off that portion of the facility being used will be locked. The appropriate privacy screen(s) on the security doors will be closed when occupied.
- E. The Department utilizes a pre-paid Mc Donald's gift card to purchase prisoner meals. The card is kept in the Post One key box on a department lanyard and shall be signed in/out on the key log. The card will reload automatically when the balance gets low. Assigned personnel will retrieve the prisoner meal will be responsible for ordering the appropriate meal. Breakfast will be a small orange juice and biscuit. Lunch and dinner will be a cheeseburger, small fry and small drink. Receipts shall continue to be obtained and turned into the watch commander.

III. VIOLENT OR SELF-DESTRUCTIVE PRISONERS

- A. Violent or self-destructive prisoners require special handling as described below:
 - 1. Extreme influence of alcohol and/or drugs. A prisoner with a blood alcohol content of .30 or higher, or who is otherwise deemed intoxicated by alcohol and/or drugs to a degree that medical attention appears to be necessary, shall be transferred to a medical facility for treatment. The Watch Supervisor will be notified of any such condition and advise the appropriate course of action.
 - 2. Suicidal or Self-destructive. Any prisoner who exhibits suicidal or self-destructive tendencies shall be housed in Cell C-1 and physically checked every 15 minutes.

Post One personnel shall continuously monitor the prisoner through audio and video. The Watch Supervisor will be notified immediately of any prisoner fitting this category. (Female prisoners will be housed in the female cell.)
 - 3. Mental Disorders. Any prisoner with symptoms of a mental disorder will be housed only temporarily, and the Watch Supervisor will determine whether the prisoner should be transferred to an authorized medical facility.
 - 4. Violent Prisoners. Violent prisoners will be kept in restraints until such time as it is deemed safe to remove restraints. This may involve keeping a prisoner handcuffed until he is placed in a cell. In such an event, a minimum of 2 officers will place the prisoner in a cell.
- B. Information regarding any prisoners who fall into one of the above categories (III.A.) will be noted on the appropriate portion of the prisoner lockup report.

IV. HOLDING FACILITY

- A. The holding facility may be used by outside agencies for detention of prisoners pending transfer or release.
- B. Any individual presenting a prisoner for detention in the Department's holding facility must be positively identified as a law enforcement official and have the Watch Supervisor's approval. Positive identification may include presentation of police identification, verification through phone calls, or any other means that ensures that person's right to commit an individual into the holding facility.
- C. Any prisoner housed in the holding facility from an outside agency will be handled in accordance with all aspects of this General Order.

Subject: Processing and Handling Prisoners	Number GO 10.2	Revised Date December 30, 2021	Effective Date May 1, 2015	Page 6 of 10
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V. MASS ARREST

In the event of a mass arrest, the Watch Supervisor will determine whether the number of prisoners will exceed the holding facility's capacity. If so, the Chief will be contacted immediately and arrangements will be made to obtain assistance from neighboring agencies through NIPAS or initiation of the Cook County Circuit Court Second District Mass Arrest Procedure. (See the General Order regarding mass arrest procedures.)

VI. PRETRIAL RELEASE PROGRAMS – BOND PROCEDURES

A. Bail Bonds

1. Bail for felonies and arrest warrants may only be set by a judge.
2. Bail for misdemeanor, ordinance violations, traffic, conservation, etc. are governed by Illinois Supreme Court Rules 526-528.
3. When any authorized sworn officer receives bail money from a defendant, this money will be recorded on the appropriate Circuit Court of Cook County 4-copy form set Bail Bond, i.e. "C" bond or "D" bond. The following procedures will then be followed:
 - a. After the officer receives the bail money from the defendant, he will give the defendant the white "defendant copy" of the bail bond.
 - c. The officer will then deposit the bail money, the remaining 3 copies of the bail bond, and any accompanying documents, i.e. criminal complaints, arrest warrant, citations, etc., in the drop safe located in the report room.
 - d. On the following business day, the property management technician will retrieve the above money and documents from the drop safe and record the bail bond information on a court transfer sheet.
 - e. The property management technician at the earliest convenience, will then deliver these monies, bail bonds, related documents, and transfer sheets to the Cook County Second Municipal Court District Clerk's Office.
 - f. The property management technician will maintain a log documenting the date and amount of monies transferred.
 - g. The property management technician will obtain a receipt from the Clerk's Office for the funds tendered to the Clerk's Office.
 - h. The property management technician will retain all such receipts and copies of the transfer listings.

B. I-Bond (Individual Bond, Release on Personal Recognizance)

1. Under existing Illinois Supreme Court Rules in regard to bonding procedures, an I-bond is allowed in those offenses which are bondable under Rule 526, 527, and 528 of Article 5 of the Supreme Court Rules.

All supervisors, as authorized by the Chief Judge of the Second Municipal Court District, are empowered to permit I-bonds under the aforementioned rules if necessary. If the on-duty watch supervisor is indisposed, he may authorize any sworn department member to issue an I-bond. The following guidelines are to be used when permitting an individual to be released from custody on an I-bond. An individual may be released EXCEPT when:

- a. The accused has previously been convicted of a criminal offense;
- b. The accused has previously been admitted to bail on 1 or more criminal charges and the charge or charges are currently pending;
- c. The accused, at the time of arrest, is in possession of a dangerous weapon;
- d. The accused is on parole, probation, conditional discharge or supervision;
- e. There is an outstanding warrant, detainer or bond forfeiture against the accused;
- f. The accused is unable or unwilling to establish his identity or submit to being

Subject: Processing and Handling Prisoners	Number GO 10.2	Revised Date December 30, 2021	Effective Date May 1, 2015	Page 7 of 10
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- g. fingerprinted, as required by law; or
- h. Detention is necessary to prevent imminent bodily harm to the accused or to another.

- 2. Persons under 17 years of age who cannot make bail may be released on individual bond if the authority cannot, within a reasonable time, locate a parent or an adult standing in the place of a parent to execute as a surety.
- 3. NOTE: The bond is for the amount required for the offense, i.e. driving with a suspended license which would be a \$1,000.00 I-bond.

C. Emergency Bond Setting Procedures

After normal business hours, on weekends or holidays, an emergency judge may be contacted for the purpose of setting a bond in the following situations:

- 1. Arrestee is in custody and unable to post a "Rule of Court" bond on misdemeanor charge and does not meet the criteria for an I-bond.
- 2. An emergency judge may be contacted at (312) 590-0253 (cell phone) after 1700 hours and on holidays.
- 3. Saturday and Holiday bond court is dictated by the most current memo issued by the Chief Judge of the Circuit Court of Cook County.
- 4. If there are questions during regular business hours, call the Office of the Presiding Judge of the Second District at 847-470-7200.

D. Criminal Offenses

- 1. All persons charged with criminal offenses under Illinois Law shall be bailable before conviction, except for capital offenses or offenses for which a life imprisonment sentence may be imposed. Bail is governed by Chapter 725 of the Illinois Compiled Statutes, Act 5, Article 110.
- 2. Juveniles (persons under age 17) shall be governed by Chapter 705, Act 405, of the Illinois Compiled Statutes, Juvenile Court Act of 1987.

E. Traffic Offenses

All persons charged with traffic offenses within the State of Illinois shall have bail governed by Illinois Supreme Court Rule 526. (A copy will be maintained in the watch supervisor's office.)

F. Ordinance, Petty and Business Offenses

All persons charged under state or municipal laws for ordinance, petty or business offenses shall have bail governed by Illinois Supreme Court Rules 528 and 553 (d).

G. Arrest Warrant Fee (if applicable)

- 1. When an officer arrests an offender for a failure to appear arrest warrant issued regarding an alleged violation of any of the following, he/she must complete an Arrest Warrant Execution Verification form (see attached), make a copy and attach it to the bond paperwork. All the paperwork must then be dropped in the drop safe in the Report Room.
 - a. Illinois Criminal Code of 1961
 - b. Illinois Vehicle Code
 - c. Wildlife Code
 - d. Fish and Aquatic Life Code
 - e. Child Passenger Protection Act
 - f. Or a comparable offense of a unit of local government as specified under Supreme Court Rule 551.
- 2. The property management technician, or his designee, will ensure that the paperwork is forwarded to the Cook County Clerk's Office for processing in a timely manner.

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VII. RELEASING PRISONERS AFTER RECEIPT OF BOND OR TRANSFER REQUIRES:

- A. Ensure positive identification of the prisoner to be released which is accomplished through examination of all reports, photographs (if applicable), lockup reports, and fingerprints or photo identification, if needed.
- B. Property release will be done by comparing the prisoner's property with the original inventory and by obtaining the prisoner's signature in the appropriate section of the lockup report indicating receipt of the property.

VIII. PRISONER RIGHTS

- A. Prisoner's rights of access to the courts shall not be infringed. Illinois Code of Criminal Procedure (725 ILCS 5/109-1) will be followed. If any person is arrested with or without a warrant, he shall be taken without necessary delay before the nearest and most accessible judge in Cook County. Those arrested on a warrant shall be taken before the issuing judge if possible.
- B. A prisoner's opportunity to make bail shall not be impeded.
 - 1. Ordinance and misdemeanor offenders shall be permitted the opportunity to post bond in accordance with Rule 501 of the Illinois Supreme Court.
 - 2. Those accused of a felony shall be taken before a judge at the earliest possible opportunity in order for bond to be set.
 - 3. After normal business hours and if such action is warranted, given the nature of the offense and the restrictions of Rule 501, the Second District Emergency Judge will be contacted by telephone in order for a bond to be set.
 - 4. Certain misdemeanor offenders who cannot post bond may be issued recognizance (I-Bonds), in accordance with Rule 553 of the Illinois Supreme Court.
 - 5. Also see above in VI. Pretrial Release Programs – Bond Procedures.
- C. Prisoners shall have the right to have confidential access with an attorney and an opportunity to communicate with family members. Illinois Compiled Statutes, Chapter 725 Section 103-3 and 103-4 govern these activities.
 - 1. Only the prisoner's attorney will be authorized visitation privileges.
 - 2. Once his identity is verified, the attorney will be escorted by the officer at all times while in the holding facility except for the time that the attorney is conferring with the prisoner. Visitation will be conducted in a holding room. Visitation time(s) are set by the Watch Supervisor and such time shall be reasonable and not impede the operation of the Police Department.
 - 3. The prisoner will be searched again after any visit prior to being placed in the holding facility.
- D. Every individual in custody shall be allowed to make three telephone calls as soon as possible after arrival, and in no event, any later than three hours after arrival (725 ILCS 5/103-3).
 - (a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at the individual's own expense.
 - 1. The department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult.
 - 2. If the individual in custody is a custodial parent with responsibility for a minor child, the officer should assist the individual in the placement of the child with a relative or other responsible person designated by the individual in custody (725 ILCS 5/107-2).
 - 3. Telephone calls to the individual's attorney of choice and family members should be free of charge (725 ILCS 5/103-3).
 - (b) The individual should be given sufficient time to contact whomever the individual desires and to make any necessary arrangements, including child or dependent adult care or

Subject: Processing and Handling Prisoners	Number GO 10.2	Revised Date December 30, 2021	Effective Date May 1, 2015	Page 9 of 10
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transportation upon release.

1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may reasonably determine the duration of the calls.
 - (c) The individual shall have access to the individual's cell phone to retrieve phone numbers from the phone's contact list prior to the cell phone being placed into inventory (725 ILCS 5/103-3).
 - (d) Calls between an individual in custody and the individual's attorney shall be deemed confidential and shall not be monitored, eavesdropped upon, or recorded.
 - (e) A notice stating telephone calls may be monitored or recorded shall be posted by each telephone from which persons in custody may place calls (20 Ill. Adm. Code 720.75).
 - (f) A notice informing persons in custody to their rights regarding telephone calls and, where applicable, providing the telephone contact information for the public defender or court appointed attorney (725 ILCS 5/103-3).
 - (g) The three hours requirement shall not apply while the person is asleep, unconscious, or otherwise incapacitated (725 ILCS 5/103-3).
- E. All prisoners being held for extended periods will be fed three meals during each 24-hour period.
1. Meals will generally be provided at normal meal hours, approximately 0800 hours, 1200 hours, and 1800 hours and the McDonald's gift card will be used to purchase prisoner meals. The gift card will be kept in the Post One key box on a department lanyard and shall be signed in/out on the key log. The card will reload automatically when the balance gets low and personnel assigned to retrieve a prisoner meal will be responsible for ordering the appropriate meal. Breakfast will be a small orange juice and a biscuit. Lunch and dinner will be a cheeseburger, small fry and a small drink.
 2. Receipts should be obtained and turned into the watch commander.
 3. Provided meals will be logged on the prisoner's lockup report by the watch supervisor or his designee.
 4. Meals will not be provided more than 14 hours apart and will comply with the Illinois Municipal Jail and Lockup Standards regarding quantity and nutrition.
- F. Special requests for food, telephone privileges, medical attention, or other requests will be brought to the attention of the Watch Supervisor who shall determine if the request is reasonable and can be accommodated.

IX. SUPERVISION OF PRISONERS

- A. Watch Supervisors are responsible for ensuring 24 hours supervision of all prisoners confined in the holding facility and are responsible for a count of the prisoner population every 8 hours. Watch Supervisors will ensure that the prisoner checks are conducted and holding facilities are monitored.
- B. Individuals who are in custody of the Park Ridge Police Department and not detained in the holding facility (cell) will at no time be left unattended or unsupervised by department members.
- C. Prisoners will be physically checked every 30 minutes by the Watch Supervisor or his designee.

Subject: Processing and Handling Prisoners	Number GO 10.2	Revised Date December 28, 2021	Effective Date May 1, 2015	Page 10 of 10
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1. In the event that a prisoner requires additional attention (see Section IV.), the arresting officer will advise the Watch Supervisor who will increase the frequency as appropriate.
 2. Officers conducting the check will acknowledge such by placing their signature and time of the check onto the lockup report.
- D. Although the holding facility maintains the capability to monitor prisoner activities through audio and visual monitors, under NO circumstances will this be used to intentionally invade the personal privacy of prisoners. The control point is Post One. Post One attendants should monitor the holding facility area upon request of the arresting officer or Watch Supervisor.
- E. Officers charged with the supervision of prisoners shall be of the same sex as the prisoner. If this is not possible, the officers conducting the check will make a prior verbal announcement to the prisoner that he is going to conduct a visual check to ensure the privacy and dignity of the prisoner is maintained.
- F. Due to the temporary nature of the detention of a prisoner, no personal items such as mail, money, checks, money orders, food, smoking materials, or other personal items will be accepted for delivery to any prisoner. (This does not preclude bond money from being accepted.)

In the event that personal items are required, they will be accepted after having been thoroughly inspected. Additionally, any item(s) accepted for delivery must be approved by the Watch Supervisor, inspected, and logged onto the lockup report. All items not requiring dispensing will be placed into the prisoner's property locker and so annotated on the lockup report. Distribution of any items will be as needed. These items may include:

1. Fresh clothing for bond appearance,
2. Food required by medical authorities for a special diet,
3. Medication, as prescribed by a physician, and
4. Documents that may support the prisoner's innocence in the offense for which he is charged.

X. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police



Park Ridge Police Department
Strip Search Authorization

1. **Officer Requesting Permission for Search:**_____
2. **Case Number:**_____ **Offense:**_____
3. **Person Searched:**
 - A. Name:_____
 - B. Sex:_____ Race: _____ D.O.B.: _____
 - C. Address:_____
 - D. Charges:_____
4. **Search:**
 - A. Person Conducting Search:_____
 - B. Location Search Conducted:_____
 - C. Others Present:_____
 - D. Time of Search:_____ Date of Search:_____
5. **Remarks and/or Evidence Recovered:**

6. **Supervisor Authorization for Search:**

I have reviewed the information pertaining to this search, and I have authorized the strip search of the person named above.

 - A. Supervisor:_____
 - B. Date:_____
 - C. Signature:_____
7. **Person Searched Signature**

I have been given a copy of this report

NOTE: Prepare in triplicate
Original with Original Reports
One copy to Person Searched
One copy to Chief's Office through Chain of Command



PRISONER LOCK-UP REPORT

Page ____ of ____ page(s)

Complaint # _____

C/J-jacket # _____

Arrestee Name _____ Sex _____ Race _____ DOB _____

Last First Middle Initial

Age _____ Adult _____ Juvenile _____ Cell/Holding# _____ Cell condition: _____

Arresting Officer _____ Star # _____ Searched By _____

Date Incarcerated _____ Time _____ Charges (1) _____

MM DD YR

(2) _____

Warrant # _____ (3) _____

Suicide Risk: Yes _____ No _____

(If yes, notify the Watch Supervisor immediately)

Medical Alert _____

PROPERTY INVENTORY (check the box next to items transferred with prisoner)☐ Currency _____ ☐ Shoelaces _____ Wallet _____ Jewelry _____ Belt _____☐ Change _____ ☐ Keys _____ Watch _____ Pen/Pencil _____ Knife _____☐ Checks _____ Rings _____ Lighter _____ Tobacco _____Total _____ ☐ Other Items _____

Inventoried by: _____ Star # _____ Arrestee acknowledge _____

I hereby acknowledge receipt of the above property, being all of what was removed from me on the occasion of my arrest as indicated on this form, except those items impounded as evidence, contraband, or items used during the course of processing (money for bond, phone, etc.).

Signature of arrestee Date/time _____

Bond # _____ Date released _____ Time released _____

Releasing officer _____ Star # _____

Items inventoried into Property Room (If Yes, see Property Custody Form): YES NO

Items released to arrestee's designee (If Yes, see Property Custody Form): YES NO

CONTACT BEFORE RELEASING/BONDING ARRESTEE:

Department/Agency _____ Telephone # _____

Name _____ Reason _____

IF ARRESTEE IS BEING HELD FOR ANOTHER DEPARTMENT/AGENCY:

Department/Agency Name _____ Telephone # _____

IF ARRESTEE IS RELEASED TO CUSTODY OF OTHER DEPARTMENT/AGENCY:

Date released _____ Time _____ Department/Agency _____

MM DD YR

Officer/Official Name (Print) _____ Star # _____

Signature _____

Department/Agency will sign for an arrestee and any property items checked above

Supervisor Approval: _____ Date: _____

☐ 517 TRIMS Code

☐ 474 KRIM Code

Arrest Warrant Execution Verification

(1/18/11) CCG 0657

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

☐ PEOPLE OF THE STATE OF ILLINOIS

or

☐

A Municipal Corporation

v.

Case No. _____

Defendant/Petitioner

ARREST WARRANT EXECUTION VERIFICATION

Pursuant to an arrest Warrant issued in the Circuit Court of Cook County, Illinois, for failure to appear for an alleged violation of the Criminal Code of 1961, the Illinois Vehicle Code, the Wildlife Code, the Fish and Aquatic Life Code, the Child Passenger Protection Act, or a comparable offense of a unit of local government as specified in Supreme Court Rule 551, the following arresting agency hereby certifies that it brought the offender in on the arrest warrant on _____:

Apprehending Agency: _____ NCIC No(s). _____

Apprehending Officer(s): _____ Star No(s). _____

Address: _____

City/State/Zip: _____

I understand that, should an arrest warrant execution fee be ordered by the court pursuant to 725 ILCS 5/110-7(i), the Clerk of the Circuit Court of Cook County shall distribute the apprehending agency's portion of that fee to the above-listed apprehending agency at the above-listed address.

Signature _____

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Evacuation of Prisoners	Number GO 10.3	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Cell Block Evacuation, Fire, Cell Block			Approved By Frank Kaminski Chief of Police	

POLICY: The Department will have a plan for evacuating prisoners from the cell block in case of problem in the cell block.

I. PRISONER EVACUATION/OPERATIONAL PROCEDURES

- A. Emergency situations that may require evacuation of prisoners include, but are not limited to:
 - 1. Fire,
 - 2. Natural disaster,
 - 3. Suicide attempt, or
 - 4. Disturbance.
- B. Authority and Responsibility for Evacuation of Prisoners
 - 1. The Watch Supervisor shall be immediately notified of any of the above situations and will determine the level of response.
 - 2. In the event of a life-threatening situation, any departmental member may take necessary action to ensure safety of the prisoners. If such a situation manifests itself, the Watch Supervisor must be notified and constantly be advised of the evacuation efforts.
 - 3. The nearest available sworn officers shall report to the holding facility, secure, and evacuate the prisoners to a secure/non-threatened area.
- C. Evacuation Procedure
 - 1. In the event of an evacuation, the closest and safest exit, which is clearly marked, will be utilized.
 - 2. Unless circumstances do not allow, the posted holding facility evacuation route will be followed.
 - 3. When uninjured prisoners are evacuated, officers shall handcuff them. Depending on the nature of the emergency, it shall be the officer's responsibility to determine the location of where the prisoners are to be taken. Prisoners will remain handcuffed and under guard at all times.
 - 4. If the prisoners must be removed from the building, they shall be placed inside of the available patrol vehicles, behind the security screen.
 - 5. In the event of an evacuation that would cause discontinued use of the holding facility, all prisoners will be transferred to neighboring police departments with the capability to house prisoners.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Escape and Unusual Occurrences of Prisoners	Number GO 10.4	Revised Date June 28, 2021	Effective Date July 1, 2021	Page 1 of 4
Index As: Prisoner Escape, In-Custody Deaths			Approved By Frank Kaminski Chief of Police	

POLICY: The safety and security of prisoners is an upmost concern. Members will take appropriate steps to prevent the escape of prisoners.

I. PRISONER ESCAPE

- A. In the event that a prisoner escapes from the holding facility, the following procedures are to be put into effect:
1. The Watch Supervisor will be notified immediately of any escape.
 2. The Dispatch center will be provided with an offender description for immediate broadcast, which shall include all pertinent offender information, direction of travel, etc.
 3. The Watch Supervisor will ensure transmission of a regional broadcast of the escape through ISPERN and coordinate all search efforts.
 4. The Watch Supervisor will ensure that the Chief is notified of the escape as soon as possible.
 5. If the escapee is apprehended, the Watch Supervisor will ensure that all notifications are made (i.e. ISPERN, Chief) for termination of the alert.
 6. If the escapee is not recaptured, the Watch Supervisor will ensure completion of all reports, preparation of arrest warrants, and obtain correspondence from the involved officer(s) detailing the circumstances surrounding the escape. A regional LEADS message will also be initiated.

II. UNUSUAL OCCURRENCES

Any incident that constitutes a threat to the holding facility or involves or endangers the lives or physical welfare of prisoners shall be reported to the Chief immediately. The Chief or his designee shall, in conjunction with any other notifications to be made, notify the Bureau of Detention Standards and Services, Department of Corrections, Springfield, Illinois, by completing the "Report of Extraordinary or Unusual Occurrences." (See attached, also available on the IDOC website)

- A. The Watch Supervisor is responsible for preparation of all initial reports documenting these types of situations. Examples of extraordinary/unusual occurrences:
1. Deaths,
 2. Attempted suicides,
 3. Serious injuries (including accidental or self-inflicted)
 4. Escapes,
 5. Attempted escapes,
 6. Fires,
 7. Disturbances,
 8. Batteries to department members by prisoners,
 9. Batteries to prisoners by department members,
 10. Sexual assaults, or
 11. Occurrences of serious infection, disease or illness within the holding facility.

III. In Custody Deaths

- A. "Law enforcement agency" includes each law enforcement entity within this State having the authority to arrest and detain persons suspected of, or charged with, committing a criminal offense, and each law enforcement entity that operates a lockup, jail, prison, or any other facility used to detain persons for legitimate law enforcement purposes.
- B. In any case in which a person dies:
 - 1. While in custody of :
 - a law enforcement agency;
 - a peace officer;as a result of the peace officer's use of force, the law enforcement agency shall investigate and report the death in writing to the Illinois Criminal Justice Information Authority, no later than 30 days after the date on which the person in custody or incarcerated died.
- C. The written report shall contain the following information:
 - 1. The following facts concerning the death that are in possession of the law enforcement agency in charge of the investigation were the death occurred, race, age, gender, sexual orientation, and gender identity of the decedent, and a brief description of causes, contributing factors and the circumstance surrounding the death;
 - 2. If the death occurred in custody, the report shall also include the jurisdiction, the law enforcement agency providing the investigation.
 - 3. If the death occurred in custody the report shall also include if emergency care was requested by the law enforcement agency in response to any illness, injury, self-inflicted or otherwise, or other issue related to rapid deterioration of physical wellness or human subsistence, and detail concerning emergency care was provided.
- D. The law enforcement agency shall make a good faith effort to obtain all relevant facts and circumstances relevant to the death and include those in the report.
- E. The Chief of Police will ensure that the report is submitted to the Illinois Criminal Justice Authority.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink that reads "Frank Kaminski". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Frank J. Kaminski, Chief of Police

Report of Extraordinary or Unusual Occurrences

Report **all** extraordinary or unusual occurrences involving detainees in writing within 72 hours to the Office of Jail & Detention Standards. When a delay in the written report is unavoidable, make the report by telephone and submit the written report as soon as possible to:

Office of Jail & Detention Standards
1301 Concordia Court, P. O. Box 19277
Springfield, Illinois 62794-9277
Telephone: (217) 558-2200, ext. 4212
Fax: (217) 522-3906

Check one: ☐ **County**
☐ **Municipal** (except Chicago)
☐ **Chicago Police Department**, include

R.D. Number: _____

Facility Name: _____ Telephone #: _____

Address: _____
Street City State Zip Code

Date of Occurrence: _____ Time of Occurrence: _____ ☐ a. m. ☐ p. m.

Type of Occurrence: ☐ Suicide (method) _____ ☐ Suicide Attempt (method) _____
☐ Homicide ☐ Homicide Attempt ☐ Escape ☐ Escape Attempt ☐ Fire ☐ Serious Injury
☐ Battery ☐ Riot or Rebellion ☐ Sex Offense ☐ Assault on Staff ☐ Assault among Detainees
☐ Fighting among Detainees ☐ Restraints Used ☐ OC Spray Used ☐ Other (specify): _____

Detainees Involved			
Name	Date of Birth	Date Confined	Arresting Charge

Any injuries? ☐ No ☐ Yes, (briefly describe): _____

Any resulting death? ☐ No ☐ Yes, attach coroner's report or forward upon completion and explain below:

Name of deceased: _____

Specific cause of death: _____

Date & time of death: _____

Was deceased on suicide watch at or immediately before time of death? ☐ Yes ☐ No

Reported by: _____

Was deceased examined by a physician? ☐ No ☐ Yes, on: _____

Did deceased display signs of illness? ☐ No ☐ Yes, describe: _____

Detainees Interviewed			
Name	Date of Birth	Date Confined	Arresting Charge

Officials Interviewed	
Name	Title

Principal cause of occurrence:

Summary of specific details of occurrence (include date and time):

Recommendations to prevent future occurrences:

_____	_____	_____	_____
Print Reporting Officer's Name	Badge #	Reporting Officer's Signature	Date
_____	_____	_____	_____
Print Shift Commander's Name	Badge#	Shift Commander's Signature	Date

Note: Use of this form is required; please do not alter format. Where available, this form may be completed and submitted on-line as directed by the Office of Jail and Detention Standards.

The Illinois Department of Corrections is requesting disclosure of information necessary to accomplish the statutory purpose as outlined in 730 ILCS 5/3-15.2. Disclosure of information is MANDATORY. Failure to provide the information could result in a court order requiring compliance with 20 Ill. Adm. Code 701, 702, or 720.

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Holding Facility	Number GO 10.5	Revised Date	Effective Date May 1, 2015	Page 1 of 4
Index As: cell block, holding facility, prisoners			Approved By Frank Kaminski Chief of Police	

POLICY Persons incarcerated by the Park Ridge Police Department shall be safely and humanely treated in accordance with the Illinois Municipal Jail and Lockup Standards. The holding facility shall be secure, safe, and free from hazardous or unsanitary conditions. The purpose of this General Order is to establish the procedural guidelines for the operation, organization, management, and administration of the Park Ridge Police Department's holding facility.

I. DEFINITION

HOLDING FACILITY (lockup). A temporary detention facility for which custodial authority is less than 72 hours and where detainees are held pending release, arraignment, adjudication, or transfer to another facility. (Excluded from this definition are areas designed or utilized for questioning, processing or testing a prisoner.)

II. PROCEDURES

- A.** The Deputy Chief of Administration is designated as having overall responsibility for ensuring that the operation and maintenance of the holding facility is conducted in accordance with this General Order and applicable state and federal laws that govern holding facility operations.
- B.** Training of Members
 - 1. All personnel having access to the holding facility shall receive initial training in its operation, including fire suppression. Retraining of personnel on holding facility operations and fire suppression will occur at least every 3 years.
 - 2. All members of the Park Ridge Police Department shall receive at a minimum, an orientation on the operation of the holding facility. Employees who work in direct contact with detainees shall receive more thorough training to ensure safety and security of staff and detainees. This orientation will be conducted by their immediate supervisor or his designee.
- C.** Access of Nonessential Members
 - 1. In order to not impede the operation of the holding facility or to not violate prisoner's rights, all nonessential members are prohibited from entering the holding facility while prisoners are present.
 - 2. Maintenance personnel and workmen are authorized access only during those times that the holding facility does not house a prisoner. In exigent circumstances, maintenance personnel may enter the holding facility while occupied, if accompanied by an officer.
- D.** Records Security
 - 1. All records pertaining to in custody prisoners such as arrest reports, lockup reports, etc., shall be maintained in the Watch Supervisor's office to safeguard them from unauthorized disclosure.
 - 2. Upon a prisoner's release or transfer, all records pertaining to the prisoner (with the exception of records forwarded to the court) shall be forwarded to the Records Bureau. Any release of information or requests for information shall be handled in accordance with the Freedom of Information Act and applicable department orders.
- E.** Physical Plant. The holding facility will provide the following minimum conditions for detainees:

Subject: Holding Facility	Number GO 10.5	Revised Date	Effective Date May 1, 2015	Page 2 of 4
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1. Lighting in the detention area will be maintained as required by local ordinance;
2. Circulation of fresh or purified air that is in accordance with local public health standards;
3. Provide access to a toilet and drinking water, and for extended lengths of incarceration, access to a wash basin or shower;
4. Bed and blankets;
5. Heating and cooling system that can provide temperatures within the normal heating and cooling zones; and
6. Prisoner uniforms will be provided to detainee, as directed by a Watch Supervisor, when personal clothing must be replaced due to the following conditions:
 - a. Seizure of clothing as evidence,
 - b. Soiled clothing,
 - c. For suicidal, or
 - d. Other situations deemed necessary by the Watch Supervisor.

F. Fire Prevention Measures

1. The department will follow all reasonable procedures for fire prevention as outlined in the current "Life Safety Code." A copy of this Code is maintained by the Park Ridge Fire Department.
2. All personnel will adhere to the following fire safety measures:
 - a. No smoking will be permitted in the cells or cell area,
 - b. Lighters, matches, and any other similar materials will be removed from the prisoners prior to placing them into a cell, and
 - c. Officers will remain aware of the location and use of fire fighting equipment.
3. All facility fire fighting equipment, fire alarm, and heat and smoke detection systems will be approved by the Park Ridge Fire Department Fire Prevention Bureau.
4. Fire fighting equipment shall be located in easily accessible locations which afford the least opportunity for tampering.
5. The day shift Watch Supervisor will conduct a daily undocumented visual inspection of the holding facility, including automatic fire detection devices and alarm system. This inspection will focus on damage or tampering. If any damage or tampering is observed, he will complete a holding facility inspection report, and immediately forward this information through the chain of command to the Deputy Chief of Administration for corrective action.
6. The Deputy Chief of Administration will ensure the following documented inspections/tests are completed:
 - a. A weekly documented visual inspection of all fire equipment contained in the holding facility. This inspection will focus on verifying presence, proper charging, certification, and detecting any damage or tampering of such equipment.
 - b. All fire equipment (i.e. fire extinguishers) contained in the holding facility will be tested at least annually. This test will ensure that all the equipment is operational and functional, as designed. The aid of the Park Ridge Fire Department and/or private vendor will be enlisted to conduct these function tests. The automatic fire detection devices and alarm systems will be tested annually by a private vendor. The system is also designed to internally check pull stations and detectors.

Subject: Holding Facility	Number GO 10.5	Revised Date	Effective Date May 1, 2015	Page 3 of 4
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c. The holding facility inspection report will be utilized to document the above inspections/tests. The Deputy Chief of Administration is responsible for corrective action pertaining to any of the above inspections/tests, and will forward related reports and recommendations to the Chief of Police.

7. The heat and smoke detection equipment installed throughout the holding facility shall meet or exceed all applicable local and state standards and be certified in writing by the Park Ridge Fire Department Fire Prevention Bureau.

III. HOLDING FACILITY SANITATION

- A. The Deputy Chief of Administration will ensure that a documented weekly sanitation inspection is completed. This inspection will focus on the following:
 - 1. Cleanliness,
 - 2. Proper sanitary conditions,
 - 3. Damage or defacement, and
 - 4. Conditions that are conducive to the presence of vermin and pests.
- B. The holding facility inspection report will be utilized for this inspection.
- C. If any corrective action is needed, the Deputy Chief of Administration will initiate such action and ensure that it is accomplished.
- D. Watch Supervisors and/or releasing officers are also responsible for ensuring that the above described conditions (III. A. 1. through 4.) are checked prior to the release or transfer of prisoners.

IV. SECURITY AND CONTROL

- A. No officer will enter any part of the holding facility when prisoners are being housed without having first secured all weapons in one of the available weapons storage boxes unless there are emergency circumstances.
- B. No officer shall enter an occupied cell except to aid or ensure the well-being, safety, and security of a prisoner.

Additionally, no officer will enter such cell unless there is at least one additional officer present. Officers entering a cell for the above purposes should notify Post One personnel that entry is going to be made.
- C. When not in use, keys for the holding facility, for both security doors and cell doors, will be KEPT IN THE WEAPONS STORAGE BOX located just outside the holding facility entry door. Duplicate keys will be kept in the master key box located in Post One.
- D. The entry door of the holding facility/processing area will remain closed and locked at all times.
- E. When necessary, the prisoner status board will be changed to indicate whether there are prisoners present in the holding facility or at a medical facility. The Watch Supervisor shall be aware of occupancy of the holding facility at all times.
- F. Prior to placing a prisoner into a cell and immediately after removing a prisoner from the cell for release or transfer, the attending officers will search each cell for weapons and contraband. In the event that weapons/contraband are found, the officer will notify the Watch Supervisor immediately and appropriate documentation shall be made.
- G. Officers transporting a prisoner charged with a felony, a violent offender or at the officer's discretion, to and from the locked holding facility to the interview room, will have a cover officer located at the Watch Supervisor's office door. The cover officer will help prevent potential escape, and will be used for additional help if needed during the transport to and from the interview room.

Subject: Holding Facility	Number GO 10.5	Revised Date	Effective Date May 1, 2015	Page 4 of 4
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- H. The Deputy Chief of Administration will ensure that a documented weekly security inspection is made. This inspection will focus on searching for secreted weapons and contraband. The holding facility inspection report will be utilized for this purpose.
- I. Tools and culinary equipment, including plastic eating utensils and drinking straws, are prohibited in the cell area. In the event workmen require the use of tools, strict accountability will be imposed by the Watch Supervisor or his designee.
- J. The holding facility and processing area are monitored by Post One personnel via a two-way audio-video communication system. The officer(s) should also be equipped with a portable police radio while in these areas.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Interview Room	Number GO 10.6	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Interview Room			Approved By Frank Kaminski Chief of Police	

POLICY: The intent of the Department's policy and procedure on the interview room is to maximize the safety and security of arrestees and Department members by restricting the use of the interview room to necessary department business only and by minimizing the amount of time arrestees spend outside of the Cell Block.

All use of the interview room must serve the needs of the Department's official business and must be conducted in a manner that safeguards the well being of arrestees and department members.

I. INTERVIEWS AND INTERROGATIONS

Interviews will be conducted with individuals that may have pertinent information relevant to an investigation. Interrogations will be conducted with individuals that are suspects or those individuals that the investigator believes may be involved. Interviews and interrogations will be conducted in a manner consistent with constitutional requirements.

A. Interview Room

1. Accountability. The on-duty officers in charge of, or assisting, a case involving an arrestee are responsible for ensuring that the department's policies and procedures regarding the interview room are followed and adhered to.
2. Prior to entering the interview room when a suspect will be/is present, officers will secure all firearms in the lockboxes located outside the booking/lockup area. Officers are not prohibited from having less-lethal weapons in the interview room; however, they should be concealed if possible.
3. A subject who is a suspect in a criminal case will never be left in this room unmonitored by sworn personnel. In the event a sole officer is conducting the interview/interrogation and needs to leave the room, another officer will be summoned to stand by.
4. Under normal circumstances, no more than three sworn law enforcement personnel will be present in the room during an interview or interrogation. The Investigative Division supervisors or a watch commander may authorize additional personnel for reasons that would enhance the safety and order of the interview or interrogation in progress. More personnel may be allowed in the room under an emergency circumstance, such as a physical confrontation.
5. Officers conducting an interview/interrogation of a suspect in the room will carry with them either a radio and/or telephone, to be used in the event officers need assistance.
6. Equipment/items to be kept in this room are, including but not limited to, the following: table, chairs, tissues, trash receptacle, and audio/visual monitoring equipment.
7. The subject being interviewed will be allowed access to the restroom, water, and comfort breaks as needed or requested. A sworn officer, who will stand outside the restroom door and escort the subject back into the interview room, will escort subject(s) to the restroom.

II. SECURITY PRECAUTIONS

The intent of the following security precautions, as well as the supervision procedures described

Subject: Interview Room	Number GO 10.6	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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above, is to protect the well being of the arrestee and Department members and to prevent escape.

A. Access

Only officers involved in the detention or investigation of an arrestee have authorized access to the arrestee and the interview room.

B. Weapons

The requirement that officers be unarmed in the holding facility will extend to the interview room in all cases where an officer brings an arrestee to a room for questioning. Weapons will be secured outside of the booking/lockup area, in a secured locker.

C. Prisoner Search

All arrestees will be searched thoroughly for weapons and other contraband before being placed in an interview room. Arrestees who are brought directly to the interview room must be fully processed as directed by the General Order regarding processing and handling prisoners, requiring the removal of all prisoner property, including belt, shoe laces, etc.

D. Security Inspection

Before and after each use, officers will inspect the interview room for weapons or items that may be used to inflict injury or facilitate escape. Extra furniture or other items should not be left in or stored in the interview room during or between use.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Mass Arrest Procedures	Number GO 10.7	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: Mass Arrests			Approved By Frank Kaminski Chief of Police	

POLICY: If there is no acceptable alternative found to mass arrests, the Department will have a plan to carry it out in an organized and efficient manner to facilitate the restoration of order by means of lawful arrest and successful prosecution in court. The purpose of this General Order is to serve as a guide to in the handling of prisoners in a mass arrest situation.

I. PROCEDURE

- A. Take into custody persons to be arrested.
- B. Identity of arrestees at arrest locations will be documented by means of name, photo, and/or ink marking on hand for future identification at the designated booking location. (Use of a video camera, digital camera, and multi-colored ink marking pens is suggested.)
- C. The name of the arresting officer, location of arrest, and charges against each arrestee will be logged by a designated officer at the scene.

II. TRANSPORTATION

- A. After being searched, arrestees will be transported to the designated booking location for processing. The watch supervisor may request assistance from other law enforcement agencies to obtain a specially designated prisoner transportation vehicle, i.e. squadrol, prisoner transport bus, van, etc.
- B. If the number of persons arrested will be under 25, they should be transported to the Park Ridge Police Department for processing and bonding procedures.
- C. In the event 25 to 100 persons are arrested, the Public Works Service Center's training room is capable of holding 100 people while they await transportation to the station for processing. The type of offense and offenders should be considered in choosing the location. Mutual aid from neighboring departments may be requested to assist in transportation.

III. COOK COUNTY CIRCUIT COURT SECOND DISTRICT MASS ARREST PROCEDURE

- A. If intelligence is gathered prior to a planned event suggesting that arrests may exceed 50, arrangements should be made with the Cook County Circuit Court Second District for mass arrest procedures. A multiple arrest agency emergency phone list from the Court is kept at Post One.
 - 1. Their personnel will be placed on alert and put on standby judges, State's Attorneys, clerks, deputy sheriffs, and transportation.
 - 2. The facility at Skokie has the capability to hold 150 arrestees. If the amount exceeds 150 people, arrangements will then be made for the excess to go to the County Jail.
- B. In the event a mass arrest occurs without prior notice to the court, an effort should be made to notify the on-duty emergency judge of the particulars of the event as soon as possible.

IV. DETENTION OF PRISONERS

- A. All prisoners will be processed without unnecessary delay according to the department's General Order on processing arrested persons. Persons in detention will be released on bond or brought before a judge at the earliest opportunity.
- B. Persons charged with local ordinance or misdemeanor complaints may, if appropriate, be "I" bonded.
- C. If an attorney for an arrestee comes to the Park Ridge Police Department and requests an interview with his client, a place will be provided for counsel as soon as possible upon

Subject: Mass Arrest Procedures	Number GO 10.7	Revised Date	Effective Date May 1, 2015	Page 2 of 3
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approval by the watch supervisor.

- D. Arrestees will be detained in an area under sanitary conditions with provisions for water and food, as outlined in the General Order regarding the holding facility.
- E. When an arrestee is in need of medical treatment, the Park Ridge Fire Department paramedics should be summoned. If the arrestee requires hospitalization, the watch supervisor will determine if a police officer must guard the arrestee at the hospital or if notification to hospital personnel that there is a police hold on the subject will suffice. The type of offense and the prisoner's conduct and prior record will be considered in making this determination.
- F. If a large number of juveniles are included in the mass arrest, the watch supervisor shall ensure the appropriate number of juvenile officers are called in to assist in the proper handling and processing of the juvenile arrestees. Juvenile arrestees will be processed in accordance with the guidelines set forth in the General Order regarding handling juvenile offenders and victims.

V. INTERAGENCY AGREEMENTS

- A. When a planned large event is scheduled, the Chief of Police may authorize the arrangement of mutual aid assistance as allowed for in the interagency agreements with the Northern Illinois Police Alarm System (NIPAS) or other signed interagency agreement.
- B. In the event a large event or civil disturbance occurs without prior notice, mutual aid assistance can be requested through NIPAS for the appropriate level plan for additional manpower. The NIPAS Mobile Field Force, which is specially trained and equipped to handle large civil disturbances, can be requested. See NIPAS Procedure Manual located at Post One.

VI. IDENTIFICATION

For future identification purposes, all persons arrested should be photographed and assigned a "C" number (adults) or a "J" number (juveniles). Fingerprints should be taken of persons charged with misdemeanor or felony complaints.

VII. SECURITY

- A. With a large number of persons arrested in a mass arrest situation, extra security precautions need to be taken.
 - 1. Additional officers should be called in and hired back.
 - 2. All officers processing prisoners will remove their weapons and place them in a secure area.
 - 3. Flex cuffs may be used to secure prisoners.
 - 4. Some officers should be assigned to security to observe the arrestees and the area without being preoccupied with processing the prisoners.

VIII. EVIDENCE COLLECTION

- A. Evidence at the scene should be collected at the scene by one forensic technician, although other designated officers may assist in locating evidence.
- B. A video camera can be used to film and record the civil disturbance for use as evidence in court.

IX. COURT AND PROSECUTORIAL LIAISON

- A. The court and prosecutorial liaison shall be the arresting officer.
- B. If there are multiple arresting officers for one incident, the court and prosecutorial liaison shall be a designated supervisor who was present during the incident.

X. MEDIA RELATIONS AND PUBLIC INFORMATION

Subject: Mass Arrest Procedures	Number GO 10.7	Revised Date	Effective Date May 1, 2015	Page 3 of 3
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Media relations and public information will be handled by a police supervisor as directed by the General Order regarding media releases.

XI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink that reads "Frank Kaminski". The signature is written in a cursive style and is positioned above a horizontal line.

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Facility Security	Number GO 11.1	Revised Date Dec. 18, 2015	Effective Date May 1, 2015	Page 1 of 2
Index As: Security, ID tags, visitor tag			Approved By Frank Kaminski Chief of Police	

POLICY: The Department's internal security program is designed to ensure the security of the Park Ridge Police facility by monitoring and controlling access by visitors and to provide for a secure and safe working environment. The visitor identification and door security procedures were created in response to the need and desire for greater security for police staff and visitors to the police facility and for greater security of the police facility, including property, equipment, and sensitive information. While some inconvenience is unavoidable, these policies and procedures are intended to improve both the actual and perceived level of safety in this building without severely interfering with daily activities and the needs of visitors.

I. DEPARTMENT SECURITY PROCEDURES

- A. The security of the police facility is the responsibility of each and every member of the Police Department, and an acceptable level of security cannot be achieved without everyone's support and participation.
- B. Except as noted, all visitors to the police facility at all times should be wearing a visitor identification tag.
 - 1. Department members will challenge all unescorted persons not wearing visitor ID tags (or City name tags) and will escort them to Post 1 for assistance or to obtain a visitor ID tag.
- C. Whether being assisted at Post 1 or in another part of the police facility, all visitors will be treated with the utmost courtesy and respect regardless of their attitude or demeanor.
- D. All members of the Department (sworn and civilian) who are not in uniform must wear, prominently displayed, their badges or PRPD employee picture ID card while they are in the police facility and City Hall while on duty.

II. VISITOR IDENTIFICATION TAGS

- A. Except as noted below, all visitors to the police facility will be required to stop at Post 1 to register and receive a visitor ID tag before proceeding to any restricted-access area in the police building.
 - 1. The term visitor in this order refers to all persons who are not permanent full-time, permanent part-time, seasonal, authorized volunteers, interns or clergy members of this department.
 - 2. The only unrestricted area in the police building is the front lobby and the public washrooms near the lobby. All other areas are restricted to police personnel and identified/registered visitors escorted by police personnel.
- B. Exceptions
 - 1. Members of the Fire Department in uniform and Facilities Management on official City business may enter the police station without signing in at Post 1 and wearing a visitor ID tag.
 - 2. City of Park Ridge employees from all other departments wearing their City of Park Ridge ID card will be authorized to enter restricted areas.
 - 3. City-contracted cleaning crew members will be given a temporary cleaning crew ID when they sign out the master keys for the building.
 - 4. Persons being personally escorted by a member of the Department.
- C. Post 1 staff will assist each visitor by:
 - 1. Inquiring who the visitor wishes to see.

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2. Contacting that person by telephone.

NOTE: A visitor will not be issued a visitor ID tag, nor allowed to proceed into the building, unless Post 1 personnel contacts a department member who is available to meet with the visitor.

3. Asking the visitor to sign in and to provide all the information required by the sign-in log.
 4. Issuing a disposable Park Ridge Police Department visitor ID tag to every visitor and logging the time issued.
 5. Directing the visitor to (1) wait to be accompanied into a restricted area and (2) return to Post 1 before leaving the building to sign out.
 6. Logging the time when the visitor ID tag is returned.
- D. A department member who is available to see a visitor will meet the visitor at the appropriate access door. After conducting their business, a department member will escort the visitor back to the lobby and will remind the visitor to sign out before leaving the building.
- E. Post 1 staff is responsible for monitoring the visitor ID tags system.

III. DOOR SECURITY

A. Restricted Areas

1. The doors leading from the lobby to other parts of the police building will be marked "Employees Only." Access through these doors is limited to police personnel and identified/registered visitors escorted by police personnel. Employees will not compromise the security system by propping open these doors or defeating the locking mechanism, such as with cardboard, tape or other means.
2. All other doors with automatic closing and locking mechanisms also lead to restricted areas and are subject to the same rules and procedures described in the section above, even if the doors are not specifically marked "Employees Only."

B. Fire Doors

Many internal doors must remain closed at all times to prevent the spread of fire and/or smoke within the police facility. In addition to many of the doors to restricted areas described above, all other doors with automatic closing mechanisms, even if not self-locking, are fire doors and must not be propped open.

C. Building Entrance/Exit Doors/Pedestrian Doors

All exterior pedestrian doors leading into the police building will be locked at all times -- 24 hours every day -- with the exception of the front door leading into the front lobby, which shall be kept open at all times unless directed otherwise by a supervisor. The door leading to the internal lobby will be locked from 1700 hours to 0700 hours each night.

D. Exceptions

To facilitate special events or circumstances (such as moving furniture, construction, receiving shipments, etc.) or high traffic volume (such as trainings, meetings, etc.), security or fire doors temporarily may be unlocked or propped open for specific and limited periods of time with the approval of a supervisor. However, such doors should not be left unattended.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Firearms Traces	Number GO 11.2	Revised Date January 8, 2021	Effective Date May 1, 2015	Page 1 of 2
Index As: Firearms Traces, LEADS/NCIC, Seized Firearms, Traces			Approved By Frank Kaminski Chief of Police	

POLICY All firearms bearing serial numbers or latterly raised serial numbers coming into possession of the Park Ridge Police Department will be: (1) run through LEADS/NCIC and (2) traced by the ATF (Bureau of Alcohol, Tobacco, Firearms, and Explosives, U.S. Department of Justice).

I. OFFICERS

- A. The officer who took original possession of the firearm will be responsible for running the firearm through LEADS/NCIC. He will also assist both the Property Management Custodian and Investigations Division with any further information regarding the firearm.

II. PROPERTY OFFICE

- A. The property Management custodian will notify the investigations commander and sergeant when a weapon is impounded for any reason.

III. INVESTIGATIONS DIVISION

- A. The investigations commander or sergeant will assign and oversee the review of the firearm impoundment process and all follow-up investigatory procedures.
- B. An investigator will review and verify the LEADS/NCIC run of all firearms impounded by the police department.
- C. An investigator will prepare and submit an ATF E-Trace request when applicable, based on the review and investigation of a case.
- D. An Investigator will review all impoundment cases thoroughly and perform follow-up investigation and lab submission(s) for ballistic analysis when applicable, based on the review and investigation of the individual firearm(s) case.
- E. When the investigations review/investigation process is complete, an investigations supervisor will notify the Property Management Custodian of the case status and provide direction for the retention, release or destruction of a firearm.
- F. The investigations commander will maintain a file with all E-trace information for a period of two years.
- G. The investigations commander will be responsible for all follow-up investigations, and all decisions will be forwarded to the Deputy Chief.

IV.. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

Subject: Firearms Traces	Number GO 11.2	Revised Date January 8, 2021	Effective Date May 1, 2015	Page 2 of 2
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**Park Ridge Police Department**

Trace Request Form

Manufacturer _____

NCIC Manufacturer Code (if known) _____

Firearm Type _____

Caliber/Gauge _____

Model _____

Serial Number _____

Barrel Length _____ Finish _____

Importer (if outside U.S.) _____

Other Identifying Marks _____

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Vehicle Repair and Inspection	Number GO 11.3	Revised Date July 16, 2015	Effective Date May 1, 2015	Page 1 of 2
Index As: Police Vehicle Repairs, Repairs to Vehicles, Vehicle Inspection, Vehicle Maintenance, Vehicle Repairs			Approved By Frank Kaminski Chief of Police	

POLICY: Department vehicles are to be inspected for condition and any deficiencies reported to insure that proper repairs are made. Each member is responsible for the care, maintenance, and inspection of the vehicle they operate.

I. VEHICLE REPAIR PROCEDURE

- A. All police vehicle repairs will be handled at the city garage, unless otherwise directed by Fleet Service Supervisor.
- B. The following procedures will be used to obtain repairs to vehicles:
 - 1. If a vehicle needs repairs, a Request for Vehicle Repair form will be filled out by the person assigned to the vehicle. All parts of the form will be completed and turned over to the on-duty watch supervisor.
 - 2. The form, properly completed, will be turned over to the member's supervisor. Having approved and signed the order, the supervisor will either 1) take the car out of service, 2) send it to the garage for immediate service (lights burned out, etc.), or 3) leave it in service until the garage is available to repair it.
 - 3. If the vehicle is taken out of service, "out of service" will be written on the vehicle board in the Watch Commander's Office. The city garage will be notified by the on-duty watch supervisor about the vehicle and its condition.
 - 4. If the vehicle is not taken out of service, the on-duty watch supervisor will notify the city garage and the repair issue will be written on the vehicle board, located in the Watch Commander's Office.
 - 5. The day shift supervisor of Investigations will notify the city garage of any repair needs to vehicles assigned to Investigations. A Request for Vehicle Repair form will be completed by the person assigned to the vehicle. The status of the vehicle will be written on the lower section of the vehicle board located in the Watch Commander's Office.
 - 6. Members with permanently assigned city vehicles deal directly with the city garage.

II. ELECTRONIC EQUIPMENT REPAIR

Each officer assigned to a city vehicle will be responsible for notifying the IT Department of any computer repairs needed. The reporting officer will complete an Equipment Service Request form and submit it to the on-duty supervisor. The officer will also complete a work order via the Help Desk, and the City's IT Department will be responsible for addressing the issue.

III. VEHICLE MAINTENANCE

- A. Members assigned police vehicles are responsible for their proper care. Members will not assign different squads to themselves without a supervisor's authorization.
- B. Members will make certain that the vehicles assigned to them are fueled with the proper fuel when necessary. No squad will be returned by an officer with less than a quarter tank of fuel.
- C. Members assigned to the day shift will have a member of the city garage check their assigned squad's oil level every Thursday. Squads that are less than two years old do NOT need to be checked by the city garage weekly.
- D. Vehicles will not be taken to private service stations for repairs unless approved by a supervisor or the City Garage's supervisor.

Subject: Vehicle Repair and Inspection	Number GO 11.3	Revised Date July 16, 2015	Effective Date May 1, 2015	Page 2 of 2
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IV. VEHICLE INSPECTION

A. Daily Vehicle Inspections

1. A member assigned a police vehicle for a tour of duty will be responsible for the care and maintenance of that vehicle. At the beginning of a tour of duty, each member assigned a police vehicle will conduct an inspection of that vehicle to determine any hazardous conditions, maintenance problems, equipment deficiencies, or damage. Inspection should include the exterior and interior condition of the vehicle, as well as inspection of the basic operating components, i.e. emergency lights, spotlight, weapon release switch.
2. If repairs are needed, the procedures in Section I. Vehicle Repairs will be followed. Damage will also be noted in the squad damage book, located in the Watch Commander's Office. Missing equipment will be reported to the on-duty watch supervisor, and the watch supervisor will make the necessary notifications to replace said equipment.
3. If the vehicle has sustained damage, the procedures outlined in the general orders regarding operation of department owned vehicles and traffic crash reporting will be followed.
4. The Weekly Vehicle Inspection sheet will specify equipment to be included in every patrol vehicle; some designated patrol vehicles will contain specialty equipment.
5. The daily vehicle inspection applies to all divisions and its members. It is the supervisor's responsibility to ensure that members are properly inspecting, maintaining, and equipping their vehicles, and that members are promptly reporting needed repairs or equipment.
6. If any member should observe damage to their assigned squad at the beginning of their tour and the damage was not reported by the last member to use that squad, the last member to use the squad will be held responsible for said damage.

B. Weekly Inspections

1. A division supervisor, or their designee, will conduct a weekly inspection of the vehicles assigned to their division.
2. The Weekly Vehicle Inspection form will be completed for each vehicle and submitted promptly to the respective supervisor. Members assigned to permanent city vehicles need not to complete this form.
3. If repairs are needed, the Request for Vehicle Repair form will be completed. Missing equipment will be replaced and/or reported to the on-duty watch supervisor.
4. The Weekly Vehicle Inspection form will be forwarded to the department's Fleet Liaison.
 - a. The department's Fleet Liaison will keep a vehicle inspection file on each police vehicle.
 - b. The department's Fleet Liaison will monitor the vehicle inspection and maintenance program and will report any problems or deficiencies, as well as any hazardous vehicles, to the Commander of Administration.
5. Permanently assigned vehicles are exempt, and will be periodically inspected.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Department-Owned Property	Number GO 11.4	Revised Date July 16, 2015	Effective Date May 1, 2015	Page 1 of 4
Index As: Department Property, Lockers, Off-Duty Badges, Posting Material, Smoking			Approved By Frank Kaminski Chief of Police	

POLICY: Department property, including building, vehicles, etc., will be maintained with the proper care, respect, and in a professional manner. All property owned by the Department is subject to inspection at any time. Any Department-owned or city-owned property will not be used by a member for the storage of personal items or for personal convenience. Property will be used according to its authorized use.

I. DEPARTMENT-OWNED PROPERTY (I.E. LOCKERS, DESKS, CLOSETS, OFFICES, CABINETS, VEHICLES, ETC.)

- A. No lock other than one owned by the Department will be placed on any locker, desk, closet, or office, etc., belonging to the Department. The Chief of Police or a designee will retain the master keys to all such locks.
- B. The lockers, desks, closets, or offices provided are Department-owned property and are not the private property of the individual employee. All lockers, desks, closets, offices, and vehicles provided are subject to unannounced inspection by the Chief of Police or a designee.
- C. The Chief of Police or a designee may remove, when necessary, the contents of any locker, desk, closet, and store the contents in another secured location.
- D. Seized or evidentiary items will not be stored in lockers, desks, closets, offices, or vehicles, but will be immediately inventoried in accordance with the general order concerning recovered property and evidence.
- E. The Department is not responsible for personal items left in any Department-owned place or vehicle.

II. DEPARTMENT BUILDING

- A. Members will not store any personal items nor use Department-owned or city property as a personal storage area.
- B. Persons will not be permitted to bring animals or pets into the police building, with the exception of seeing-eye dogs or similar types of animals, department-owned animals, or evidence.

III. DEPARTMENT TELEPHONES

- A. Department-owned telephones should be used for Department-related activities. Limited use of Department telephones for personal use is permitted if the use does not interfere with job performance or responsibilities. Excessive personal use of Department telephones, or the perception of excessive use, is prohibited and may result in disciplinary action.
- B. Members may be required to reimburse the City for personal calls made on Department-owned telephones.
- C. Long Distance Calls from Landline Telephones
 - 1. Long distance calls may be made by members for business purposes only.
 - 2. Long distance calls are audited by the IT Department.
 - 3. Excessive use of long distance services, by department or individual employee, will be addressed and may result in corrective action or discipline.
- D. Cell Phones

Subject: Department-Owned Property	Number GO 11.4	Revised Date July 16, 2015	Effective Date May 1, 2015	Page 2 of 4
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Members will follow the guidelines set forth by the City's cell phone policy.

IV. POSTING OF MATERIAL

No sign, bulletin, poster or other form of written communication may be placed or posted throughout the building unless authorized through the Chief's Office.

A. Rules for Posting Items

1. An item may be submitted to the office of the Chief of Police for approval to be posted officially by the department, and shall meet the following criteria before being posted: Only authorized materials may be posted on departmental property. The Chief of Police will only authorize posted materials; no member of the department shall post any materials on any department property without the approval of the Chief of Police.
 - a. Newspaper or magazine headlines, articles, or clippings that are informative and beneficial and are not of a nature to degrade the City, the department, or members of same may be posted in appropriate areas.
 - b. Notices of activities or meetings may be placed on the bulletin board if it does not interfere with operational information.
 - c. Any union notices will be put in the glass-enclosed bulletin board.
The Chief of Police or his designee reserves the right to reject any notice that interferes with the operation of the department or is not in good taste.
2. Once posted, orders, notices, or other items, official or not, shall not be written upon, altered, or defaced. Items calling for signatures and/or other words may be properly completed.
3. All posted items will be dated as to when posted and generally will be removed after two weeks from posting, depending upon the context of the item.

B. Locker Rooms

Lockers will not have anything displayed on them except the assigned member's name and locker number.

V. SMOKE FREE BUILDING

The Police building and Police related properties are smoke-free. There is no smoking allowed at police premises.

VI. LOSS/DAMAGE OF CITY-OWNED PROPERTY

- A. A member is responsible for the security and control of all city-owned equipment issued to him/her and/or for the security of equipment that is physically under his/her control.
- B. Loss/damage of any equipment will be reported as soon as discovered, on an Interdepartmental Memorandum, to the member's supervisor. The report will accurately describe the missing/damaged equipment and the circumstances under which it was lost/damaged.
 1. This includes department-issued keys and/or RF cards, and key fobs which authorize access to department property.
 2. When an officer learns that a key, RF card, or key fob is missing or lost, he will immediately report that to his supervisor. In the case of a missing RF card or key fob, the supervisor will immediately notify the Deputy Chief of Administration or his designee so access using those cards can be deleted.
- C. The member to whom the equipment was issued, or who had physical control of it at the time of its loss or damage, is responsible for payment in the amount of the current replacement price for that equipment. The member is responsible for the cost of repair to that equipment, if repairs can be made.

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- D. Payment for lost or damaged equipment will not be required if the loss or damage is incurred in the performance of police duties and there is no negligence on the part of the member.

VII. DAMAGE TO CITY-OWNED EQUIPMENT BY CITIZENS

- A. To ensure that the Department has every opportunity to be reimbursed for the cost of replacing equipment damaged at the hands of arrestees or from other similar incidents of damage to property under the control of this Department, it will be necessary to follow the procedures listed below.
1. Written Documentation
 - a. When property is damaged subsequent to an arrest or the temporary detention of a subject, a written account of the incident must be included in the report. When property is damaged under other circumstances, a General Case Report will be filed and the nature of the incident recorded as "Damage to City Property."
 - b. In addition, when investigating traffic accidents, officers will indicate in the report the name of the driver's insurance company.
 2. Notification

Copies of all "Damage to City Property" reports, and any other reports which include accounts of damage to city property, will be forwarded by the Records Bureau to the appropriate department.
- B. This procedure is not a substitute for filing charges of damage to city property, when appropriate, but is in addition to current Department procedures.

VIII. INTERNAL CONTROL OF DEPARTMENT EQUIPMENT

- A. Supervisors will monitor the proper use, care, maintenance, and inventory of equipment requisitioned for, or assigned to, their divisions/bureaus. Any misuse, damage, defect, or loss of equipment will be reported through the chain of command for further action.
- B. The PBTs, light meters, LIDARs and passive detection flashlights are secured in the watch supervisor's office. Members who desire to use any of this equipment will secure permission from a watch supervisor and complete the Patrol Equipment Checkout form located in the watch supervisor's office. Members will complete the appropriate boxes and sign when checking out any of the above equipment. The watch supervisor will sign at that time indicating authorization. Upon the return of the equipment, members will again complete the appropriate boxes on the Patrol Equipment Checkout Form, including signature and the watch supervisor will acknowledge return of the equipment by signing his/her name in the appropriate box.

IX. DAMAGE OF PERSONAL EQUIPMENT

A member may submit, through channels, to the Chief of Police, an Interdepartmental Memorandum requesting reimbursement for personal equipment damaged while the member was actively engaged in his/her assigned duties. Such requests should have attached to them paid receipts for the cost of repair or replacement of the equipment. Request for reimbursement of damaged personal equipment caused by general wear and tear should not be included. The Chief of Police will either approve or disapprove each request, based on its merits.

At the time of the damage, the member must immediately show the damage to the member's supervisor, and the damaged property will be turned in to that supervisor.

X. OFF-DUTY BADGES

Sworn members, who are off probation, are permitted to purchase off-duty badges at their own expense only with the documented approval of the Chief of Police. Requests to purchase off-duty badges must be submitted in writing to the Chief.

These badges are only valid during the term of employment with the Department. Use of these

Subject: Department-Owned Property	Number GO 11.4	Revised Date July 16, 2015	Effective Date May 1, 2015	Page 4 of 4
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badges beyond this scope may result in criminal prosecution. Officers who retire from the Department may keep their off-duty badge with approval of the Chief.

Purchases will be made through the Deputy Chief of Administrative Services, who will keep records of all off-duty badges, including documented approval by the Chief.

XI. DEPARTMENTAL STATIONARY

Department stationary will not be used in any capacity without the authorization of the Chief of Police. Members may not use department stationary for recommendations, references, or other special considerations without the approval of the Chief of Police.

XII. COMPUTER EQUIPMENT

Members will follow the guidelines set forth by the City's Computer Policy.

XIII. LARGE ITEM DISPOSAL

Large items (boxes) that are to be disposed should be placed next to a garbage can and affixed with a "Please Throw Out/Sacar La Basura/Prosimy Wyrucic" sticker. Stickers are available in the watch commander's office and at Post 1.

XIV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink, reading "Frank Kaminski", is written over a horizontal line.

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Department Digital Cameras for Non-Evidentiary Purposes	Number GO 11.5	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: department digital cameras			Approved By Frank Kaminski Chief of Police	

POLICY: The Park Ridge Police Department owns a number of digital cameras, outside of the Forensic Technician Program, to be used to document events such as swearing in ceremonies, special events, and limited patrol/investigative purposes. This General Order outlines the procedures for the use of department digital cameras for non-evidentiary and limited evidentiary purposes.

I. PROCEDURE

- A. The department owns three digital cameras to be used for non-evidentiary and limited evidentiary purposes.
- B. One camera will be assigned to the following divisions:
 1. Administration - stored in the Administrative Commander's office
 2. Patrol - stored in the Watch Supervisor's office
 3. Investigations - stored in the equipment cabinet located in the large investigator's office.
- C. A sign out sheet will be stored near each camera and is to be completed by all staff each time a camera is checked out for use and when returned. This is to assist other members in locating a camera when it is in use.
- D. Use of cameras
 1. These cameras are to be used for documenting special events, department ceremonies, sharing information with other jurisdictions and for other non-evidentiary purposes as appropriate.
 - a. When used for these purposes, members will choose one of the following methods for archiving or when sharing the photos:
 - 1) Download the photos from the camera to a department PC using a card reader (a card reader is located in the Watch Supervisor's Office).
 - 2) After downloading photos, print them on paper using a department printer or save them to the appropriate drive on a department PC.
 - b. Members will delete the photos from the camera when they have completed the download or printing process.
 2. These cameras may also be used for limited evidentiary purposes such as the documentation of public fall incidents, graffiti, damage to City property etc.
 - a. When used for these purposes, members will use the following method for archiving or when sharing the photos:
 - 1) Print the photos directly from the camera's memory card using the Canon Selphy printer located in the Watch Supervisor's office.
 - 2) These photos can then be attached to the case file or report.
 - b. Members will delete the photos from the camera when they have completed

Subject: Department Digital Cameras for Non-Evidentiary Purposes	Number GO 11.5	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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the printing process.

3. Members will request a Forensic Technician when photographic documentation is needed for collection of evidence and/or the prosecution of all felony cases as well as serious misdemeanor/local ordinance cases including, but not limited to, domestic battery, battery, burglary, criminal damage to property.
4. Patrol/Investigations supervisors will ensure that the cameras are properly logged in and out, are ready for field use (charged), and printer ink and paper are on hand for use. When ink and paper supplies are nearing depletion, supervisors should notify Administrative Services.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Collection and Preservation of Evidence	Number GO 11.6	Revised Date 08/07/2020	Effective Date May 1, 2015	Page 1 of 6
Index As: Forensic Technician			Approved By Frank Kaminski Chief of Police	

POLICY: The Department has guidelines and uniform procedures for the collection and preservation of physical evidence. A thorough, detailed evidence collection process will ensure that: the integrity of the chain of custody is maintained, the evidence will contribute to the success of investigations, and the evidence will facilitate the prosecution of criminal offenders.

I. PROCEDURES

A. Forensic Technician Availability

1. The department will strive to maintain a minimum of two (2) trained forensic technicians (FT) on each patrol shift to provide for 24-hour on-street coverage for crime scene processing and other forensic technician duties.
2. The watch supervisor of each patrol shift will schedule his assigned forensic technicians to provide coverage for each day.
3. The ideal time for an FT to respond to a crime scene will be within one (1) hour.

B. Requesting a Forensic Technician

1. Any officer may request an FT at any incident scene that they feel requires involved photography work or the preservation or collection of physical evidence.
2. When requesting an FT, the following factors will be considered:
 - a. If a suspect is in custody or a known offender is suspected and evidence may place him at the crime scene;
 - b. If there are visible footprints or tire impressions believed to have been left by the offender(s); or
 - c. If there is visible blood or evidence present.
3. If an officer is unsure if an FT is needed, he/she should consult with a watch supervisor.
4. The officers will request an FT through the communications center and also notify a watch supervisor of the request.
5. The officer should attempt to notify the responding FT of any special equipment needed, i.e. camera equipment, plaster casting kit, barrier tape, etc. if obvious.

C. Forensic Technician Call Back

There are situations where an FT is requested and none are available. If the incident is major in nature, it is the watch supervisor's responsibility to assess the situation and make the determination if an off-duty FT will be called in to process the scene.

1. The watch supervisor will:
 - a. Determine if an FT is needed and protect the scene until an FT can respond to the scene.
 - b. Contact any off-duty FT to report to the scene or to utilize any available on-duty detective that has FT training and experience.
2. The following factors will be taken into consideration when contacting an off-duty FT to report for work:
 - a. The availability of on-coming watch or off-going watch forensic technicians;

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- b. The proximity of the FT's location to the scene (if arrival time is an important consideration);
 - c. If the FT has already been on duty on that date, and if so, the number of hours he has worked;
 - d. The FT's degree of experience and training; and
 - e. The FT's personal situation.
3. In the event that the watch supervisor has made every effort to obtain an FT with negative results, the watch supervisor should contact the FT program supervisor for assistance.

D. Crime Scene Responsibility

The first officer at the scene of a crime or major incident is generally responsible for the preservation of the scene. Officers shall also consider officer safety and public safety issues, including rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity of the crime/disaster scene, it shall be maintained until the officer is relieved by a supervisor.

1. First Responder Considerations. The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation, the availability of resources, capacity of personnel and totality of each circumstance:
 - a. Ensure no suspects are still within the area;
 - b. Broadcast emergency information including all requests for additional assistance;
 - c. Provide first aid to injured parties if it can be done safely;
 - d. Secure the inner perimeter (make use of available personnel, physical barriers, crime scene tape, etc.);
 - e. Protect items of apparent evidentiary value;
 - f. Identify the location of potential witnesses;
 - g. Start a Crime Scene Log noting critical times and personnel allowed access.
2. The assigned FT has the primary responsibility for processing the incident scene. They are responsible for photographing, collecting, preserving, transporting, and submitting all evidence to the property custodian technician.
3. If the incident is minor in nature and there is no FT available, evidentiary items may be collected, preserved, and inventoried by the on-scene officer(s), pursuant to proper procedures.
 - a. The officer will request through their immediate supervisor that the items be examined and processed by an FT at the earliest convenience.
 - b. The watch supervisor will ensure that this evidence is processed in a timely fashion.

E. Forensic Scene Responsibilities

1. Once the assigned FT arrives on the scene, the securing officer and/or assigned reporting officer will review the crime scene and what has transpired with the FT, including pointing out possible evidence or any items of special interest.
2. Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims and determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent

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circumstances will likely no longer exist. Officers should there after secure the scene and conduct no further search until proper authority for the search is obtained.

- a. Officers should seek consent to search from authorized individuals where possible. However, in the case of serious crimes or major investigations it may be prudent to obtain a search warrant. Consent may be sought even in cases where a search warrant has been granted.
3. Only upon approval by a watch supervisor, the reporting officer may leave the scene prior to the FT's arrival. The watch supervisor will only grant his approval if there is a reasonable expectation that the area(s) targeted for FT processing will remain secure or security is not an issue. Temporary release of the scene must be documented (time and reason).
4. In some situations, the FT may request that the securing officer and/or assigned reporting officer remain on the scene to provide assistance and/or security.
- F. The assigned FT will cooperate with the Investigative Division officers including:
 1. Forwarding a copy of any supplemental reports to the Commander of the Investigative Division;
 2. Making a fourth copy of their supplemental Forensic Technician Report to be put in the binder labeled "Forensic Technician Reports." This binder is kept on the counter near the fingerprinting station. The report should be placed in the binder immediately upon completion of the report;
 3. Submitting a "Detective Copy" of all photos/DVDs to the Investigations Commander. The DVDs can be placed in the bin on the commander's desk. The DVD, along with all the reports, will be given to the investigating detective in order to expedite the investigative follow up;
 4. Making immediate notification to the assigned investigator and/or the Commander of the Investigative Division of any significant crime scene findings or discoveries; and
 5. Upon request, provide a briefing to the Commander of the Investigative Division, detailing the progress and results of the crime scene processing.
- G. Outside Agency Assistance
 1. In some cases, it might be advantageous to the department to utilize the FT services of an outside agency's technical support unit. In these situations, experience and complexity of the crime scene will be considered. Agencies should be called in the following order:
 - a. MCAT
 - b. Illinois State Police Bureau of Crime Scene Services Region I
 - c. Cook County Sheriff's Police Department Evidence Technician Unit
 2. The decision to request the services of one of the above agencies will be made by the Chief of Police or his designee, and may include soliciting input from the FT Program Supervisor, the FT on scene, or the Commander of the Investigative Division.
 3. If an outside agency is utilized, a request will be made to the applicable outside agency to allow assigned department FTs to assist and/or observe in the crime scene processing. This will allow for increased coordination between the two agencies and enhance the skills of department FTs.
- H. Recovered Stolen Vehicles
 1. When a vehicle is recovered by this department, but was reported stolen to another jurisdiction, the following procedures will be followed:
 - a. The officer handling the recovery will secure the vehicle and initiate action to

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notify the originating agency.

- b. If the originating agency does not request that the vehicle be secured for evidence processing, the reporting officer will complete a tow report and follow the procedures outlined in the General Order regarding towing.
 - c. If the originating agency expresses a desire to have the vehicle processed, the originating agency will be advised that it is their responsibility. The reporting officer or other designated department member will secure the vehicle until either the originating agency officer or their authorized towing service arrives on the scene. Upon special request by the originating agency, with prior approval of the watch supervisor, the vehicle may be towed to a secure facility by this department.
2. When a vehicle reported stolen to this department is recovered by this department or another jurisdiction, the vehicle will be processed at the discretion of the on-duty watch supervisor or Commander of the Investigative Division. The above supervisor will take the following into consideration when making the decision to process the vehicle:
 - a. Suspect information, if any,
 - b. The circumstances of how the vehicle was stolen,
 - c. The time frame since the vehicle was reported stolen,
 - d. The effects of natural elements on the vehicle,
 - e. The present condition of the vehicle.
3. If the decision is made to process a recovered stolen auto and it cannot be processed at its current location, the vehicle will be towed by the contracted department towing service to the City Garage or other secure facility for processing, and the procedures outlined in the General Order regarding towing will be followed. In addition, the reporting officer will initiate action to make notification to the vehicle owner of the recovery.

I. Evidence Packaging

1. When any department member recovers any item of physical evidence, the following procedures will be followed:
 - a. The item will be placed in a suitable container or packaged appropriately, when practical, i.e. evidence envelope, brown paper bag, cardboard box, etc.

The type of packaging used will be subject to the nature, size, and condition of the physical evidence. The item must be dry, and paper packaging is preferred.
 - b. After the item is packaged or placed in a suitable container, the package or container will be sealed with evidence tape.
 - c. All evidentiary items will be labeled or tagged with the recovering officer's name, star number, case number, exhibit number (if applicable), and the date of recovery.
2. Evidence will be entered into the B.E.A.S.T. per procedures in the General Order regarding acquired and in-custody property.

J. Lab Analysis

1. Periodically, it may be necessary to submit recovered items of evidence to the crime lab for analysis, comparison, or processing. Generally, the Illinois State Police Division of Forensic Services and Identification Crime Lab will be utilized.
2. It will be the responsibility of the assigned reporting officer/investigator to determine if

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it is necessary to submit recovered evidentiary items to the crime lab. The officer will obtain input or approval from his immediate supervisor prior to submission of the item(s).

3. When the determination has been made to submit evidence to the crime lab, the item(s) of evidence will be submitted/transported to the crime lab, whenever possible, by either the property custodian technician or the recovering officer. The evidence will be submitted to the crime lab on the next business day, whenever practical.
4. Prior to any item of evidence being submitted to the crime lab, an Illinois State Police Division of Forensic Services and Identification Evidence Receipt will be completed. The evidence receipt contains the following information:
 - a. The printed name of the officer delivering the item(s) of evidence to the crime lab;
 - b. The date and time of submission and lab receipt; and
 - c. The signature of the lab personnel receiving the evidence.
5. Upon submission of the evidence to the crime lab, the submitting officer will retain the complete signed white copy of the evidence receipt. This receipt will then be filed in the appropriate case file.
6. For all non-drug cases, officers must complete an "ISP Evidence Submission Form" which is available on the X: drive on department computers. When completing the submission form, in the "Lab Sections" part, officers must choose from the following abbreviations that best suits the evidence being submitted:
 - a. FB - Forensic Biology (any DNA case)
 - b. LP - Latent Prints (and Elimination prints)
 - c. MT - Micro/Trace (tape lifts, GSR kits, arson evidence, paint/glass chips, etc.)
 - d. FA – Firearms
 - e. TM - Toolmarks (photos, castings - only submit if you have BOTH the tool used and the impression)
 - f. FW - Footwear Impressions (photos, lifts, castings, static lifts)
 - g. TT - Tire Tracks (photos, lifts, castings, etc.)
 - h. DOC – Documents
 - i. TOX - Toxicology (DUI kits, sex assault kits if suspected that drugs were involved)
 - j. C/LP - Latents on Drug Packaging (lab will only accept these with prior approval from supervisor at lab)
7. The crime lab provides the agency with a report on all analysis and examinations conducted. Generally, these reports are mailed to the agency and will be filed in the appropriate case files.

K. Forensic Technician Reports

The assigned FT will complete a supplementary report detailing his examinations, observations, and activity. The original incident complaint number will be used on this supplemental report.

II. TRAINING

- A. As part of the department's basic training curriculum for police recruits provided by outside training academies, familiarization in the following subjects will be provided to sworn officers:

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1. The investigative value and limitations of the examination of physical evidence,
 2. Identifying potential evidence,
 3. Preservation methods for evidence,
 4. Maintenance of the chain of evidence (marking, sealing, tagging, receiving),
 5. Crime scene sketches, and
 6. Basic crime scene photography.
- B. Specialized FT training will be provided to all assigned FTs.
1. All courses of instruction will be recognized and approved by regional authorities.
 2. In addition to the above training, periodic in-house refresher training will be provided to all FTs including orientation to new agency equipment and/or examination techniques. The FT program supervisor will supervise this training.
- C. All Investigative Division officers will be provided refresher training in basic forensic techniques as a component of the in-service training program.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Acquired and In-Custody Property	Number GO 11.7	Revised Date August 07, 2020	Effective Date May 1, 2015	Page 1 of 12
Index As: B.E.A.S.T., computer entry, evidence, firearms, inspections, inventory, property			Approved By Frank Kaminski Chief of Police	

POLICY In compliance with the Illinois Compiled Statutes governing "Rules of Evidence", all property which is seized, recovered, found or otherwise taken in custody by department members, including all property involved in evidentiary procedures, shall be inventoried and stored in designated secure areas by the police department and custodial records of same shall be maintained. The purpose of this General Order is to establish procedures to provide for proper identification, security, control and disposal of property taken into custody by members of the department and to ensure that the integrity of the "chain of evidence" be maintained for court presentation.

I. PROPERTY SECTION FUNCTIONS

A. Security

1. The Property Management Technician and the Assistant Property Management Technician will have access to and control over the secured property room and secured bicycle storage area.
2. Entry into the property room or secured bicycle storage area is prohibited to all police personnel unless:
 - a. Your assigned duties are those of the Property Management Technician or the Assistant Property Management Technician.
 - b. There is a Property Management Technician present and you are accompanied by a supervisor and are authorized to be in the room for a legitimate department purpose.
 - c. There is a Property Management Technician present and you are a supervisor who is authorized to be in the room for a legitimate department purpose.
 - d. Department personnel is required to enter due to lab or court duties.
3. If it is necessary to allow access of other personnel into the room (maintenance personnel, etc.), they must sign in and out on the admittance log. Operationally, the Property Management Technician is the person who monitors and is responsible for the day-to-day control and security of acquired property, contraband, and evidence accepted by or stored in the department's property storage areas.
4. Entry into the property room is electronically controlled and monitored via a security card entry system with audit trail. The hallway area at the entrance to the property room and the property storage lockers will be monitored by a closed circuit camera and digitally recorded. Post One personnel have the capability of monitoring this area.

B. Required Inspections and Audits

1. Quarterly, the Executive Officer or his designee will conduct an inspection to confirm adherence to procedures used for the control of property. The inspection will also determine that the property room is being maintained in a clean and orderly fashion, that property is being protected from damage or deterioration, and that proper accountability procedures are being maintained.
2. Whenever the Property Management Technician is absent, the operational day-to-day activities and responsibilities will be assigned to the Assistant Property

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Management Technician. The Assistant Property Management Technician will receive instruction and training from the Property Management Technician.

3. Whenever the person responsible for the property and evidence control function is assigned to and/or transferred from the position, an inventory of property will be conducted jointly by the newly designated Property Management Technician, the outgoing Property Management Technician when possible, and the Chief of Police or his designee to ensure that records are correct and properly annotated.
4. An annual audit of property held by the Park Ridge Police Department will be conducted each year by a supervisor not routinely or directly connected with the control of property to ensure the integrity of the system. The auditor will be appointed by the Executive Officer. The audit is to ensure proper packaging, proper entry notations in the logbook/computer log, are properly filed, that item(s) are located in designated areas of the room.
 - a. During the audit, particular attention should be given to proper record keeping, security of room and contents, packaging, storage, and disposal of items.
 - b. The following process will be followed for the annual property audit:
 - 1) Inspect at least 10 items requiring added protection, such as weapons, drugs, currency, and jewelry.
 - 2) Inspect at least 10 items from various areas within the property room.
 - 3) Locate at least 10 items in the logbook/computer log that correspond to property in the room.
 - 4) Check at least 10 B.E.A.S.T. entries from the file.
 - 5) Inspect logbook/computer log to ensure property is logged in promptly and up-to-date. Document most recent entry and how many items, if any, have not been logged in and stored.
5. Unannounced inspections of property storage areas are to be conducted at least twice annually, as directed by the Chief of Police.

II. PROCEDURES FOR REPORTING AND THE STORAGE OF EVIDENCE, RECOVERED, AND FOUND PROPERTY

- A. The B.E.A.S.T. (Barcode Evidence Analysis Statistical Tracking System) will be the primary record keeping system utilized by the department. The following information will be maintained in the B.E.A.S.T.
 1. The current location of evidence and in-custody property custody.
 2. The date and time when evidence and in-custody property were recovered.
 3. The date and time when evidence and in-custody property was released.
 4. The description, type and amount of evidence an in-custody property.
 5. The chain of custody for each item from the time it was first stored until its final disposition.

The B.E.A.S.T. is secured by a software password system. Only the Property Manager and Executive Officer will have administrative access to the software in order to manage agency controlled property. All sworn and civilian staff will have "user" access to the software in order to inventory new property and evidence. Other officers may be given temporary administrative rights to assist the Property Manager with approval of the Chief of Police or designee.

Subject: Acquired and In-Custody Property	Number GO 11.7	Revised Date August 7, 2020	Effective Date May 1, 2015	Page 3 of 12
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- B. Items of property requiring added protection, i.e. weapons, narcotics, currency, jewelry, etc., will be secured in separate locked cabinets within the secured property room.
- C. Refrigerated storage is available in the property room for items such as the extended securing of blood/urine or food perishables, for court disposition. Prior to items being stored in the property room, there is temporary storage available in locked boxes within the refrigerated locker outside the property room. If items are too large to fit into the temporary storage and the item requires immediate refrigeration, the Property Management Technician or his/her assistant will be called in to place the item in the property room.
- D. The Property Management Technician will inspect each item of controlled substance, cannabis, and dangerous drug to ensure it is packaged properly. This inspection will be conducted, at a minimum, each time the evidence is handled or transferred. The Property Management Technician need only report exceptions, as noted, to the Executive Officer.
- E. All members will maintain temporary personal custody and control over such property and may not go on break, lunch, or off-duty until the member places such property into a designated evidence locker or safe or other location as described by General Orders. All members of the department are required to use the property lockers for evidence. Recovered items or evidence will not be kept in any bureau or division storage closets, desks, or offices. All property must be logged into agency records and placed under the control of the property and evidence control function before the member completes their tour of duty.

Exceptions to this are Forensic Technicians who may be working on case evidence that needs to be processed. The following guidelines apply:

- 1. The evidence to be processed may be placed in a Forensic Technician Room locked cabinet for up to 48 hours from the time of evidence collection.
- 2. The cabinet must be locked when the Forensic Technician is not in the room, and the key will be retained by the Forensic Technician.
- 3. Information will be posted on the outside of the cabinet door stating:
 - a. The case number,
 - b. The date the evidence was placed in the cabinet, and
 - c. The name of the Forensic Technician who placed the items in the cabinet.
- 4. The Forensic Technician will process the item(s) and then place them into the custody of the Property Management Technician.
- F. Members will tag, drop, identify, and secure all evidence in a suitable container and lock it in an evidence locker located outside the property room in the Department's outbuilding, 229 Courtland.
 - 1. If those lockers are filled to capacity or the item is too large to fit, officers may tag, drop, identify, and secure that evidence in a suitable container and lock it in an evidence locker located outside the former property room in the police department. The key should then be dropped in the bond box. The top original copy of the property custody report will be deposited with the property. The yellow colored copy will be forwarded to the Records Bureau with the original reports.
 - 2. Small items of property, as well as keys from the lockers, should be dropped in the slot located in the lockers in the 229 Courtland building.
- G. When evidence is recovered and crime laboratory examination is desired, this request will be included in the action to be taken section of the property custody report.

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1. Members will ensure that the evidence is properly packaged so that the laboratory can perform the proper test and get accurate results back to the department. If unsure how to properly package an item, members should check with a Forensic Technician or Property Management Technician so that the evidentiary value of the item is not lost.
2. The Illinois State Police Crime Lab transmittal form and barcode form is to be completed by the member requesting lab analysis.
3. Officers should do separate lab submittal sheets for evidence going to different departments. For instance, if there are drugs and latents from the same case, the drugs would go to toxicology and the latent would go to fingerprint processing. The lab wants two separate sheets (one for toxicology and one for latents).
4. Lab results should be sent to Park Ridge Police Department, Records Section, 200 S. Vine, Park Ridge, IL 60068.
5. If immediate lab tests are necessary, the Property Management Technician should be contacted for making proper arrangements. The Property Management Technician or assistant will process all evidence and property daily, Monday through Friday.

H. Maintaining Chain of Evidence

1. Whenever the transfer of custody of physical evidence takes place, the following information will be recorded:
 - a. The name of the Park Ridge Police personnel transferring the evidence, and the date and time of transfer.
 - b. The name of the person receiving the evidence.
 - c. Any analysis requested.
 - d. The reason for the transfer of evidence.
 - e. The location the evidence is transferred to and from and a summary of the event.
 - f. Date of transfer to an outside laboratory, if applicable.
2. The record of all transfers of evidence will be maintained in the BEAST. Upon disposition of the evidence, this information will be retained in the BEAST.

I. Handling of Property/Evidence in Special Circumstances:

1. Controlled substances, cannabis, and other drugs. Department personnel will:
 - a. Include the gross weight of the controlled substance, cannabis, or dangerous drug in its original container on the property custody report,
 - b. Include a count of controlled substances and dangerous drugs in pill form, and
 - c. Package controlled substances, cannabis, and dangerous drug exhibits in a separate sealed evidence container to ensure the integrity of both the quality and quantity of the submitted item.
2. Large or bulky items. Department personnel will:
 - a. Place the item in holding facility cell H-2
 - b. Secure the door to the cell with the cell keys
 - c. Place the cell key and original copy of the property custody report in the drop safe in the Report Room, or in the slot outside the property room

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- d. The watch supervisor will make sure that the Property Management Technician is aware of the evidence in the holding facility area as soon as possible so it can be removed to the Property Room.
3. If the article falls within one of the following categories, the person submitting such articles to the Property Room will affix the appropriate caution label, available in the evidence processing room, in a prominent location on the package that the article is placed within. A description of the article should be written in the appropriate location on the package, or in a prominent location, along with any necessary instructions for safe handling. This applies to articles in the following categories:
 - a. Firearms
 - b. Ammunition
 - c. Flammable materials
 - d. Hazardous materials
 - e. Biological materials
 - f. Fragile items
 - g. Temperature-sensitive items
 - h. Any item which requires special care or handling.
4. Bicycles

Bicycles may be brought to the station by a community service officer, if available. If a community service officer is not available, Post One will inquire if the complainant will secure the bicycle temporarily. If the complainant agrees to temporarily secure the bicycle, Post One will arrange for pick up as soon as possible. If the complainant does not want to secure the bicycle, a beat car will be assigned to pick up the bicycle as soon as possible.

 - a. A lock and cable will be used to secure a bicycle to the rack at the rear of the station.
 - b. The bicycle will have a tag placed on it indicating the case number and date recovered. A property custody report shall be completed.
 - c. The original copy of the property custody report and the will be placed in the drop box safe located in the report room or the slot outside the property room.
 - d. The bicycle will then be secured in the caged area by the Property Management Technician.

NOTE: If the bicycle is evidence, follow instructions in II. I.2. above.
5. Packaging standard. The lab will not accept any item in a package or bag smaller than 5" X 7". When packaging evidence which is required to be sent to the Crime Lab, officers are to ensure that it is packaged following this guideline.
6. When an officer drops evidence but needs to retain the key for further processing, the addition of updated information etc., he/she will immediately forward an email to the Property Management Technician and Assistant Property Management Technician informing them of that fact. The email needs to contain the fact that the key is being held and that the property does not need to be officially logged into property at this time. The Property Management Technicians do not require a reason or further explanation.

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7. After normal business hours, if there is evidence/property that needs to be secured and all property lockers are occupied, the watch supervisor may contact the Property Management Technician or assistant. If the Property Management Technician or assistant is unavailable, the Executive Officer shall be contacted.
- J. Generally, property and evidence will be available through the Property Management Technician during regular hours, Monday through Friday. If an emergency situation develops, follow II. I. 7. above.
 1. Arrangements to obtain evidence for a court hearing will be made with the Property Management Technician at least one business day prior to the day items will be needed. Copies of CDs/DVDs require 5-7 days to obtain.
 2. All property/evidence removed from the property room for any reason must be signed for and dated by the receiving officer on the original property custody report.
 3. All property/evidence must be returned to the Property Management Technician by the officer who obtained said items in a timely manner. If the Property Management Technician or assistant is not available, the evidence will be locked in an evidence locker by the officer. The key should then be deposited in the slot outside the property room.
- K. Property Room Discrepancy Record
 1. When a discrepancy is identified by the Property Management Technician, he/she will complete and forward a Property Room Discrepancy Record to the Executive Officer, or his/her designee, through the chain of command. The discrepancy may be related to the intake of property, completion of a bond or to any other process under the purview of the property room custodian.
 2. The Executive Officer will review the Discrepancy Record and forward it to the appropriate commander.
 3. The commander will ensure that the issue is brought to the attention of the member's immediate supervisor and corrections are made or the matter is satisfactorily explained.
 4. Once the issue has been remediated, the immediate supervisor will provide the information to his/her commander.
 5. After the issue has been addressed and the appropriate commander has received the information, he or she will make notification to the Executive Officer.
 6. The Executive Officer will forward the corrected information or explanation to the Property Management Technician.
 7. The Executive Officer will maintain a record for each discrepancy.
 8. Significant violations of established policy or protocol or the continued failure to adhere to established policy or protocol may result in progressive discipline.
- III. PROPERTY SECTION RECORDS SYSTEM
 - A. Property records will contain the status of all property held by this department. The record system shall contain the following:
 1. The location of the property,
 2. Date and time the property was received,
 3. Character, type, and amount of property on hand,
 4. Chain of custody from the time the property was stored until its final disposition,

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5. Date the property was released and/or destroyed

B. The Executive Officer will maintain the results of all inspections, inventories and audits of the property room.

IV. DISPOSITION OF EVIDENCE, RECOVERED, AND FOUND PROPERTY

A. When an offender is found GUILTY of a felony:

1. The officer will indicate the date, court disposition, and intended property disposition on the copy of the property custody report in the arrest jacket.

The Property Management Technician will hold the evidence a minimum of 30 days from the date of conviction unless:

- a. An appeal is filed within the 30 days, or
- b. Offender is incarcerated. Evidence will be held until approval is given by the Executive Officer to destroy.
- c. The Property Management Technician will check the Cook County Court System computer to ascertain if a court appeal has been filed.
- d. The Property Management Technician will then return item(s) to owner or dispose of according to the written or oral order of the presiding judge. The officer should record this order on the property custody report and forward to the Property Management Technician.

B. When an offender is found GUILTY of a misdemeanor:

1. The officer will notify the Property Management Technician by documenting the finding on a copy of the property custody report and forwarding the report to the Property Management Technician.
2. The Property Management Technician will retain the evidence no less than 6 months after the final court date and then dispose of it unless an appeal has been filed and can be verified.
3. The Property Management Technician will hold the evidence until the end of the appeal process.
4. The officer should request a "confiscate and destroy" order signed by the judge. The judge's entry in the court record to do so is sufficient.
5. The termination of supervision is considered the final court date.
6. Completion of probation is considered a final court verdict of guilty.

C. When the offender is found NOT GUILTY of a felony or misdemeanor:

1. The Property Management Technician shall dispose of evidence according to written or oral order of the presiding judge.
The officer must record the order on the copy of the property custody report, sign and date it, then forward the report to the Property Management Technician.
2. Contraband shall be destroyed according to procedure found under Section IV. E. of this order.
3. If no "Order of the Court" is issued, property may be returned to owner, if legal for a citizen of this State to possess. If the owner is unknown, disposal of property will be handled as stated elsewhere in this order.

D. When the crime has not been solved by arrest or exceptional clearance, the Property Management Technician will assume the following schedule:

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1. Felony crime: Hold for three years unless extended limitations are set by Illinois Compiled Statutes.
 - a. Consult with State's Attorney's Office.
 - b. Consult with an Investigations supervisor to determine the status of the case.
 2. Misdemeanor crime: Hold for 18 months and destroy according to provisions provided in this policy.
 3. Exceptional circumstances:
 - a. If there is very bulky evidence, evidence that is dangerous to store in property room, evidence that will deteriorate over a period of time, evidence that needs extended refrigeration or some other special preservatives, the Property Management Technician shall consult with the State's Attorney's Office of Cook County as to whether or not it can be destroyed or returned to the victim or owner.
 - b. If destruction or returning property to owner is approved:
 - 1) Photographs, measurements, weight, etc., shall be taken and kept with the arrest jacket as best evidence rule.
 - 2) Time period for holding this evidence reverts to Section IV. B. and IV. C.
 - c. If evidence is not contraband and owner IS KNOWN, return to owner.
 - d. If evidence is not contraband and the owner IS UNKNOWN, proceed under other provisions of disposal.
- E. Disposition of Contraband:
1. Definition of contraband: Any property or evidence that is illegal for a citizen of this State to possess, according to the Compiled Statutes of the State of Illinois, or Federal Law.
 2. Methods of destruction:
 - a. By burning, crushing, or shredding under the direction of the Executive Officer and the Property Management Technician, or forwarding to the appropriate agency for destruction.
 - b. All drug paraphernalia, dangerous drugs, narcotics, and/or those suspected as being the same, shall be destroyed by the Property Management Technician and the Executive Officer or his designee. A memo containing signatures of both persons and the date of destruction shall attest to this transaction.
 - c. On a random basis, the Property Management Technician and the Executive Officer or his designee shall weigh items that are dangerous drugs, narcotics and/or those suspected as being the same to ensure the integrity of the property section, prior to those items being destroyed.
 - d. All firearms and other dangerous weapons that cannot be utilized by this department shall be destroyed by a melting or cutting process, or turned over to the Illinois State Police. Items that are seized or forfeited that can be utilized for training or investigative purposes will be inventoried as department property and stored in the armory for safekeeping. It shall not be the practice of this department to possess any controlled substances, explosives or hazardous materials for training purposes.
 - e. A report shall be generated with any property/evidence destruction listing description of property, complaint number, etc. (See 2.b. above)

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F. Disposition of Recovered/Found Property

1. Definition of recovered/found property: All property currently held by this department and the Property Management Technician:
 - a. That can be legally possessed by a citizen of this State, or
 - b. That cannot be legally possessed by a citizen and is termed "contraband" (which shall be disposed of under provisions of Section IV. E. of this order).
2. All dispositions will be handled in accordance with Illinois Compiled Statutes, Chapter 765, Sections 1030/1-1030/6.
 - a. Retention and record of personal property. The Property Management Technician shall retain and maintain a record of all property which comes into the department's possession and control, under circumstances supporting a reasonable belief that such property was abandoned, lost, stolen, or otherwise illegally possessed.
 - b. Identify and notify owner. The officer making the initial report shall make reasonable inquiry and efforts to identify and notify the owner, or other person entitled to possession, of any property believed to be abandoned, lost, recovered stolen, or otherwise possessed, and shall return the property after such person provides reasonable and satisfactory proof of ownership and/or right to possession. If the officer's attempt to make notification is unsuccessful, the responsibility will transfer to the Property Management Technician.
 - c. Sale of unclaimed property. If the identity or location of the owner or other person entitled to possession of the property has not been ascertained within 6 months after the department obtains possession, or 30 days after the final disposition of the court proceedings, the Executive Officer shall determine the proper method of disposal. Bicycles left unclaimed after 30 days will be disposed of if the identity or location of the owner or entitled person cannot be ascertained. However, if any such property is deemed to be of use to any city department, it may be retained for use by such department, and if any such property is deemed to be unfit for use, it shall be destroyed.
 - d. At the discretion of the Chief of Police, found property may be given to a charitable organization.
 - e. In situations where an individual turns in found property or money to the department, that individual may be able to claim that property, in the event that the identity and/or the location of the owner or other person entitled to possession cannot be ascertained. The individual will be advised of the provisions and procedures in the Illinois Compiled Statutes, Chapter 765, Sections 1020/27-1020/28, which specifically address this type of situation. The exceptions are:
 - 1) All alcoholic beverages and food items.
 - 2) All firearms (these shall be disposed of according to the provisions of Section IV. E. 2.d.).
3. Motor Vehicles: In accordance with procedures established by the Executive Officer, motor vehicles used in the commission of certain crimes can be seized under the provisions of Chapter 720, Section 5/36, Chapter 720, Section 550/12 (Cannabis Control Act), and Chapter 720, Section 570/505 (Controlled Substances Act) of the Illinois Compiled Statutes. See the General Order regarding forfeitures and seizures.

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4. In situations where an automobile is taken into custody or towed, a vehicle tow report will be completed. (See the General Order regarding towing.)

To assure the safeguarding of property and departmental integrity in these situations, the following procedures will be adhered to:

- a. All containers, boxes, bags, etc. in the vehicle, whether open or closed, will be searched for property which may require inventorying, i.e. valuables.
 - b. Glove compartments, consoles, and trunks of vehicles, either open or closed, will be searched for property which may require inventorying.
5. After completing the tow report, if the vehicle is being towed to the department's contracted towing service facility, the tow driver should be given the incident report number.

- a. The vehicles will be released from the place of storage when proof of ownership is supplied, any towing and storage charges have been paid, and there are no ongoing inquiries or investigations. If the vehicle is being released from the police station, one copy of the tow bill should be dated and stapled to the money/check. The other copy goes to the owner as his/her receipt. It should be dated, initialed, and marked paid.
- b. A separate Police Department receipt should be completed in triplicate for the appropriate fees. The original storage receipt goes to the owner of the vehicle and another copy should be attached to the tow report. All money for towing and storage should be put in the drop safe located in the report room.

Vehicles towed by this department as abandoned, hazards, or the result of arrest will be disposed of in the following manner if not claimed by owner:

- 1) Junking of vehicles – vehicles newer than seven years that are to be junked: A certified letter will be sent to the last registered owner by the Community Service Manager, giving the owner 10 days to claim the vehicle. A non-certified letter will be sent to the last known owner of vehicles older than seven years. A search using LEADS should be done of the VIN. If no lien holder is listed on the title, a junking certificate will be issued.
- 2) Auction of vehicles: If a vehicle is less than seven years old, notice must be sent to the last registered owner and any lien holder, in accordance with the time guidelines set forth in Illinois Compiled Statutes, Chapter 625, Sections 5/4-201 through 5/4-214.

On all vehicles to be auctioned, a hand search of the title for lien holders should be instituted.

6. It shall be the responsibility of the releasing officer to ascertain that the proper proof of ownership and identification is presented before releasing any property being held in custody by this department.
 7. Whenever any police department member finds any discrepancy with any property being held by this department, he shall immediately notify his supervisor who will attempt to clarify the problem. If this does not solve the problem, a written report shall be made and forwarded to the Executive Officer.
- G. With respect to the above guidelines, final disposition of found property, recovered property, and evidentiary property that is no longer of evidentiary value should be accomplished within six months after legal requirements have been satisfied, and in accordance with the Illinois Compiled Statutes.

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V. SAVE A STAR FOUNDATION DRUG DISPOSAL PROGRAM

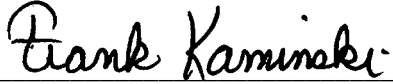
- A. This program, managed by the Property Management Technician, allows for residents to deposit unused and unwanted drugs in the green Save a Star drop box located in the lobby. The Property Room Clerk will regularly check the box to ensure it is not at capacity, and there have been no prohibited items deposited.
 1. Accepted drugs include:
 - a. Prescription medications
 - b. Controlled substances
 - c. All over-the-counter medications
 - d. Medication samples
 - e. Pet Medications
 - f. Vitamins & Supplements
 - g. Homeopathic Remedies
 2. Drugs not accepted include:
 - a. Needles/sharps
 - b. Syringes with needles
 - c. Medicated ointments, lotions, creams, and oils
 - d. Liquid medication in leak-proof containers
 - e. Thermometers
 - f. IV bags
 - g. Bloody or infectious waste
 - h. Personal care products
 - i. Empty containers
 - j. Hydrogen peroxide
- B. Post 1 personnel will be familiar with program requirements and do their best to oversee any drug drop made by a resident to ensure compliance with those requirements. If a resident wishes to make a drop during those times when the Post is secured or if Post 1 personnel have any questions, a street supervisor should be contacted.
- C. Drugs meeting the program criteria will be stored in the box until a designated, authorized destruction process becomes available. Overflow will be stored in the Property Room.
- D. If any of the above listed prohibited items are located in the box, the Property Management Technician will don personal protective equipment and will transfer those items to the approved, hazardous waste receptacle located outside of the cell block. Care will be taken to ensure sharps are first secured in a sharps protective case located in the Report Room.

VI. ISSUING AUTHORITY

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This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink, reading "Frank Kaminski". The signature is written in a cursive style with a large initial "F".

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Seizure of Computer Equipment	Number GO 11.8	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Computer – Seizure, Seizure – Computers			Approved By Frank Kaminski Chief of Police	

POLICY: Increasingly, computer equipment will be seized as crime evidence. If not handled skillfully, the evidentiary value of computers may be destroyed. Improper shutdown procedures may severely damage hardware or cause data to be lost. Improper startup procedures also may erase or destroy data. Computers may be pre-programmed to destroy data when turned off or on. The purpose of this order is to establish procedures to avoid these results.

I. UNEXPECTED COMPUTER SEIZURES

- A. When a computer is unexpectedly discovered as part of a crime scene or a search, call a supervisor for further instructions. Unless otherwise directed, do nothing to the computer equipment:
 - 1. If the computer is on, do not turn it off and do not cause any change to the software or data, i.e., do not touch the keyboard or mouse or any accessories connected to the computer. Do not move the computer or any accessories connected to it until instructed.
 - 2. If the computer is off, do not turn it on. The computer may be moved to the police station.
 - 3. Do not put any seized disks into any computer for examination.
- B. **EXCEPTION:** If you think the computer is doing something destructive, such as deleting or wiping out files, shut the computer down immediately as described below.

II. SUPERVISORY RESPONSE

The supervisor must decide how to handle seized computer equipment based on the importance of the case, the perceived sophistication of the offenders (the likelihood of preprogrammed data deconstruction applications), the availability of trained personnel, or other factors.

- A. If the computer is on and if there is time to call in a computer expert (PRPD or outside agency), then try to leave the computer on and in place (do not unplug).
- B. If the computer is on and if there is not enough time to call in a computer expert (PRPD or outside agency), the computer may need to be shut down to seize the computer. Follow recommended procedures below.

III. COMPUTER SHUTDOWN FOR SEIZURE

- A. If a computer must be shut down for immediate seizure or to prevent destruction of evidence, cut the power as described below. Do not attempt to close any files, programs or applications before cutting the power.
- B. Personal Computer: Do not turn the computer off at the power switch: unplug the computer from the back of the unit, not from the wall or any other power source (there may be an uninterruptible power supply in use).
- C. Laptops: If the laptop is running off batteries, remove the batteries. If the laptop is running off an external power cord: (1st) remove the batteries, (2nd) unplug the cord from the laptop, not the wall, (3rd) unplug the cord from the wall or other power supply.

IV. EXPECTED COMPUTER SEIZURE

If it becomes apparent during an investigation that computer equipment will be involved and may be seized, call in experts trained in forensic electronic discovery early in the investigation to plan the seizure and examination of the computer equipment.

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V. EXAMINATION OF COMPUTER EVIDENCE

PRPD personnel, even those knowledgeable or trained in computer operation, should not attempt to examine seized computer equipment. Seized computers should be examined only by authorized department personnel trained in forensic electronic discovery or experts called in from another agency for that purpose.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink, reading "Frank Kaminski", written over a horizontal line.

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Records Bureau – Functions, Responsibilities, Available Information	Number GO 12.1	Revised Date June 18, 2020	Effective Date May 1, 2015	Page 1 of 8
Index As: Records Bureau			Approved By Frank Kaminski Chief of Police	

POLICY: The effective delivery of basic law enforcement services is facilitated by the development of a comprehensive records reporting and maintenance operation. It is the policy of the Park Ridge Police Department to maintain a Records Bureau that is responsible for the overall administration of the Department's records function in meeting its managerial, operational, and informational needs.

I. RECORDS BUREAU - FUNCTIONS

- A. The Records Bureau is a part of the Administrative Services Division. A civilian records supervisor is responsible for the Bureau, and reports directly to the Administrative Commander. The records supervisor, or his/her designee, will be responsible for the report review process.
- B. The Records Bureau is responsible for the department's overall record-keeping system for all reported incidents and is the repository of files containing all the original reports related to each incident requiring a report.
- C. The Records Bureau is responsible for the review, control, and maintenance of all Departmental field reports and related activities.
- D. The Records Bureau will retrieve these records, when necessary.
- E. The Records Bureau provides other bureaus and divisions with the information necessary to perform their duties in a timely manner.
- F. The Records Bureau provides information and services to the general public, as required.
- G. The Records Bureau transmits information to the state and federal authorities, as required.
- H. The following procedures will be observed by Records Bureau personnel regarding the processing of special and confidential investigative reports:
 1. Special investigations reports held outside the Records Bureau, either temporarily or until their completion, will, at the direction of the authorizing division's commander, be forwarded to the Records Bureau Supervisor or designee for purposes of entering the data into the records system. The authorizing division commander will instruct the records supervisor or designee to secure the report in the confidential file maintained by the supervisor or designee, or to place the initial report, devoid of details, into the report files.
 2. Upon receipt of a completed investigative report marked confidential, the supervisor or designee will read the report and will extract the information necessary for entry of data. The report will be maintained in a locked confidential file in the records supervisor's or designee's office.
 3. When the decision is made that a report is to be maintained in the confidential file, a notice will be prepared by the records supervisor or designee and placed in the report files in the numeric position that, normally, the report would occupy. The notice will contain the case number and will indicate the whereabouts of the report. Only the Deputy Chief of Administration, Commander of Administration, or the Records Bureau supervisor and the designee, will have access to such reports.

II. RECORDS MANAGEMENT

- A. The Department uses a Records Management System (RMS) to fulfill many of the

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Department's data-processing requirements.

- B. Among the key features of the RMS are the capabilities to automatically:
 - 1. Store and retrieve data;
 - 2. File and retrieve arrestee information;
 - 3. Maintain on-line offense and incident records;
 - 4. Produce management reports;
 - 5. Collect Illinois Uniform Crime Reports (IUCR) data, and transmit them to the Illinois Uniform Crime Reporting Program;
 - 6. Search arrest and incident reports.
- C. Any information entered into the RMS can be retrieved in one form or another. Information can be printed either in "search" form or in the form of management reports, and can be for any designated period. Some examples of available information are as follows:
 - 1. Incidents by type;
 - 2. Incidents by location;
 - 3. Incidents by time;
 - 4. Method of operation.
 - 5. Management reports – are limited, but can be created based on any criteria maintained in the RMS.

III. RECORDS BUREAU FILES

- A. The following is a list of files and records maintained by the Records Bureau:
 - 1. **Arrestee names master-file** - an alphabetical listing of criminal offenders (3 x 5 card file).
 - 2. **Arrest jackets master-file** - arrest jackets of individuals, in numerical order by year.
 - 3. **Photo file** - a numerical file by C# containing manual photos of persons arrested. Most booking photos are maintained electronically in CABS. All CABS users must log into the CABS System once a month. Shift supervisors are responsible for maintaining a monthly shift CABS login audit report
 - 4. **Bicycle-license file** - an electronic file of bicycle owners and their registration numbers is maintained by the Administrative Assistant.
 - 5. **Accident-report file** - a numerical file of manual accident reports. Most accident reports are maintained electronically.
 - 6. **D.U.I. file** - a collection of jacket-files of D.U.I. offenders awaiting trial, with Breathalyzer read-outs and observation reports are maintained within the arrest jackets master file.
 - 7. **Report file** - a vertical numerical file containing the original reports of incidents.
 - 8. **Secured/confidential report file** - Supervisor or designee.
 - 9. **Incident file** - a file containing all previous-years reports that have been scanned.
 - 10. **Late-report file** - a file containing reports submitted after the originals were scanned.
 - 11. **Juvenile Records** - maintained separate from adult records alphabetically in the remote Records Storage Area in compliance with Chapter 705, Section 405 of the Illinois Compiled Statutes (ILCS).

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12. **Citation Records** – copies of all citations and warnings, including traffic, compliance, and local ordinance violations.

IV. RECORDS BUREAU ACCESS

- A. The privacy and security of records, and the information contained therein, shall be ensured through compliance with The Freedom of Information Act, The Illinois Uniform Conviction Act, and departmental policy.
 1. During normal business hours, access to original records and arrest files shall be limited to records personnel or those authorized by the records supervisor. All records will be secured in locked cabinets during non-business hours. In the event that it is necessary to review a report after business hours, an on-duty supervisor can access the pink duplicate of the original report from the Investigative Division, or by accessing the scanned report using Laserfiche. Note: Juvenile suspect and arrest information is not scanned and would need to be accessed using the RMS.
 2. The police administrative office entry door will be closed and locked at all times. The Records Bureau door will be closed and locked during non-business hours. The remote Records storage area will be closed and locked at all times, except when access is needed by Records personnel.
- B. Access to Records
 1. Reports shall be accessible to department personnel at all times via Laserfiche. During normal business hours, Records Bureau staff is available to assist if needed.
 2. During non-business hours, entry into the Records Bureau office or records storage room by non-records personnel is strictly prohibited without the presence of an on-duty supervisor or authorization by the records supervisor.
- C. When it is necessary to access records or obtain documents in an emergency situation after normal business hours, the following procedures will be followed:
 1. The Records Bureau supervisor will be contacted to make any necessary arrangements to provide access.
 2. If the Records Bureau supervisor cannot be reached, the Commander of Administration should be contacted.
- D. Name checks or arrest-record checks may be done through any of the Department's CRTs; direct access to the Records Bureau staff is not necessary. Access to the computerized information is available 24 hours per day via the RMS. Terminals are located in both the Report Room and Post 1 for ready access.
- E. Members will not use any information, reports, or equipment in the Records Bureau for personal use or benefit, nor will they release or disseminate any information or reports unless authorized by the Chief or his designee.
- F. Agency records shall be released under the guidelines set forth in the Freedom of Information Act (FOIA). The Records Bureau shall be responsible for the dissemination of agency records.
 1. All requests for records, with the exception of those made by the court, law enforcement or government agencies or their designees must be in writing. It is recommended that the requesting party complete a Freedom of Information request, which can be obtained at Post 1 or on the City or police websites.
 2. All FOIA requests will be reviewed by the records supervisor or other FOIA officer,

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who will respond to each request within 5 business days. The records supervisor will consult with the City attorney when necessary.

V. REVIEW PROCESS

A. Report Oversight

1. Through the review process, the records supervisor or designee monitors and enforces compliance with Department criteria and Federal, State and local statutes in the use and completion of case reports.
2. The review process ensures report content requirements and enforces proper content by issuing Informational Requests.
3. Records Bureau Informational Request for Reports:
 - a. When a discrepancy is identified by the records supervisor or his or her designee, he/she will complete and forward a Records Bureau Informational Request for Reports to the appropriate Deputy Chief who oversees the division the reporting officer is assigned to. This form will be used when the discrepancy relates to the successful completion of written reports. This may include legibility (on all copies), failing to provide all required information, timeliness of submittal, etc.
 - b. The Deputy Chief will review the Discrepancy Record and forward it to the appropriate supervisor.
 - c. The supervisor will ensure that the issue is brought to the attention of the reporting officer and corrections are made, if necessary, or the matter is satisfactorily explained. The reporting officer will indicate the Action Taken (or explanation why none was necessary) and return the form to his/her immediate supervisor.
 - d. Once the issue has been remediated, the supervisor will sign and date the Informational Request and return it to his division's Deputy Chief.
 - e. The Deputy Chief will then forward the corrected information or explanation to the Records Bureau.
 - f. The Records Bureau will maintain a record for each discrepancy.
 - g. All Informational Requests should be re-submitted to the Records Bureau as soon as possible. In no case should an Informational Request be held more than 7 days without notification by the shift supervisor to the appropriate Deputy Chief.
 - h. All reports deemed satisfactory shall be forwarded to the police records technicians for entry into the RMS.
 - i. Significant violations of established policy or protocol or the continued failure to adhere to established policy or protocol may result in progressive discipline.
4. The Records Bureau will maintain an Informational Request Log which will list – record number, officer name, supervisor name, report number, report date, date sent, and date returned to Records.
5. The Deputy Chief of Field Operations or his designee will conduct tri-annual audits of Informational Requests generated by the Records Bureau.
6. Officers and supervisors who have reached a threshold of five informational requests each audit will have their informational requests reviewed. After the review, if it is

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determined that the officer or supervisor has five or more errors, the officer/supervisor will have a meeting with their direct supervisor to review the errors and to help determine a plan of action for improvement. This may include, but is not limited to, spell check, reviewing their own reports before submitting, supervisor review before approval, electronic crash report review, computer written reports, etc.

7. After a review of future audits, if the same officers/supervisors are still making the same errors and have shown no improvement, a new action plan will be developed which may include, but is not limited to, remedial training, counseling sessions with supervisors or, depending on the circumstances, or progressive discipline.

- B. All reports received by the Records Bureau shall be thoroughly reviewed by the records supervisor or designee. This secondary review is intended to ensure such factors as: completeness, accuracy, legibility, content, officer's signature, and supervisor's signature.
- C. The records supervisor is responsible for the approval of new forms, revision of existing forms and the master file of authorized report forms. No form may be altered or created without prior approval from the records supervisor acting through the chain of command.
- D. The records supervisor will also receive on request a status report of any case over thirty days old. The status must appear on a Supplementary Report form.
- E. A corollary function of the records supervisor is the maintenance of the Uniform Crime Reporting System, vital to the reporting of crime information to the State and the retrieval of information for Department use. The records supervisor, or designee, assigns UCR codes to all Offense/Incident and Arrest Reports.
- F. The records supervisor maintains the Department's homicide and confidential reports in a secured file. Confidential reports must be personally delivered to the records supervisor with accompanying instructions. The records supervisor, will enter the relevant case data into the RMS, secure the report, and file in a secured file.

VI. EXTERNAL RECORDS DISTRIBUTION

- A. The Records Bureau shall ensure that all required copies are distributed to other City of Park Ridge Departments as necessary, or as directed by the Chief of Police.
- B. The records supervisor, under the direction of the Commander of Administration, shall oversee the dissemination of records/reports to non-police department personnel, other law enforcement agencies, citizens, armed forces, and the media, etc.
- C. Dissemination of records shall be performed in accordance with department policy, The Freedom of Information Act, and The Illinois Uniform Conviction Act.
- D. The Chief of Police, or his designee, shall be the official spokesman for the Park Ridge Police Department.

VII. MASTER NAME INDEX

- A. The Records Bureau maintains a master name index within the RMS, as well as an alphabetic manual index card system for all arrestees.
 1. The names of individuals listed in field reports of all incidents, including offenses, arrests and vehicle crashes, have been entered in the RMS and can be accessed by that system.
 2. The names of all individuals arrested by this department are maintained on 3"x5" index cards that are kept in an alphabetic master name index file.
- B. Persons falling into any of the following categories shall be entered in the department's

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master name index in the RMS:

1. Arrestees,
2. Complainants,
3. Victims,
4. Witnesses,
5. Drivers,
6. Passengers,
7. Suspects, and
8. Missing persons.

VIII. INDEX FILES

- A. The department maintains an automatic index of incidents by type through the RMS.
- B. The Park Ridge Police Department maintains an automatic index by incident location through the RMS.
- C. Property index
 1. The department maintains an automatic index of reported stolen property in the RMS. The index includes serial numbers as well as owner-applied numbers.
 2. The department has access to the stolen property index of the Law Enforcement Agency Data System (LEADS) through LEADS 2000.
 3. The department maintains an index for found, recovered, and evidentiary property. This function is performed by the property management technician. (See the General Order regarding acquired and in-custody property for property processing.)

IX. TRAFFIC RECORDS SYSTEM

- A. Key data from each traffic accident, including time, date, location, persons or businesses involved, vehicles, etc., will be entered into the RMS for subsequent retrieval and analysis.
- B. Traffic Enforcement Data
 1. Data from traffic related arrests, including location of arrest and charges, will be entered into the RMS for subsequent retrieval and analysis.
 2. Records of citations will be maintained by the Records Bureau in accordance with the department's record retention guidelines.
- C. Roadway hazards/concerns will be reported on a Condition Report that is forwarded to the Records Bureau. The report will be distributed to the Public Works Department for determination of responsibility for study/corrective action.
- D. Traffic Accident and Enforcement Analysis Reports
 1. Traffic enforcement activity reports
 - a. Traffic enforcement activity performed by uniformed patrol officers shall be recorded on their individual daily activity reports. These reports shall be filed and maintained by the Patrol Division.
 - b. Selected enforcement/directed patrol traffic reports will be forwarded to the Traffic Section upon completion.
 2. A variety of traffic accident analysis reports are available through the RMS. These

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reports include, but are not limited to, the following:

- a. Crash reports by location,
 - b. Crash reports by time/day, and
 - c. Crash reports by responding officer(s).
3. Traffic safety, volume, and distribution reports are generally maintained and distributed by the Illinois Department of Transportation. Specific reports are available to the Park Ridge Police Department upon request.

X. RECORDS MAINTENANCE BY OTHER DEPARTMENTAL COMPONENTS

The Records Bureau shall be the central repository of ALL original offense, incident, arrest, and traffic crash reports, citations, and other official documents, with the following exceptions:

- A. The Investigative Division shall maintain the original records involving departmental intelligence and informant activities in secured files, including intelligence reports.
- B. The City's Administration Department shall maintain the Police Department's personnel records.
- C. The Commander of Administration shall maintain the department's training records.
- D. The Chief of Police shall be responsible for the maintenance of all administrative records.
- E. The police social worker shall be responsible for maintaining social service referrals and related files.
- F. The property management technician shall maintain Request to Gain Entry and Video Evidence forms.
- G. The Senior Administrative Assistant (to the Chief) will maintain the Ride-a-long Waiver forms.
- H. The Deputy Chief of Administration shall maintain Text-a-Tip records.
- I. The Deputy Chief of Field Operations will maintain Use of Force Reports, Pursuit Driving Reports, and Employee Incident Reports.
- J. The Community Strategies Officer shall maintain Block Party forms.

XI. ARREST FILES

- A. A criminal history file shall be maintained on every person placed under custodial arrest by the Park Ridge Police Department. This file should include:
 1. Fingerprints and fingerprint classification information,
 2. Criminal complaints,
 3. Photographs (if available),
 4. Arrest reports and other arrest documentation,
 5. Voluntary statements (if applicable),
 6. Case reports, and
 7. Any other applicable reports or forms.
- B. Local criminal history information is maintained in the following locations:
 1. RMS,
 2. Case file, and

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3. Court packets

C. All information to be included in an arrestee's criminal history file is cross-referenced and retrievable through a number of descriptors including:

1. Name,

2. Incident number, and

XII. RECORDING ARREST INFORMATION

The criteria and procedures for the recording of arrest information shall be clearly delineated in the Arrest/Booking Procedures Manual. The Manual shall include guidelines for:

A. Required reports,

B. Bonds,

C. Master name index cards,

D. Arrest jackets,

E. Complaints,

F. Livescan/arrest cards.

XIII. COMPUTER SECURITY AND INTEGRITY

The Records Bureau is responsible for the maintenance of records in the RMS.

A. The records supervisor will annually audit all RMS users in order to maintain the integrity of the system.

B. All employees of the police department will adhere to the City of Park Ridge computer policy and procedures.

C. The RMS central records computer files, including back up and storage are maintained by the department's dispatch center.

D. Department personnel will have access to the RMS on an inquiry basis and are authorized to use information from the RMS for department use only. Any requests for copies of reports must be made through the Records Bureau.

XIV. RECORDS RETENTION

The Park Ridge Police Department will retain records in accordance with the Illinois Local Records Act, Chapter 50, Act 205 of the Illinois Compiled Statutes and the Cook County Local Records Commission.

A. Retention/destruction of records shall be consistent with the terms delineated in the department's approved disposal application to the Cook County Local Records Commission.

B. Records retention/destruction shall be performed under the direction of the Commander of Administration.

XV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Reporting Requirements, Disposition Codes, and Report Forms	Number GO 12.2	Revised Date June 18, 2020	Effective Date May 1, 2015	Page 1 of 9
Index As: authorized report forms, codes, forms, report forms, reporting			Approved By Frank Kaminski Chief of Police	

POLICY It is the policy of the Park Ridge Police Department to complete a written report for all calls for service, to include, but not limited to, criminal offenses, domestic disputes, mental health incidents, drug overdose incidents, suicide incidents, and non-motor vehicle public accidents (involving pedestrians and/or pedacyclists). Only those forms authorized by the Department will be used. Reports will not be processed in the Records Bureau unless they are reviewed by an appropriate supervisor. All reports shall be turned in to the first-line supervisor by the end of the shift in which it was generated. After supervisory review, all original reports shall be submitted to the Records Bureau who, in turn, shall document that the report was indeed received. Park Ridge officers are authorized to clear select calls without taking a report. This order serves to clarify reporting and coding requirements.

I. INCIDENT REPORTING REQUIREMENTS

- A. All reported incidents determined to have occurred within the City of Park Ridge AND which fall into one or more of the following categories shall be documented:
1. Citizen reports of crime,
 2. Citizen complaints,
 3. Citizen request for service, when:
 - a. A patrol officer, community service officer, or investigator is dispatched,
 - b. A departmental employee is assigned to investigate, or
 - c. A departmental employee is assigned to investigate or take action at a later date.
 4. Officer initiated incidents, whether criminal, quasi-criminal, non-criminal, or service oriented.
 5. Incidents involving arrests, citations, or summons.
- B. Appropriate reporting of incidents described in this section shall be determined by the nature of the reported incident, the action taken by the responding officer, and the results of those actions. Reporting officers should ensure that a report has not previously been taken for the same incident.
- C. At a minimum, however, all of the above reported incidents shall be documented with a sequentially numbered incident and shall contain all information as outlined under section VII.

II. DISPOSITION CODES

The following are the disposition codes used when closing or completing a call:

- A. R – Report Required
- B. NR – No Report Required
- C. U – Unable to Locate Complaint/Complainant or Non-Bona Fide
- D. T – Traffic Stop/Enforcement Parking Complaint

Additionally, the CAD notes section will contain information describing what type of action/service was rendered by the officer(s). The type of report submitted will be documented in the CAD notes section. (See IV. and V.)

III. NO CODE REQUIRED

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Administrative, Personal, Detail/Meal Break, Training, Range Duty, etc. will not require a code. The officer will be able to clear the incident by advising he/she is 10-8, meaning he/she is available for assignment.

IV. CODING – REPORT REQUIRED

- A. All reports that are maintained by the Records Bureau should be given a code of “R – Report Required” and the type of report submitted should be listed in the CAD notes section for all original calls and follow-ups:
 1. Alarm Report (also see Section V.A.9.)
 2. Animal Impound Report
 3. Animal Bite Card
 4. Arrest Report
 5. Condition Report
 6. Crash Report
 7. Damage to City Property Report
 8. Death Report
 9. Field Contact/Suspect Information Report
 10. General Case Report
 11. Missing Person Report
 12. Property Custody Report
 13. Supplemental Report (specify Forensic Technician supplement for FT call-outs)
 14. Vehicle Tow Report
 15. Victim Property Report
- B. When going on a follow-up, the officer should call out “Park Ridge, Call# on a follow-up to report #13-12345 at 123 Main Street.” This is important to track all activity for a respective incident. If no paper is generated on a follow-up, it should be coded “NR – No Report Required.”
- C. Use the original RD# for in-house warrant service. Example: an active warrant, case #10-2345. An officer serves the warrant. A CAD incident should be created to document the date, time, and location of service. Dispatch would use the original case # (10-2345) rather than create a new one. All paperwork revolving around this case would be logged under one RD#.
- D. There are several department reports/forms that are not received or maintained by the Records Bureau and should not be coded “R – Report Required.” Reports/forms that should not be coded “R” include Request to Gain Entry forms, Social Service Referrals, Employee Incident/Accident and Intelligence Reports. Calls that result in these reports/forms should be coded “NR – No Report Required” and the type of report/form should be listed in the CAD notes section.
- E. On calls for service that are coded “NR – No Report Required”, it is the responsibility of the primary officer to provide specific information in the CAD notes section detailing what action he/she took to resolve the incident (see V. below).

V. CODING – NO REPORT

- A. Park Ridge officers are authorized to clear select calls with “No Report” for the incidents listed below. Unless all of the elements listed below are present, a written report must be completed. Understand that the following incidents do require CAD notes, and at a minimum

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should indicate “Gone on Arrival (GOA)” or “Unable to Locate”. The complainant should be notified of the findings and/or action taken by the responding officer (i.e. GOA, citations issued, etc.). The following information must be included for all incidents which a written report has not been completed: person or vehicle identifiers (when obtainable), the findings and/or action taken by the responding officer, as well as any notifications made.

Furthermore, if unusual circumstances exist, or the complaint/incident involves a repetitive complaint or complainant, a written report will be completed.

1. Speeding Auto(s) – when the complainant is refused or does not wish to be seen, there is no or a very vague description, no license information and the vehicle is GOA. [Example of notes – Unable to Locate. Partial (vague) vehicle description, i.e. green beater.]
2. Suspicious Auto(s) or Person(s) – the complainant is refused or does not wish to be seen, and the auto(s) or person(s) is GOA. [Example of notes – Unable to Locate. Vehicle description as above or person description, i.e. group of teens, etc.]
3. Crashes outside of Park Ridge – provided the scene is turned over to the proper law enforcement agency. [Example of notes – TOT Niles, performed traffic control]
4. Fingerprinting – for residents or those employed in Park Ridge for background checks, provided they supply their own fingerprint card. Notes must include the name, address, date of birth, and reason for prints of the person fingerprinted.
5. Unfounded complaints – involving crashes and road hazards where nothing is located. [Example of notes – crash (or hazard) unfounded]
6. Stray Animals – involving vague descriptions and the animal is GOA. [Example of notes – Unable to Locate dog (cat, etc.)]
7. Parking Complaints – refused complainant, the vehicle is GOA or citation is issued without incident. Always contact the complainant and notify them of the results. [Example of notes – GOA or number of tickets issued, as well as any notification made]
8. Traffic Signal Malfunctions – [Example of notes – (Agency) notified, include traffic control if performed.]
9. Alarm Calls – if weather-related as determined by shift supervisor. [Example of notes – power outage, storm related and coded with an “N/A” if no paper is taken] (Standard alarm calls require a code of “R” and completion of an Alarm Report as noted in Section IV.A.)
10. Motorist Assists – provided no unusual occurrences are evident. [Example of notes – vehicle license number, year and state, include action taken]
11. Fire Department Assists – involving no arson, police follow-up, injuries or other unusual circumstances. [Example of notes – smell of gas, Nicor notified]
12. Medical Assists – routine medical assists can be coded. [Example of notes – diabetic reaction]
13. Lock-outs – handled without incident or damage. [Example of notes – vehicle license number, year and state or building address and location of entry]
14. School Crossings
15. Public Service, Non-Criminal Complaints – unable to locate or refused complainant and unfounded. [Example of notes – no disturbance found, refused complainant]
16. Driving Complaint – GOA or when the offender is located, notes should include name, date of birth, driver’s license number, address, whether a citation(s) was issued or not, and vehicle information if different from original call.

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17. Nuisance Complaints – when no damage and first complaint. [Example of notes – house egged, no damage, first complaint. Another example would be holiday lawn decorations getting moved to a different yard. If an item is stolen or damaged, a report is required for the criminal offense.]
 18. Directed Patrols – includes commercial and residential foot patrols and selective enforcement traffic.
 19. 911 Hang-ups – when no police action is needed or taken. Notes should include reason for hang-up (i.e. child dialed, accidental, etc.).
 20. Solicitor Complaints – only if they are GOA or are not found to be in violation of any local ordinance.
- B. Unless described as above, a report must be written. Furthermore, a written report can always be completed at the discretion of the responding officer and is required if directed to be completed by a supervisor.
- C. CAD notes are required for any calls where a report is not generated.
- VI. AUTHORIZED REPORT FORMS
- A. Officers will use only Department forms or Department-approved forms from other agencies for reporting, documenting, and investigating offenses and incidents reported to this Department. Supervisors are responsible for ensuring appropriate forms are available to their unit members.
- B. The following is a list of Department-approved reports and forms:
1. General Case Report,
 2. Traffic Crash Report,
 3. Missing Person/Runaway Report,
 4. Arrest Report,
 5. Property Custody Report,
 6. Field Contact/Suspect Information Report,
 7. Death Report,
 8. Alarm Report,
 9. Animal Impound Card,
 10. Animal Bite Card,
 11. Vehicle Tow Report,
 12. Condition Report,
 13. Request to Gain Entry form,
 14. Ride-A-Long Waiver,
 15. Prisoner detention/personal property (Lockup) report,
 16. Supplemental Report,
 17. Pursuit Driving Report,
 18. Use of Force Report,
 19. Damage to City Property Report,
 20. Victim Property Report,
 21. Employee Incident Report,

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22. Intelligence Report, and
23. Social Service Referral.

VII. COMPLETING DEPARTMENTAL REPORTS

- A. Any member completing a Departmental report form will complete each item or number on the form. If an item or number is not applicable, the N/A designation will be used. No item or number will be left unanswered.
- B. Reports, whether handwritten or typed, will be accurate, complete, clear, legible, and neat. If handwritten, a medium point, permanent black ink pen will be used.
- C. All reports should include the following data at a minimum:
 1. The date and time of the initial incident,
 2. Assigned incident number,
 3. The name(s) of the person(s) involved, i.e. victim, complainant, witness, etc.
 4. The nature of the reported incident, and
 5. The nature, date, and time of the action taken by the police department officer(s).
 6. Email contact information from complainants, to be written under the "Home Address" box on a General Case Report or in the narrative of a Crash report. The email address is not mandatory; if a complainant is unwilling or unable to provide an email address, the fields can be left blank.
- D. The body of the report will provide a clear, concise, complete, and thorough account of the incident. It should address the who, what, when, where of the incident and, when known, how and why.
- E. All reports shall be completed in accordance with the procedures established in the Field Reporting Manual of the Park Ridge Police Department.
 1. A copy of the Field Reporting Manual shall be located in each of the following areas in order to ensure availability to police department members:
 - a. Report Room,
 - b. Watch Supervisor's Office, and
 - c. Records Supervisor's Office.
 2. It shall be the responsibility of the records supervisor or his/her designee to ensure that each manual is maintained and updated when significant changes occur.
- F. Illinois Supreme Court Rule 15 requires that parties shall not include social security numbers in documents filed with the court unless otherwise required by law and ordered by the court. This includes anything filed electronically or on paper, and all cases including criminal and traffic, including fingerprint cards, arrest reports, missing persons reports, and contact cards. Members will not include social security numbers on any documents that are to be filed with the clerk. Reports that require social security numbers will be redacted.
- G. Reports will be signed by the member completing the report and include his/her star number.
- H. After completing a Departmental report, the member will submit it to his supervisor for review.
- I. Supervisors shall review all reports submitted for approval. Supervisors will make every effort to compete the review and approval process during the shift in which the report was completed. Reports forwarded to Records shall have a Supervisor's signature (physical or electronic) affixed prior to the submission.

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- J. CAD notes shall be reviewed by a Supervisor prior to the end of each shift to ensure accuracy and completeness. In cases where the Supervisor deems further notes or an incident report is required, the reviewing Supervisor will notify the submitting Officer to complete the required reporting. Upon completion of the CAD note review, the reviewing Supervisor will provide electronic notice of review completion to the respective shift Commander with copy to the Deputy Chief.
- K. The report will be perused by the records supervisor or designee for conformance to departmental standards. Reports not passing review will be returned for compliance before being accepted into the Records Bureau.

VIII. GENERAL CASE REPORT EXCEPTIONS

- A. In order to reduce the amount of time required when making an arrest, the General Case Report may be omitted, under certain circumstances described below, in the following arrest situations:

Cannabis Possession	Misdemeanor excludes possession with intent to manufacture or distribute
Criminal Trespass to Property	Excludes trespass to school property
Curfew	MC/LO citation must be attached to arrest report
Disorderly Conduct	26.1a1 and 26.1a12
Driving Under the Influence	
Driving While Suspended/Revoked	
Drug Paraphernalia	
Fireworks	
Gambling	Misdemeanor
Liquor	Misdemeanor
Minor in Possession of Alcohol	Excludes Underage Drinking Party
Municipal Ordinance Violations	When an offender is taken into custody; excludes firearms/weapons violations
Traffic Violations	Minor
Warrant Service	

- B. A General Case Report is not required with the arrests listed above ONLY when there are no unusual or complicated circumstances and the arrest proceeds ROUTINELY. Should the case not meet this criteria, or there are facts that may be relevant or of interest to the Investigative Services Division, then a General Case Report is MANDATED.

Subject: Reporting Requirements, Disposition Codes, and Report Forms	Number GO 12.2	Revised Date June 18, 2020	Effective Date May 1, 2015	Page 7 of 9
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- C. When a General Case Report is not used, a succinct and thorough account of the incident must be written in the Narrative Summary sections of the Arrest Report and, as needed, Supplementary Reports.
- D. The patrol supervisor or the records supervisor will obtain a written General Case Report on request.
- E. Exceptions shall only be made with the written approval of the supervisor, and shall require the authorizing supervisor to submit a Held Report Form to the Records Bureau in place of the original report. The original report(s) will be held in the appropriate shift held report mailbox in the watch supervisor's office. The Held Report Form shall be filed as though it were the original report, removed from the active files only when a satisfactory report is received by the records supervisor.
 - 1. If an arrest report is being held, a copy of the face sheet of the arrest, including all charges, must be submitted with the Held Report Form to ensure compliance with 5 ILCS 140/2.15.
 - 2. Delayed reports shall generally be submitted for supervisory review within the next 24 hours.
 - 3. In all cases, delayed reports shall be submitted within 7 days (unless exception has been authorized by the Deputy Chief of Field Operations).
- F. Reports that fail supervisory review and are returned to the reporting officer for completion/correction shall also be considered a delayed report, and shall be subject to the same requirements and deadlines as the delayed report.
- G. Reports which fail report review by the Records Bureau shall also be returned to the reporting officer for completion/correction, accompanied by an Informational Request Form. Such reports shall be resubmitted for supervisory review as soon as possible but no later than 7 days. A copy of the returned Informational Request Form will be kept by the Records Bureau until that report satisfactorily completes supervisory and report review.
- H. A log of all outstanding reports shall be maintained by the Records Bureau. If a report has not been received by the Records Bureau within 7 days of the incident, a follow-up request will be forwarded to the appropriate shift supervisor.
- I. Information developed subsequent to the initial report shall be submitted on a supplemental report form. Supplemental reports shall be assigned the same incident number and date as the initial case report, and shall be subject to the same review process as the initial reports.

IX. SUPERVISORY RESPONSIBILITY

- A. Supervisors will review all reports completed by their staff. If the report is determined to be incorrect or incomplete, the report will be returned to the reporting officer to be completed properly and re-submitted. The supervisor will again review the report and sign it once it meets departmental standards.
- B. A supervisor signifies acceptance of the report and contents by affixing a signature in the appropriate space on the report. Once this is done, the supervisor is responsible and accountable for the report and its content.
- C. As it specifically pertains to arrest reports, the supervisors also will affix their signatures to the proper place on the report so as to authorize an appropriate court appearance by officer(s).
- D. All signed original reports shall then be forwarded to the Records Bureau. Exceptions, as well as the routing system for copies being forwarded to appropriate departmental units, shall be indicated in the General Order about the Records Bureau.
- E. See Section VIII for applicable requirements and deadlines for delayed and returned reports.

Subject: Reporting Requirements, Disposition Codes, and Report Forms	Number GO 12.2	Revised Date June 18, 2020	Effective Date May 1, 2015	Page 8 of 9
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- F. Internal Distribution. The on-duty watch supervisor reviewing the reports shall be responsible for separating duplicate copies of each report and distributing them as specified on the bottom of the report. Original attachments will be forwarded to Records, and copies of attachments will be forwarded to Investigations.
- X. In an effort to organize the Report Room and be more efficient, some of the Forms/Reports have been scanned, to be Printed off "As Needed". These Scanned Reports are located in the "X-Drive", under the File Folder, "_1 Police Report Room Reports".

The following is a list of the Scanned Reports:

- AGREEMENT FOR PEER JURY HEARING
- ARREST WARRANT EXECUTION VERIFICATION
- CERTIFICATION FORM SEXUAL ASSAULT EVIDENCE
- CHANGING YOUR TRAFFIC TICKET COURT DATE
- CONDITION REPORT
- CONSENT TO COLLECT BIOLOGICAL SAMPLES
- DAMAGE TO CITY PROPERTY SUPPLEMENTAL REPORT
- DEBRIEFING REPORT
- FIREARM RECLAMATION INFORMATION
- FORENSIC BIOLOGY-DNA ANALYSIS REQUEST
- INTRA-COUNTY HOLD AFFIDAVIT
- INTRASTATE HOLD AFFIDAVIT
- INVESTIGATIVE DIVISION INTELLIGENCE REPORT
- LAW ENFORCEMENT LICENSE CONFISCATION REPORT
- LAW ENFORCEMENT REPORT OF CONVICTION-LIQUOR CONTROL ACT
- PERMISSION FOR SEARCH AND SEIZURE
- PROPERTY DISPOAL FORM
- PURSUIT DRIVING REPORT
- REQUEST FOR CERTIFIED COPY OF DRIVER'S ABSTRACT
- STRIP SEARCH AUTHORIZATION
- TRACE REQUEST FORM

The above reports have also been scanned for the Supervisors and are located in the "N-Drive" under "Master Reports".

A "Master copy" of all of the above reports will be kept in a Binder in the Sergeant's Office and the Administrative Assistant will also have a Binder.

Subject: Reporting Requirements, Disposition Codes, and Report Forms	Number GO 12.2	Revised Date June 18, 2020	Effective Date May 1, 2015	Page 9 of 9
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If there are any Reports that either have Not been Scanned, or are not in the Report Room in the Bins or Overhead Cabinets, please see your Immediate Supervisor and advise so that they can be added to the Scanned File Folders and/or Bins or Cabinets.

XI. REPORT STATUS

All reports shall be turned in to the first-line supervisor by the end of the shift in which it was generated. After supervisory review, all original reports shall be submitted to the Records Bureau who, in turn, shall document that the report was indeed received.

XII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink that reads "Frank Kaminski". The signature is written in a cursive style and is positioned above a horizontal line.

Frank J. Kaminski, Chief of Police

ADDENDUM I

- I. For master names or vehicle plates, do not use Unknown or N/A. If unable to obtain a verifiable plate number, leave the field blank. Every attempt should be made to identify the true name of the person prior to completing the report. If unable to obtain a minimum of name, sex and date of birth, leave the name field blank. Any incomplete or partial name or vehicle information should be included in the narrative of the report.
- II. Officers shall make every attempt to include the driver's license number when completing a name record for any party. If a license number is not provided, and officers have the requisite information, they should avail themselves of Soundex to locate the DLN.
- III. The best practice to ensure that correct name/address information is added to the system is through the use of the Driver's License or Soundex. Officers still must confirm that the information is still current. The verification process is crucial to ensure our database reflects accurate and current information. As the name database in the system continues to grow, previously entered names will begin to show in a pick list. If a victim/suspect is already in the system, it is important for officers to select the existing name and not create a duplicate name record. When selecting a name that already exists, it is still important to verify that the address and phone number is still current.
- IV. If an officer is unable to list a drivers' license number, he or she may use a State ID number. If an officer is unable to list a driver's license number or State ID number, he/she should write the reason in the driver's license number field (refused, unavailable, other).
- V. When completing a narrative, officers shall use proper capitalization and paragraph breaks. In other words, a narrative should not be written in all capital letters and should contain spacing between paragraphs. Furthermore, the spell check feature shall be utilized to minimize spelling errors.
- VI. An arrest report shall not be completed for MC citations, station adjustments or Peer Jury referrals, however an Incident report is required. These remedies are available as alternatives to an arrest.

ADDENDUM II

CAD Disposition Codes

A – Unfounded Non-Bonafide

B – Unable to Locate

BU – Back-Up Unit

C – Civil Matter

D – No Police Service or Report

E – Peace Restored

F – False Alarm

G – Returned Home

H – 911 Hang Up

I – Parking Citation Issued

J – Juvenile Arrest

K – Adult Arrest

L – LO Ticket Issued

M – Other Police Service

N – Notification Made

O – Report Written

P – Gone on Arrival

R – Other Jurisdiction

S – Condition Report

T – Traffic Citation Issued

U – Warning Citation Issued

W – Weather Related Activation/Other Non-Billable Alarm

X – Pending

Y – Field Interview Card

Z – Administratively Closed

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Recording Incidents and Services	Number GO 12.3	Revised Date	Effective Date May 1, 2015	Page 1 of 5
Index As: Calls for Service			Approved By Frank Kaminski Chief of Police	

POLICY: The Department will use the Computer Aided Dispatching System (CADS) to record all incidents in the Department's jurisdiction. All incoming incidents and requests for police service will be directed to the City's communication center for processing. Each incident will be numerically recorded separately, uniquely, and sequentially for the calendar year, e.g. (13-00001, 13-00002, etc.). An annual report will be published each year to summarize all Departmental incidents and activities. The City's communication center is the central CADS location for all CADS incidents, however Post 1 and the Records Bureau will have access to the read only CADS data.

I. CADS INCIDENT

- A. The CADS incident is the official record for documenting all initial complaints or requests for police service for every incident alleged to have occurred in Park Ridge. A record will be generated for every incident in the following categories: reports of crimes, citizen complaints, incidents where a member is dispatched or assigned, criminal and non-criminal cases initiated by members, incidents involving arrests, designated citations and summonses. A CADS incident will be prepared regardless of the nature of the complaint or the type of call for service received. Each CADS incident will be assigned a case number.
- B. All information needed to complete each field of the CADS incident will be supplied when known. The following information will be recorded on the CADS incident:
 - 1. Control number;
 - 2. Date and time of request;
 - 3. Name and address of complainant, if possible;
 - 4. Type of incident reported;
 - 5. Location of incident reported;
 - 6. Identification of officer(s) assigned as primary and backup;
 - 7. Time of dispatch;
 - 8. Time of officer arrival;
 - 9. Time of officer return to service; and
 - 10. Disposition or status of reported incident
- C. The member receiving the request for police service (communication center) will initiate a CADS incident.
- D. On-view incidents in which a unit takes action will be reported to communications at the time the action is being taken, or as soon thereafter as practical. A CADS incident will be prepared by the communications member upon receipt of this information.
- E. The CADS incident will be assigned a case number. The case number will begin with two digits denoting the current year and the five remaining digits, i.e. those following designation of the year, will identify the incident. The series of case numbers will be sequential, with number one assigned to the first incident of the calendar year, and the last number in the series assigned to the last incident of the calendar year.

II. RECORDS MAINTAINED BY OPERATIONAL COMPONENTS

- A. There may be occasions when, due to the sensitivity or confidentiality of an investigation, the

Subject: Recording Incidents and Services	Number GO 12.3	Revised Date	Effective Date May 1, 2015	Page 2 of 5
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report of an incident may be held in a division or bureau temporarily, or until the conclusion of the investigation.

Investigations pertaining to vice, narcotics, organized crime, major case (felonies), and internal investigations may require such confidentiality.

1. Authorization

Approval to withhold a case investigation from processing by the Records Bureau will be authorized by the investigating member's division commander or, in the commander's absence, the member's immediate supervisor. The supervisor approving such a hold will advise the division commander of the action.

2. Case Status Review

The status of the investigation will be reviewed at least weekly by the division commander, to determine if it is still necessary to maintain a "hold" on it.

B. Procedures

1. If a CADS dispatch incident has not already been generated with regard to the incident, one must be requested by the investigating member to secure an incident number. Incident numbers are necessary for the proper inventory of evidentiary material acquired during the investigation, and as an accounting reference number for funds that may be expended in the course of the investigation.

2. Sufficient information will be provided to the CADS operator for the completion of the dispatch incident. The nature of the incident may be described as an investigation of a general or specific nature.

Examples: Investigation, Controlled Substance
Investigation, Criminal Sexual Assault
Investigation, Death

3. A Held Report Form signed by the authorizing supervisor, indicating that the incident report is being held and providing the name of the investigating member, will be submitted to the Records Bureau by the next business day.

III. PROCESSING THE CADS SUPERVISOR INCIDENT LOG (SIL)

A. CADS SILs will be reviewed by the on-duty patrol supervisor for completeness and accuracy.

B. Each CADS incident will have a disposition code noted on it (see attached for Police Incident Disposition Codes). In some cases the disposition code will be sufficient to complete the process. Other cases may require a written report in addition to the disposition code.

C. The supervisor will review the CADS SIL to ensure the disposition codes are complete and acceptable and conform to departmental policy. If a report is indicated, the supervisor will ensure the report was submitted and will review and sign the report(s). The supervisor will sign and forward the SIL and report(s) to the Records Bureau.

The supervisor signing the SIL will be responsible for all CADS incidents listed on it.

D. Records Bureau Responsibility

1. Reports and SILs will be collected each morning. No reports or SILs will be accepted in the Records Bureau unless they are signed by a supervisor.

2. Records Techs will inspect all reports, SILs and CADS incidents to verify all incidents have a disposition code and to account for all reports. The Records Tech will disseminate the appropriate reports to the designated divisions and other City departments.

3. The Records Tech will review all reports and CADS incidents for completeness and thoroughness. If discrepancies exist in reports or CADS incidents, the Records Tech will note on an Informational Request form the corrections required, and forward the

Subject: Recording Incidents and Services	Number GO 12.3	Revised Date	Effective Date May 1, 2015	Page 3 of 5
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CADS incident, incident report (if any) and the discrepancy report form to the responsible member's supervisor for appropriate action.

4. All reports and CADS incidents will be coded by the Records Supervisor or designee using the guidelines of the Uniform Crime Reporting System and forwarded to the Records Techs for data entry.
5. At least annually, the Records Bureau supervisor will review the CADS incident system and the field reporting process, to ensure the efficiency and effectiveness of the system. This will be done in cooperation with the Records staff and the communications supervisor.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink that reads "Frank Kaminski". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Frank J. Kaminski, Chief of Police

POLICE INCIDENT DISPOSITION CODES

Report Required

Each CAD incident will require a disposition code upon completion. The primary officer assigned to the event will inform Dispatch in plain language what transpired. Dispatch will determine the appropriate code classification from the information provided by the officer. In addition, if a written report was required, Dispatch will list in the CAD note's section, which type of report was submitted (e.g. Criminal Offense Report, Tow Report, Accident Report, Arrest Report, Evidence Report, Recovered Property Report, Miscellaneous Incident Report, Ticket Issued, etc.).

Police Service Required – No Report

On calls for police service not requiring a written report, the primary officer will furnish specific information detailing what action he took to resolve the incident. Dispatch will enter this information into the CAD note's section.

Unable to Locate Complaint/Complainant or Non-Bona Fide

The primary officer will advise Dispatch on calls, where they are unable to locate a complaint or complainant or the incident is non-bona fide. Dispatch will use the appropriate code, which will indicate unable to locate or non-bona fide. These type events are not to be confused with incidents not requiring a written report.

Burglar Alarms

Burglar alarms will have two codes, one to indicate a false alarm and one to indicate a billable false alarm. This code will be predicated on the information provided by the primary officer at the scene. Alarms as a result of severe weather conditions or power failure are examples where the subscriber will not be billed, as a false alarm. Dispatch will indicate in the CAD note's section a specific 3-letter code which will define the area of activation (AOA-Area of Activation) and define the reason for activation (DSP-Disposition). If the area of activation is unknown, they will type "UNK".

Traffic Stop/Enforcement-Parking Complaint

Traffic stops, traffic control enforcement, parking related complaints and any other vehicle/traffic related incidents will use a specific code. If the incident requires a citation(s) to be issued, Dispatch will list the number of citation(s) in the CAD note section from the information provided by the officer/CSO.

No Code Required

Administrative, Personal, Detail/Meal Break, Training, Range Duty, etc will not require a code. The officer will be able to clear the incident by advising that he/she is 10-8, meaning he/she is available for assignment.

Disposition Codes

R - Report Required

NR - No Report Required

U - Unable to Locate Complaint/Complainant or Non-Bona Fide

Burglar Alarms:

NA - Non-Billable Alarm

BA - Billable Alarm

T - Traffic Stop/Enforcement-Parking Complaint

The CAD note's section will contain information, describing what type of action/service was rendered by the officer(s). The type of report submitted will be documented in the CAD note's section.

Dispatch will remind any officer that he has an open incident 20 minutes prior to the end of their shift. Incidents not coded out by the primary officer prior to going 10-42, will be turned over to the on-duty Watch Commander. Dispatch will note this information in the CAD note's section, including the Watch Commander/Supervisor's name.

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Victim Property List Form (for citizen use only)	Number GO 12.4	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Victim Property List			Approved By Frank Kaminski Chief of Police	

POLICY: The Victim Property List form will be used as a citizen's report supplementing an officer's original incident report. It will not be used as the initial (primary) report. When an officer is investigating an incident where property is reported lost, stolen or misplaced, the member will include in the report all information known at that time. In cases where the owner/victim indicates there may be additional articles missing, but he/she does not know what they are at the time of the report, the officer will supply the citizen with a copy (or copies) of the Victim Property List form. The citizen may bring or mail this form back to the Department. If a citizen enters the police station with a list of additional items missing, and they relate to a case that has already been reported to the Department, the citizen will be given a copy of the Victim Property List and instructed to complete and return it.

I. FORMS PROCESSING

Completed forms will be forwarded to the Records Bureau.

- A. When a completed Victim Property List form is received, Records Bureau personnel will:
1. Note on the report the date it was received;
 2. Check the report form for a case number;
 3. Attach to the form any photographs or drawings that may have been submitted;
 4. If any article(s) on the list are supplied with information that can be entered into LEADS (serial number, model number, etc.), the form will be forwarded to Post 1 for entry into LEADS.
- The Post 1 member will make the necessary computer entries, complete the message entered section of the form and return the form to the Records Bureau.
- B. Upon receipt of the Victim Property List form in the Records Bureau, it will be processed as any other supplementary report is processed, including distribution to the Investigative Division, along with any attached photographs or drawings, which will be noted by the Records member's initials and date forwarded. The original form will become a permanent part of that particular case file.
- C. This form does not relieve officers of responsibility for completing follow-up reports during the course of their investigations.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: LEADS Security	Number GO 12.5	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: LEADS Security, CHRI, Criminal History			Approved By Frank Kaminski Chief of Police	

POLICY: The data stored in LEADS and NCIC is documented criminal justice information, and this information must be protected to ensure correct, legal and efficient dissemination and use. LEADS operators must use the terminal only for those purposes for which they are authorized. The individual receiving a request for criminal justice information must ensure that the person requesting the information is authorized to receive the data. The stored data in LEADS and NCIC is sensitive and should be treated accordingly, and unauthorized request or receipt of LEADS or NCIC data could result in criminal proceedings and will result in disciplinary proceedings.

I. GENERAL RESTRICTIONS ON DISSEMINATION OF DATA OBTAINED THROUGH LEADS

- A. Use for Criminal Justice Purposes Only: All data supplied through LEADS is to be used only for criminal justice purposes.
- B. Personal Use Is Prohibited: It is forbidden to obtain any data through LEADS for personal reasons.
- C. Personal Messages Are Prohibited: It is forbidden to transmit messages over LEADS or to encourage messages to be transmitted over LEADS for reasons of personal, unofficial communication. For example, LEADS may not be used for communicating personal messages from one LEADS terminal to another.
- D. Selling Data Is Prohibited: It is forbidden to sell any information obtained through LEADS to any individual, group of individuals, organization, government agency, or corporation.
- E. Unauthorized Dissemination Is Prohibited: It is forbidden to disseminate any information obtained through LEADS to any individual or organization that is not legally authorized to have access to that information.

II. CERTIFICATION REQUIREMENT

Anyone who has authorized access to LEADS/NCIC through any source (e.g., CADS, ALERTS, or an MDT) must be certified. Anyone whose LEADS certification or re-certification has lapsed may not access LEADS/NCIC.

III. CRIMINAL HISTORY INQUIRIES

- A. The Department will conduct regular, random audits on criminal history inquiries made by all members. At least quarterly, the Deputy Chief of Administrative Services, or his designee, will select random CHRI inquiries made within the previous 90 days. A Criminal History Audit Record will be provided to those members who performed the inquiry. Affected members are instructed to provide the relevant information within two weeks of the request. They are to then forward the form to their immediate supervisor for review. Once reviewed by the affected member's immediate supervisor, the form should then be forwarded to the Administrative Services Commander, or his designee, for review. The Deputy Chief of Administrative Services will perform the final review and then maintain each report. Records of the review will be maintained for a 3-year period.
- B. All essential civilian personnel using the LEADS/CHRI format must have permission from a police officer and be identified.
- C. All police officers and authorized civilian personnel who **request** CHRI information will put their names or star numbers in the "Requestor" field, not the name of the member running the information in LEADS (unless they are the originator of the request). Blanket requests, such

Subject: LEADS Security	Number GO 12.5	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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as "the Desk", "Detective Bureau", "Sex Offender" or case numbers will **NOT** be allowed.

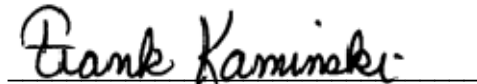
- D. The LEADS staff is frequently asked when it is acceptable to run criminal history (CHRI) inquiries. In addition to the routine "criminal justice purposes only" question, periodically, more specific questions arise, such as: "Is it acceptable for an officer to run a CQH on everyone he has contact with?" The answer to this question is quite simply, no. NCIC states there must be a "triggering event" in order to initiate the CHRI request.

The FBI Legal Council was consulted for further clarification regarding this issue in the past and LEADS Administration was advised that a traffic stop or call for service alone does not constitute grounds for a CHRI check; detection alone does not meet a criminal justice/criminal activity purpose. NCIC refers to this as "fishing for problems", which could result in a civil suit for violation of privacy if it is discovered that CHRI was accessed/disseminated for no cause or criminal justice purpose. There must be an articulable suspicion or reasonable basis to perform a CHRI inquiry on a particular subject. FBI requires "specific evidence"; a criminal history check on every individual encountered during a shift/traffic stop would not seem to meet these requirements, unless the officer encountering the subject feels there is something suspicious about the subject which would warrant a CHRI inquiry.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Crime Analysis	Number GO 12.6	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: crime analysis			Approved By Frank Kaminski Chief of Police	

POLICY: Information generated through crime analysis is integral to the successful prevention and/or suppression of criminal activity by a law enforcement agency. It is the policy of the Park Ridge Police Department to perform a crime analysis when necessary in order to provide concise and timely statistical information to both line and staff personnel. Crime analysis shall be coordinated by the Records Bureau Supervisor. The purpose of this General Order is to establish a systematic method for the collection, analysis, and distribution of statistical data to other department units, with the objective to include the recognition of offense trends, the effective deployment of manpower, and the successful development of Crime Prevention Programs; to maximize integration of crime analysis with all other units of the police department.

I. PROCEDURE

- A. Crime Analysis Procedures. The primary components of an effective crime analysis system include the collection, analysis and distribution in usable form of crime data, and the subsequent evaluation of the applicability and timeliness of that data.
 1. Crime analysis data may be obtained from a variety of sources, including but not limited to:
 - a. General Case Reports,
 - b. Arrest Reports,
 - c. Supplemental investigative reports,
 - d. Field Contact Cards,
 - e. Other departmental reports/correspondence,
 - f. Other law enforcement agencies/personnel, and
 - g. Computer networks:
 - 1) Law Enforcement Agencies Data System (LEADS)
 - 2) National Crime Information Center (NCIC)
 - 3) Records Management System (RMS)
 2. The Records Bureau Supervisor will analyze data using queries and reports generated by the department's RMS.
 3. Crime analysis information will provide documentation, in usable form, regarding the locations and times of specific crimes, as needed.
 4. Distribution of Crime Analysis Information
 - a. Internal distribution
 - 1) Crime Analysis Reports will generally be distributed to all personnel assigned to Patrol, Investigations, Administration, and Community Service Officers.
 - 2) Crime Analysis Reports relevant to the development and maintenance of the department's strategic planning can be provided to the Chief of Police, Deputy Chiefs, or the Administrative Commander at their request.
 - b. Distribution of crime analysis information to outside law enforcement agencies shall be made at the discretion of the Chief of Police or the Deputy

Subject: Crime Analysis	Number GO 12.6	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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Chief of Administration.

- c. The distribution of crime analysis information intended to enhance both public awareness and community support will be made at the discretion of the Chief of Police, Deputy Chief of Administration, or the Commander of Administration. Such information is generally provided to:

- 1) The media,
- 2) Community groups, often via the Community Strategies Officer, and
- 3) Individual citizens, upon request.

- d. Confidential information developed via intelligence operations shall be rigidly controlled. Dissemination will be at the discretion of the Chief of Police, and shall be restricted to law enforcement agencies only. Such information may include:

- 1) Known offenders,
- 2) Suspected offenders,
- 3) Investigative leads, and
- 4) Modus operandi.

5. Crime Analysis Program Evaluation

The Crime Analysis Program will be a regular agenda item at all supervisory staff meetings. Comments, criticisms, and suggestions regarding any aspect of the program may be made at this time.

6. Briefing of the Chief of Police

- a. The Records Bureau Supervisor will notify the Chief of Police of all current and potential crime trends as they occur.
- b. Statistical summaries of all Part I crimes will be provided on a monthly basis.

B. Crime Analysis Factors. The factors in crime analysis may include:

1. Frequency by type of offense; e.g., specific crime, Part I, Part II, and service calls.
2. Geographic factors; e.g. by beat, sub-beat, or locale.
3. Temporal factors; e.g. time of the day, day of the week, month of the year, and season.
4. Victim and target descriptors,
5. Suspect descriptor(s),
6. Suspect vehicle descriptor(s),
7. Modus operandi components,
8. Physical evidence information; e.g., similarities/distinctions or fingerprints, and
9. Problem oriented or community policing strategies (when applicable).

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Bureau of Identification	Number GO 12.7	Revised Date July 16, 2015	Effective Date May 1, 2015	Page 1 of 2
Index As: Identification Numbers, Bureau of Identification			Approved By Frank Kaminski Chief of Police	

POLICY: Arrested subjects will be processed through the Bureau of Identification (B of I). Before any person is processed through the B of I, an Arrest Report will be completed. Any person processed for arrest through the B of I will be both fingerprinted and photographed. Prints and photograph will be forwarded with the Arrest Report and jacket to the Records Bureau. Additionally, the department shall utilize a system for the assignment of a person-oriented identification number (C# or J#) for all persons placed under custodial arrest. The procedures for the use of this system shall be clearly delineated in the Arrest/Booking Procedures Manual.

I. C- and J- NUMBERS/ARREST JACKET

- A. Every person processed for an arrest through the Bureau of Identification (photographed and/or fingerprinted) will be assigned a permanent department ID number (C# for adults, J# for juveniles). Once an individual receives a number, this number will be applied to any future arrest of the same individual. However, when a person is assigned a J# as a juvenile and then later arrested as an adult, they will then be assigned a C#.
- B. The box reserved on the Arrest Report for "Jacket Number" will be filled in by the officer after he/she has determined the individual's previously assigned C#/J# or assigns a C#/J# to the individual.
- C. The officer will prepare an arrest jacket for each person processed, and all subsequent arrest information and paperwork on that individual for that specific arrest will be entered into the arrest jacket.

II. FINGERPRINTING AND PHOTOGRAPHING

- A. All persons arrested for felony offenses or misdemeanors (Classes A and B) will be photographed and fingerprinted each time they are arrested, except persons arrested:
 1. For minor traffic violations;
 2. For bond-forfeiture arrests on Dist. #2 or Cook County warrants, unless directed otherwise by the Cook County Sheriff's Department;
 3. Persons cited on LO and/or MC tickets.
- B. Persons brought in for investigation and subsequently released without being formally charged will be fingerprinted and photographed, at the discretion of the investigating officer's supervisor.
- C. Juvenile Arrests Procedure
Generally, juvenile arrests are processed the same as adult arrests, except they are assigned a J#. (See the General Order regarding handling juvenile offenders and victims.)

III. MAJOR CASE PRINTS

- A. Major case prints are a set of fingerprint cards which include the following:
 1. All regular fingerprint cards, as required above;
 2. Fingerprints of tips of fingers;
 3. Palm prints;
 4. Outer sides of hands.
- B. Major case prints are **required** for the following offenses, including attempts:

Subject: Bureau of Identification	Number GO 12.7	Revised Date July 16, 2015	Effective Date May 1, 2015	Page 2 of 2
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1. Robbery
2. Burglary
3. Homicide
4. Sex and sex-related offenses
5. Arson
6. Kidnapping/child abduction
7. Debilitating aggravated battery/ritual abuse
8. Felony firearm violations
9. When specifically requested by an officer

IV. ARRESTEES NOT PROCESSED THROUGH THE BUREAU OF IDENTIFICATION

Fingerprints must be taken for **all** arrestees (20 ILCS 2630/5): charges levied against arrestees will not appear on their rap sheets unless fingerprints accompanied the charges. Circumstances may arise where an arrestee is not processed through the Bureau of Identification, such as when the suspect is taken to a hospital; or when the suspect is too inebriated at intake and prints are not taken before being sent to court; or when the suspect is arrested in another jurisdiction; or a juvenile is petitioned to court. Under such circumstances, it is the responsibility of the arresting officer's supervisor to ensure that the necessary prints (see above) are obtained at court, including major case prints, or an arrangement is made for the suspect to be brought back to the Park Ridge Police Department for processing.

V. ELIMINATION PRINTS

- A. Elimination prints will not require an arrest report.
- B. The investigating officer will be responsible for inventorying them. The officer will use the Department's (white) fingerprint card for these prints.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Juvenile Records	Number GO 12.8	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Juvenile Records			Approved By Frank Kaminski Chief of Police	

POLICY: Through the RMS, members of the Department are able to readily access police records. The system includes information pertaining to juvenile records, as permitted under the Juvenile Court Act. Members of the Department will maintain the confidentiality and integrity of juvenile records, as provided by the Juvenile Court Act.

I. TYPES OF DATA SEARCHES AVAILABLE WITH RMS

There are two searches of juvenile records that can be done on RMS during an investigation to see if the individual has a past record.

- A. By name
- B. By MST (marks, scars, tattoos)

II. ACCESS TO RMS INFORMATION BY DEPARTMENT MEMBERS

- A. Members with access codes will be able to conduct searches in reference to juvenile records.
- B. These searches are permissible for any type of law enforcement investigation a Department member may be conducting.

III. USE OF JUVENILE INFORMATION RECEIVED FROM RMS

- A. Access will be permitted only for law enforcement purposes, and only by authorized persons.
- B. Information from RMS will not be disseminated to the public or to the media.
- C. All information pertaining to juveniles will be held in strictest confidence.

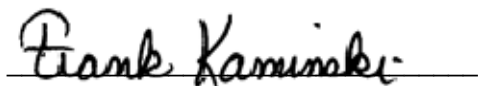
IV. MAINTENANCE OF JUVENILE RECORDS

- A. The Records Bureau, under the direction of the Investigative Division Commander, shall be responsible for all collection, dissemination, processing, retention, and security of all juvenile files and records.
 - 1. Any form of juvenile identification shall be forwarded to the Investigative Division. The Records Bureau will maintain a filing system whereby arrest reports, supplemental reports, photos, fingerprints, and all other documents pertaining to the case at hand will be stored under an assigned youth number (J-file number).
 - 2. Juvenile records will be maintained by the Records Bureau separate from adult records and may not be open to public inspection pursuant to Section 405/5-905(5) of the Juvenile Court Act.
 - 3. The records supervisor shall be responsible for complying with the terms of any court ordered expungement, as set forth in the Juvenile Court Act, Chapter 705 ILCS 405/1-9. Juvenile records shall otherwise be maintained until the person's eightieth (80) birthday or one (1) year after the death of the person.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Public Access to Criminal History Information and Department Vendor Criminal History Checks	Number GO 12.9	Revised Date July 16, 2015	Effective Date May 1, 2015	Page 1 of 4
Index As: criminal history, public access			Approved By Frank Kaminski Chief of Police	

POLICY: Occasionally, members of the public ask how to acquire their criminal history. This order includes the procedures for informing the public on how to acquire criminal history information on themselves, a potential employee, or a person of interest. In addition, the order describes the department's protocol for utilizing non-arrest fingerprint-based inquiries.

I. PROCEDURE

Members should inform those making requests for criminal history information that the dissemination of this information by police officers is restricted and can only be done in accordance with established statute and policy. Generally, these statutes and policies demand that the information only be given to an authorized person and be based on a legitimate police purpose. The requestor must be made aware that this holds true even if the individual grants the officer permission to check their history. The following information will detail how to manage requests for criminal history information:

A. Individual Criminal History Checks

When an individual wishes for the department to check their own criminal history, an Access and Review fingerprint card and the following process will be used.

The basic procedures for the Access and Review process are as follows. The procedures are documented on the Illinois General Assembly Web Site under the Illinois Administrative Rules and can be found at the following link:

<http://www.ilga.gov/commission/jcar/admincode/020/02001210sections.html>

1. Any individual may request any Illinois law enforcement agency or correctional facility to initiate a fingerprint based inquiry to the Illinois State Police for the purpose of allowing the individual to **Access and Review** their state criminal history record transcript. The purpose of the **Access and Review** process is to allow individuals to determine if their Illinois criminal history record transcript is complete and accurate. Title 20 Part 1210 of the Illinois Administrative Code requires law enforcement agencies and correctional facilities to facilitate **Access and Review** inquiries upon request. Such requests must be made during the agency's regular business hours.
2. In response to a request for a criminal history transcript, the law enforcement agency or correctional facility is required to obtain fingerprints from the individual along with other identification information, and submit it to the Illinois State Police on an **Access and Review Fingerprint Card** provided by the Illinois State Police for processing.
3. Within 30 days after the request, the law enforcement agency or correctional facility is required to forward an **Access and Review** form containing the individual's fingerprints and identifying information to the Illinois State Police.
4. Within 60 days after receiving the **Access and Review** form, the State Police is required to provide the law enforcement agency or correctional facility with the individual's complete criminal history transcript or, if no criminal history is found, a written statement so stating. If a criminal history transcript is disseminated to the law enforcement agency or correctional facility, it will contain all Illinois conviction as well as non-conviction information regarding the individual.
5. Once the **Access and Review** fingerprint form is processed, the Illinois State Police

Subject: Public Access to Criminal History Information and Department Vendor Criminal History Checks	Number GO 12.9	Revised Date July 16, 2015	Effective Date May 1, 2015	Page 2 of 4
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will forward a copy of the individual's criminal history transcript to the law enforcement agency or correctional facility. The criminal history transcript will be accompanied by a **Record Challenge** form which the individual can complete and return to the Illinois State Police to request corrections or modifications be made to their criminal history record.

6. The law enforcement agency or correctional facility is required to contact the individual and allow the individual to view their criminal history transcript at the facility only. Individuals exercising their right to **Access and Review** their criminal record are not permitted to leave the police agency or correctional facility with their criminal history transcript unless it has been redacted to exclude all identifiers and references to the individual. This precludes the use of such criminal history transcripts for employment or licensing purposes.
7. After receiving the **Record Challenge** form, the Illinois State Police will provide a written response informing the individual of any action taken by the Illinois State Police to correct the individual's criminal history record. If the Illinois State Police determines that there are no corrections to be made, a statement to that fact will be provided to the individual as well.
8. The Illinois State Police does not charge a fee for processing **Access and Review** or **Record Challenge** submissions. Law enforcement agencies and correctional facilities are permitted to charge individuals a nominal fee to cover the costs of initiating **Access and Review** requests.

B. Criminal History Checks of Another Person

When an Illinois resident wishes to check the criminal history of another person, they can do so by following the instructions in the Uniform Conviction Information Act:

Uniform Conviction Information Act

On January 1, 1991, the Uniform Conviction Information Act (UCIA) became law in Illinois. This act mandates that all criminal history record conviction information collected and maintained by the Illinois State Police, Bureau of Identification, be made available to the public pursuant to 20 ILCS 2635/1 et seq. This law permits only conviction information to be disseminated to the public. All requests for UCIA information must be submitted on a Conviction Information Request form. These forms are available from the Bureau of Identification. Each form has a unique processing control number. Consequently, copies cannot be processed. All inquiries must be submitted on an original form. There are two types of Conviction Information Request forms which can be used to request UCIA information. These forms include a non-fingerprint request form and a fingerprint request form.

- **NON-FINGERPRINT CONVICTION INFORMATION REQUEST FORM**
Form ISP6-405B is to be used to initiate a request that is based on alpha-numeric subject identifiers. Such requests will result in a search of the Illinois State Police's computerized criminal history record files to produce a subject record which matches identifiers used in the search (e.g., name, sex, race, and date of birth). Any criminal history record information furnished as a result of a non-fingerprint based computerized criminal history check is based solely on a search of the identifiers provided in the request. It is not uncommon for criminal offenders to use alias names and dates of birth which could adversely affect the results of a non-fingerprint based search of the Illinois State Police's computerized criminal history record information files. **The fee to process a NON-FINGERPRINT request is \$16.00. The fee for all checks not drawn on United States banks is \$30.00.**

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• **FINGERPRINT CONVICTION INFORMATION REQUEST FORM**

Form ISP6-404B is to be used to initiate a fingerprint-based record search of the Illinois State Police's criminal history record information files. Any criminal history record information provided as a result of a fingerprint based criminal history record information search confirms positive identification of the subject to whom the fingerprints belong contained on the fingerprint request form. **The fee to process a FINGERPRINT request is \$20.00 (\$50.00 if the check is not drawn on a United States bank.)** Officers should complete the Conviction Information Request card for the requestor and direct them to send it in with the appropriate fee.

Always record the processing control number which is located in the top right-hand corner of the UCIA request form. This number is used in tracking the status of the request form.

Each request form must be accompanied by a check or money order in the appropriate amount made payable to the Illinois State Police. No other form of payment will be accepted. Only one name per inquiry is allowed. Maiden names must be submitted as a separate request along with the appropriate fee. Multiple requests may be submitted together with a single check or money order to cover the total costs. Additional information regarding UCIA inquiry procedures is contained on the request form. All UCIA requests must be made in accordance with the instructions contained on the form. Failure to follow the instructions may result in the return of the form unprocessed. Any fees received for requests that are returned unprocessed will be forfeited.

Any person who intentionally and knowingly requests, obtains or seeks to obtain conviction information under false pretenses, disseminates inaccuracies or incomplete conviction information, or violates any other provision of 20 ILCS 2635/1 et seq. may be guilty of a crime punishable by up to one year of imprisonment and/or may incur civil liabilities.

To order UCIA request forms or obtain further information regarding the UCIA program, please contact the Illinois State Police, Bureau of Identification, located at 260 North Chicago Street, Joliet, Illinois 60431-1060 or phone (815) 740-5160. Office hours are 7:00 a.m. to 5:00 p.m., Monday through Friday.

To order forms online, please go to
<http://www.isp.state.il.us/crimhistory/uciaformreq.cfm>

C. Other Criminal History Checks

The department will continue to process criminal history requests for liquor licenses and massage therapists for Community Development. Community Development personnel will manage the process after the prints are completed.

D. Criminal Justice Applicant Card

The department will continue to obtain criminal history information for the following:

1. Police officer candidates
2. Any vendor working for the Police Department and who may be exposed to law enforcement only information (i.e. tow truck drivers, cleaning crew).

E. Fingerprinting

The department will perform fingerprinting for Park Ridge residents or those employed in Park Ridge when such requests are accompanied by their own fingerprint card. Examples include Boy/Girl Scout leader background check or a background check for a passport or visa.

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Officers will simply assist by taking the prints on the card provided by the requestor.

F. Carnival Workers

As a reminder, 720 ILCS 5/11-9.4(c) allows law enforcement agencies to perform LEADS CHF inquiries (name based 10-29) on carnival workers to check for sex offender records.

G. Background Checks

The City will conduct background checks on non-criminal justice applicants utilizing an open source or private company.

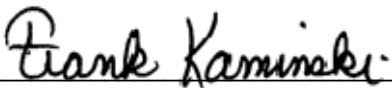
H. Guide

A copy of the Guide to Understanding Criminal History Record Check Information will be located in the processing area.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Traffic Crash Reporting & Investigation	Number GO 13.1	Revised Date July 01, 2020	Effective Date May 1, 2015	Page 1 of 8
Index As: Traffic Crashes, Traffic Crashes Involving City Vehicles or Property			Approved By Frank Kaminski Chief of Police	

POLICY: It is the policy of the Department that all state and local laws regarding the investigation and reporting of traffic crashes are followed. This General Order serves to establish policy and procedures related to police response to investigation of motor vehicle crashes to ensure a safe, thorough, competent, unbiased, and organized investigation.

I. REASON FOR CRASH INVESTIGATION

- A. To gather all facts, circumstances, and conditions contributing to the crash, and to conduct a thorough and complete investigation.
- B. To gather necessary evidence of such violation(s) that may have been committed, to support a successful prosecution in court.
- C. To assist all parties involved to properly adjudicate the case.

II. CLASSIFICATION OF MOTOR VEHICLE CRASHES

- A. Personal Injury Motor Vehicle Crash
 - 1. Fatal injury
 - a. An injury that results in death from the vehicle crash in which the injury occurred.
 - b. The underlying cause of death recorded in the medical certification part of the death certificate determines whether or not a death is classified as a fatal injury resulting from a road vehicle crash.
 - 2. Personal injury (incapacitating, non-capacitating, evident, possible)
 - a. Injuries should be classified on the basis of conditions at the scene of the crash.
 - b. The injury classification applies to any person involved in road vehicle crashes while either in or out of a road vehicle. The categories are so defined that for the most part neither medical attention nor special tests are required for classification. Classification usually can be done by ordinary observation at the time of the crash or from information submitted on the crash report.
- B. Property Damage Motor Vehicle Crashes
 - 1. Any motor vehicle crash in which there is no injury, only damage to a motor vehicle, other road vehicle, or to other property.
 - 2. Property is defined as any physical object other than a person, which includes real property, personal property, animals (wild or domestic), signs, guardrails, trees, etc.
- C. Sub-classifications of Motor Vehicle Crash (These can be either personal injury or property damage only crashes.)
 - 1. Hit and Run Motor Vehicle Crashes. A motor vehicle crash in which one or more driver evades responsibility for revealing their identity, providing information, or rendering aid as required by Illinois Vehicle Code (625 ILCS 5/11-401-410) or local ordinance.

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2. Private Property Motor Vehicle Crashes. A motor vehicle crash that occurs on property owned by a company, private individual, or the City, and is not the continuation of a crash leaving a roadway.
3. Commercial Motor Vehicle Crashes. Any motor vehicle crash that involves a motor vehicle defined by the Illinois Vehicle Code to be a commercial motor vehicle (625 ILCS 5/11-114 and 6-500).

III. REPORTING PROCEDURES

- A. Officers are required to complete the standard Illinois Department of Transportation (IDOT) Illinois Traffic Crash Report SRI 1050 via the current electronic method utilized by this department in accordance with the most current State guidelines (as outlined in the SR 1050 Instruction Manual) for all injury crashes, as well as all property damage crashes in excess of \$1,500 when all drivers are insured, or in excess of \$500 when any driver is uninsured. A manual SRI 1050 may be completed, if authorized by a patrol supervisor, if special circumstances exist.
 1. A concise narrative shall be written in the narrative section for all crashes.
 2. A case number shall be written on the back of the report just above the narrative section.
- B. Additional Reports
 1. Fatal injury motor vehicle crash. In addition to the Illinois Department of Transportation Traffic Crash Report (SR 1050), the following may also be completed:
 - a. A sketch of the crash scene,
 - b. A scale drawing of the crash scene,
 - c. A table of measurements form,
 - d. A general vehicle examination form,
 - e. A vehicle collision damage record form,
 - f. A motor vehicle lamp examination form, and
 - g. A tire examination record form.
 2. Hit and run motor vehicle crash
 - a. In addition to completing the Illinois Department of Transportation Traffic Crash Report (SR1 1050), the investigating officer will, as soon as practical, notify Dispatch and other units of all identifiable information of the hit and run vehicle, the driver involved, and the last direction of travel.
 - b. If applicable, an ISPERN radio broadcast will be made.
 - c. The investigating officer will complete the initial hit and run investigation to the fullest extent possible. After a supervisor's review and approval, the hit and run investigation may be assigned to a designated hit and run officer who will assume responsibility for the completion of the case.
 3. Motor vehicle crashes involving City property
 - a. The watch supervisor will conduct the investigation of all motor vehicle crashes involving police department vehicles.
 - b. When a crash involves any City vehicle, the on-duty watch supervisor will determine if the amount of damage requires the completion of the Illinois Traffic Crash Report (SR1 1050), or if a General Case Report is sufficient. This does not stop a request by another City department for the completion

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of the Illinois Traffic Crash Report.

- c. When a motor vehicle crash involves damage to any City property, the investigating officer will complete a Damage to City Property Report and, when appropriate, issue a citation for Damage to City Property.
4. Crashes involving alcohol/drug impaired motorists
 - a. The investigating officer should gather enough evidence through interviews, observations, and field sobriety tests to establish probable cause to arrest the driver for Driving Under the Influence (DUI).
 - b. If such probable cause can be established, the driver will be arrested, charged, and processed for DUI according to current State statutes and the General Order regarding DUI.
5. Crashes involving hazardous materials
 - a. Crashes involving hazardous materials require the completion of the Illinois Traffic Crash Report (SR1 1050).
 - b. Fire department reports that may be completed for this type of crash should be included with the police report.
6. Crashes on private property. Crashes on private property as defined in Section II.C.2. requires the completion of the Illinois Traffic Crash Report (SR 1050) according to the State guidelines or if the parties request a report to be completed.
7. Delayed or desk motor vehicle crash reports
 - a. Officers will handle delayed reports in the same manner as conventional reports.
 - b. Unless otherwise authorized, desk reports should have all parties present at the time a report is being made. If both parties are not present, this fact will be included on the report along with who is giving the statement as to what occurred.
 - c. Injuries that are allegedly sustained and reported in an initial delayed crash report will be alluded to in the narrative.
 - d. The appropriate injury code will be marked on the front. The box marked "taken to" will contain "see narrative" for explanation.

C. Supplemental Information

If subsequent to the initial investigation one or more parties express disagreement with the information contained in the original crash report, the following procedures will be followed:

1. If the individual contacts the department, a message will be given to the officer who handled the initial investigation. The officer will contact the above party in an attempt to resolve the matter. If the reporting officer is unavailable, another officer may assist in the matter.
2. In the circumstance that a manual or paper SR1 1050 is completed, a paper supplemental report shall be completed.
3. If a new incident number was generated, it will be coded out appropriately and then referred to the original traffic crash complaint number.
4. If the investigating officer is uncertain whether or not a report should be made, he will consult with the watch supervisor to determine what action shall be taken.

IV. RESPONSE TO MOTOR VEHICLE CRASHES

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- A. One or more officers, as appropriate, will be dispatched to respond to any crash reported to involve any of the following:
 - 1. Death or injury,
 - 2. Hit and run,
 - 3. Impairment of an operator due to alcohol and/or drugs,
 - 4. Damage to public vehicles or property,
 - 5. Hazardous materials,
 - 6. Disturbances between persons at the scene,
 - 7. Major traffic congestion as a result of the crash, and/or
 - 8. Damage to vehicle(s) to the extent towing is required.
- B. One (1) officer will be dispatched when manpower permits to respond to any crash that is reported to be property damage only.
- C. Community Service Officers may be utilized for traffic control/direction at crash scenes.
- D. During severe weather or other emergencies when units are not available, the watch supervisor may initiate an emergency traffic plan where the parties will be directed to report to the police station to make reports on property damage only crashes.

V. CRASH SCENE RESPONSIBILITIES

- A. Responding to the Crash Scene
 - 1. The assigned officer will respond promptly and proceed as quickly as traffic conditions permit using appropriate safety precautions and emergency equipment as the situation demands.
 - 2. During the approach to the scene and upon arrival, officers should be alert for specific conditions or factors that may have contributed to the crash (such as visibility/view obstructions, inoperative traffic control device/signal, roadway hazards, etc.).
- B. At Scene Arrival. The responding officers will:
 - 1. Park police vehicles in such a way as to provide maximum protection to the scene but without endangering the public.
 - 2. Render immediate care for the injured and summon ambulance and/or additional police/fire assistance if needed. If a minor (under 18 years of age) appears to be injured or complains of illness or injury, summon paramedics immediately. A minor who appears injured cannot waive on-scene medical attention without parental consent.
 - 3. Determine if a hazardous material situation exists:
 - a. Officers should isolate the hazard area and evacuate non-essential personnel.
 - b. The fire department will be requested for the hazardous material incident and informed as to what the hazardous material is, if known.
 - c. Only properly trained and equipped personnel should enter the hazardous materials area.
 - 4. Protect the incident scene to prevent potential evidence from being destroyed.
 - 5. Establish a safe traffic pattern around the scene.

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6. Locate witnesses and record pertinent information.
 7. When safe to do so, expedite the removal of vehicles, persons, and debris from the roadway.
 8. If the roadway cannot be cleared immediately, take measures for the protection of the scene and for the safety of the officers, the persons involved in the incident, pedestrians in the area and other motorists on the roadway. Some of these measures would include:
 - a. Requesting additional officers for traffic control,
 - b. Officers on the scene wearing reflective safety vests, and
 - c. Flares, barricades and/or traffic cones used to establish a safe traffic pattern around the scene.
 9. Collect any physical evidence in accordance with existing policies.
- C. Determining the Officer in Charge at Crash Scenes
1. In general, the first sworn officer arriving at the crash scene, if not assigned the call, will retain control of the scene until relieved by the officer assigned. Exceptions include:
 - a. The subsequent arrival at the scene of supervisory personnel who advise the above officers they are assuming responsibility, or
 - b. The arrival of officers with special crash investigation skills and training who have been assigned to conduct the investigation.
 2. Officers are expected to take charge of crash scenes immediately upon their arrival.
 3. If an on-duty officer is involved in a traffic crash, he will immediately request that a supervisor respond to the scene. He will exercise control of the scene until the supervisor arrives.
- D. Property Control Safeguards
1. Officers at the scene of a crash should ensure that property belonging to the crash victim(s) is protected from theft and is removed to a place of safekeeping if the owner is unable to care for it.
 2. If the officer is unable to turn over the property to the owner or someone chosen by the owner, the property will be impounded, a Property Custody report made, and the property returned to the owner at a later time.
- E. Interviewing Drivers and Witnesses
1. Generally, drivers and witnesses should be interviewed by the investigating officer as soon as practical following the crash.
 2. The interview may be delayed until the person has received proper medical attention or regained emotional stability.
 - a. Drivers and witnesses should be interviewed separately.
 - b. When interviewing drivers, officers should be alert to any physical or emotional impairment (temporary or permanent) that may have affected the person's driving ability. This includes, in particular, being alert to evidence of alcohol or drug impairment.
 3. Officers should discourage drivers and witness from discussing the crash among themselves.

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4. Officers should question drivers relative to trip plan, emotional experience (e.g. aggravation with traffic congestion, etc.), point at which danger was first perceived, what driver was doing at that point, evasive action taken, and condition of vehicle prior to crash.
5. Officers should interview witnesses when available, as to their exact location when they witnessed the crash, what they were doing at the time, what called their attention to the crash, and what they saw, heard or performed in response.

F. Involved Parties Exchanging Information

1. Officers will explain to the drivers involved in the crash their individual responsibilities in reporting the crash.
2. Officers will assist the involved drivers in exchanging pertinent information with each other, to include auto insurance company and policy numbers.

G. Adjoining Jurisdiction Cooperation

Officers of this department will cooperate constructively and efficiently with officers of other law enforcement agencies that might have occasion to respond to the same crash scene. Responsibility for investigation or reporting of the crash is determined by the geographic location where the initial damage or injury occurred.

VI. CRASH FOLLOW-UP INVESTIGATION

- A. It is the responsibility of the initial investigating officer to complete the traffic crash report and crash investigation as soon as possible. The initial investigating officer will also complete supplemental reports necessary to support any traffic or criminal charges arising from the crash, including traffic citations, criminal complaint forms, and corresponding court dates.
- B. In the event the initial investigating officer needs assistance in completing a traffic crash report or investigation, he will contact his immediate supervisor who will determine the appropriate action to be taken to ensure prompt and proper completion of the crash investigation.
 1. The crash scene will be secured as soon as possible and no physical evidence will be disturbed.
 2. Whenever necessary and with the watch supervisor's approval, department Major Crash Unit (MCU) investigators and the MCU supervisor will be called to the scene to conduct the investigation.
 3. When a crash involves a fatality or strong possibility of fatality, MCU investigators will be summoned to the scene.
 4. A department forensic technician (FT) can be utilized to assist the MCU investigator(s) in the collection of physical evidence and necessary photography work. The MCU investigator(s) assigned to the crash investigation will provide direction to the assisting FT.
- C. Expert and Technical Assistance. The department recognizes that from time to time follow-up crash investigations may require special skills and technical assistance beyond that available from its own personnel. When necessary and appropriate, the Deputy Chief of Field Operations may approve the use of outside expert and technical assistance. In these situations, prior to authorization being given, an estimate of the costs of these services will be requested from the outside organization.
- D. Examining Vehicle Condition. The investigating officer should examine the following:
 1. The vehicle damage sustained in the crash.
 2. The vehicle glass for evidence of damage/obstructions, or short-lived evidence such

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as: snow, frost, or obscurity due to fogging that would impair the driver's view, which may have contributed to the crash.

3. Rearview mirrors for their presence and condition.
4. The frame and body for any indication of alterations in the frame, suspension, and steering mechanism. The officer may enlist assistance from an MCU investigator or City mechanic for this inspection, if necessary.
5. The tires for obvious problems related to proper inflation, tread, and any indication of blow out. Sidewalks and roadways should be checked for recent scrapes, cuts or marks that indicate breaking or sideward sliding action of the vehicle. Wheels should be checked for recent damage, marks, or dents.
6. If vehicle lights are an issue, the lamps should be removed by a forensic technician or trained crash investigator for further examination.
7. The mechanical controls and their condition noted relative to their position and operation. This would include the gearshift lever, accessory switches, light switches, speedometer, brake pedal, accelerator pedal, and seatbelts. (Assistance may be rendered by an MCU investigator and/or City mechanic, if necessary.)

NOTE: Officers who note faulty equipment that warrants a more thorough and in-depth examination will place an investigative hold on the vehicle as evidence and arrange for qualified personnel to examine the vehicle, particularly if defects are suspected in the braking or steering mechanisms of the vehicle. This will only be done with approval from the watch supervisor. In these situations, the vehicle will be towed to the City garage or a City fire station.

E. Examining Road and Weather Conditions

1. Officers will note conditions of the road during the investigation at the scene for inclusion in the report.
2. In examining the condition of the road, officers will be alert for any foreign substance on the surface (dry, slippery, wet, etc.), note the markings for clarity or obscurity, note the grade and elevation, width of each lane, alignment (offsets, narrowing), and the condition of the edge (rough, drop off, cracks).
3. Officers will check the road for any obstructions that existed at the time of the crash, if possible. This includes parked vehicles, glare, background lighting, foliage, and structures (permanent and temporary).
4. The presence and proper functioning of traffic control devices/signals will be included in the report.
5. Officers will record any unusual weather condition existing at the time of the collision to include rain, snow, fog, ice, etc.
6. When it is necessary and appropriate to conduct skid tests, officers, if trained to do so, will work in pairs and exercise due caution in performing such tests.

F. Photographing the Crash Scene

1. The investigating officer will request that photographs be taken if the crash involves:
 - a. Serious injury or fatality,
 - b. Damage to City property,
 - c. Possible civil litigation against the City,
 - d. Special situations where photographs would be helpful in prosecution of the case.

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2. A forensic technician will be required to take photographs at the crash scene and complete the appropriate reports/logs.
3. If a forensic technician is not on duty, the watch supervisor may have an off-duty forensic technician called in, or utilize another police officer who is trained with the operation of the camera and the rules of evidence as they apply to photographic evidence.


G. Sketches and Measuring the Crash Scene

1. When an officer makes a sketch it will contain a legend including the case number, location, date and time of the crash, officers preparing the sketch, the State form control number (the red number in upper left corner of the Illinois Department of Transportation Traffic Crash Report) and compass points.
2. Sketches, diagrams, and scale drawings by officers will depict the physical characteristics of the scene, pertinent contributing factors (view obstructions, traffic control devices) and fixed points to be used as a base from which measurements will be taken. The final resting position of the vehicles, position of person(s) not in the vehicles, damage to property other than vehicles, debris, skid and scuffmarks should also be indicated when discernable.
3. The officer will include measurements for locating each item in the sketch.

VII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Traffic Law Enforcement	Number GO 13.2	Revised Date July, 01, 2020	Effective Date May 1, 2015	Page 1 of 15
Index As: selective traffic enforcement, traffic control, , traffic enforcement, written warning			Approved By Frank Kaminski Chief of Police	

POLICY

It is the policy of this department to enforce all traffic laws with the primary objective of such enforcement being the promotion of traffic safety. It will be the department's policy and the shared responsibility of all uniformed personnel to educate the public regarding traffic violations. All uniformed police members shall be responsible for the traffic law enforcement function. The Traffic Bureau will assist the Patrol Division in enforcement endeavors through a variety of activities. The Department will prioritize traffic safety through the use of education, enforcement and engineering.

The purpose of this General Order is to establish responsibility for the delivery of police traffic related services and to outline the functions of the department's Traffic Bureau; to establish guidelines for traffic law enforcement activities directed towards controlling violations through preventive measures and proactive enforcement; to maintain liaison and cooperative procedures with traffic engineering personnel of the city, and to participate in the planning process related to transportation systems; and to reduce traffic crashes and injuries and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic through the public's voluntary compliance with traffic regulations.

I. TRAFFIC BUREAU FUNCTIONS

- A. The scheduling and deployment of Traffic Bureau personnel and/or resources should be based on:
 - 1. The times and the locations deemed necessary by traffic accident analysis and/or immediate department needs.
 - 2. The accident data from the recent Traffic Bureau quarterly reports and the past three (3) years of accident data from city engineering.
- B. The primary responsibilities of the Traffic Bureau include the following:
 - 1. Analysis of department-wide traffic law enforcement. This is accomplished through the data provided by the property custodian technician indicating the number of tickets issued for various types of violations.
 - 2. Plan, develop, and implement selective traffic enforcement programs based on the traffic analysis data developed in conjunction with engineering personnel, to reduce traffic accidents at selected locations. These programs may include:
 - a. Selective enforcement by the traffic officer;
 - b. Selective enforcement assignments as identified in the weekly summary and/or the blog; and/or
 - c. Traffic problems addressed by the community policing initiative.
 - 3. Evaluate selective traffic enforcement activities.
 - 4. Liaison to the Engineering Division of the Public Works Department. (See the General Order regarding traffic engineering.)
 - 5. Liaison with the traffic safety agencies or groups. (See the General Order regarding traffic engineering.)
 - 6. The preparation and distribution of traffic safety educational materials to the public.

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7. Work to educate the community through driver safety presentations at the local driving schools, VFW, senior center, etc.
8. Enforce overweight truck laws within the City, as other duties permit.
9. Manage the department's Saved by the Belt award program.
10. Investigate hit and run crashes.
11. Manage the red light camera program.
12. Facilitate the City's Staff Traffic Advisory Committee.

II. GENERAL TRAFFIC ENFORCEMENT PROCEDURES

Enforcement action incidental to traffic law violations will be carried out by physical arrest, written citation(s), or written warning(s):

- A. Physical arrest for traffic violations will only be utilized for serious traffic offenses. These include, but are not limited to, DUI, reckless driving, fleeing and eluding, and driving while license is suspended or revoked. The decision to affect a physical arrest should be based on sound legal principles as opposed to peripheral issues such as the violator's "attitude."
- B. Written citations include the Personal Issue Traffic Complaint (Y-ticket) and the Compliance Violation citation (C-ticket). The personal issue citations can be issued to violators for all moving and equipment violations. The compliance citation can be issued to violators for minor equipment violations. The violator may be released at the scene after being issued the appropriate citation(s) and posting the required bond (driver's license, court approved bond card or violator's signature). If the violator elects to post cash bond, the violator will be escorted to the station and released from there once the cash is posted.
- C. Pursuant to Illinois law 625 ILCS 5/11-212, all police officers within the State of Illinois are required to document specific information when stopping motorists for alleged Illinois Vehicle Code (IVC) violations. In order to comply with this law, all officers are required to issue either a written warning, personal issue traffic complaint (Y-ticket), compliance violation (C-ticket), or stop card (field contact card) when conducting a traffic stop for an alleged IVC violation or similar local traffic ordinance violation. Verbal warnings are not permitted.
 1. Written warning. The guidelines below shall be followed:
 - a. Complete all fields including the CAD#, Section A, B and C. The only field not required is the Agency Code.
 - b. Officers will make the determination regarding the race of the driver to the best of their ability. If unsure, officers will select the best possible identifier from the available choices and will never ask the driver to declare their race.
 - c. The motorist must sign the ticket.
 - d. The copies will be disseminated as follows:
 - 1) The yellow copy will be issued to the motorist.
 - 2) The white copy will be submitted into the bond box.
 2. Personal Issue Traffic Complaint (Y-ticket) or Compliance Citation (C-ticket). The guidelines below will be followed:
 - a. Complete each box on the personal issue traffic complaint or compliance citation.
 - b. Complete all of the information on the sticker addendum containing race and stop search information.

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- c. Officers will make the determination regarding the race of the driver to the best of their ability. If unsure, officers will select the best possible identifier from the available choices and will never ask the driver to declare their race.
 - d. The motorist must sign the compliance ticket or post bond for the personal issue traffic complaint.
 - e. Attach the sticker to the back of the department copy prior to submitting for supervisor's approval.
 - 1) Attach it to the yellow copy of the compliance violation citation (C-ticket).
 - 2) Attach it to the pink copy of the personal issue traffic complaint (Y-ticket).
 - f. When issuing multiple citations to one motorist, the officer shall affix the sticker to the back of the department copy of the citation containing the charge that provided the cause to stop the vehicle.
- 3. Racial Profiling RMS Visual MCT entry.
 - a. Officers must provide all required information when completing the racial profiling RMS in visual MCT entry.
 - b. Racial profiling study data should be collected once per vehicle/traffic stop.
 - 1) Example 1: One vehicle is stopped and the driver is issued a warning and citation(s). Only the traffic stop data on the warning needs to be completed, no sticker is required.
 - 2) Example 2: One vehicle is stopped and the driver and passenger are issued a citation. The sticker should only be completed and placed on the driver's citation.
 - 3) Example 3: Two vehicles are stopped on the same traffic stop (i.e. drag racing) and both drivers are issued a citation(s). A sticker should be completed for each vehicle stopped and placed on one of each driver's citation.
 - c. If the reason for the Initial Stop is a moving violation, there should be only one Type of Moving Violation Checked.
 - d. If the reason for the Initial Stop is Equipment, License Plate/Registration or Commercial Vehicle, then no Type of Moving Violation should be checked.
 - e. Seatbelt violations should be recorded as moving violations for this study, not as equipment violations (Reason = 1 Moving Violation, Type of Moving Violation = 3 Seat Belt).
 - f. If the location of the stop is outside of city limits (i.e. Ballard/Western-Cook County, or Higgins/River-Rosemont), then the beat should be marked "0" for Outside City Limits. The beat represents the location of the stop, not the beat assigned to the officer.
 - g. A racial profiling RMS entry is required for all traffic stops, including those made during seat belt or other grant enforcements. The only exception is for citations issued as a result of a traffic accident, checkpoint (as defined in Addendum D) or when a stop is made as part of an investigation, rather than for a violation of the vehicle code.
- 4. Stop card. When an officer determines that an IVC violation has not occurred or stops a motorist and is unable to write either a warning ticket, personal issue traffic

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complaint or compliance citation, the officer will complete a field contact card (stop card).

- a. Complete all information on the field contact card.
- b. Complete all of the information in RMS visual MCT pedestrian or traffic Racial profiling functions.
- c. Attach the sticker to the back of the pink copy and submit for supervisor's approval.
- d. The state considers stop cards to be indicative of a wrongful stop; that is, the motorist was stopped without justification. Stop cards were created to address the rare instance when an officer stops a motorist for an IVC violation and is unable to issue a written warning or ticket (i.e. enforcement of truck laws).

D. State reporting requirements

1. As mandated by law, the department will issue a data report to the Illinois Department of Transportation.
2. The Records Bureau will be responsible for ensuring compliance.

E. Department Review of Data

1. The Deputy Chief of Administration or his designee will provide an annual report of the traffic data collection to the Chief of Police. This report may consist of IDOT's annual report.
2. Upon review of the annual report, the Deputy Chief of Administration or his designee may make recommendation for remedial training or discipline to those officers found to have patterns disparate to the population.

F. Adherence to the policy

1. Every sworn officer in the department is mandated by State law to participate in this program.
2. The above guidelines Section II. C through F shall be strictly followed by those members affected.
3. Any violations will be considered a serious breach of policy and will be handled as described in the General Order regarding internal investigations and the disciplinary process.

III. USE OF SPEED MEASURING DEVICES

A. Pace. The officer will maintain a constant speed with the violator's vehicle for a reasonable distance, neither gaining nor losing distance between the police vehicle and the violator's vehicle.

B. Radar. The officer may use radar/lidar speed measuring device.

1. The radar/lidar will be FCC approved.
2. The radar/lidar will operate on the X-band (10.525) GHz, the K-band (24.15) GHz, or Ka-Band (33.4-36.0) GHz \pm 100 MHz.
3. Radar/lidar units will be tested before and after each use for internal calibration. This test function is performed by the unit itself.
 - a. If the unit does not calibrate properly or malfunctions in any way, a repair form will be filled out by the officer.

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- b. The repair form and the malfunctioning radar/lidar will then be turned into the on-duty watch supervisor.
4. Each officer will be responsible for ensuring that the radar/lidar unit in his assigned vehicle is kept off the floor and secured in such a manner that the radar/lidar unit will not be damaged.
5. All officers authorized to operate radar/lidar units will be certified in its use by a certified radar/lidar instructor.
6. Instruction on radar/lidar use will be provided to every officer through an approved course by the National Highway Traffic Safety Administration or its equivalent.
7. The patrol equipment coordinator will make sure that all radar/lidar units are maintained on a regular basis.
8. All maintenance and calibration records for radar/lidar units will be maintained by the patrol equipment coordinator.

IV. TRAFFIC ENFORCEMENT PRACTICES

- A. Strategies and tactics for traffic law enforcement shall be consistent with the nature of the violation and its potential for interfering with the free and safe flow of traffic. This may involve one or more of the following types of traffic patrol:
 1. Area traffic control. Moving patrol or stationary observation in an area or beat which includes a number of streets, roads, or sections of highway.
 2. Stationary traffic observation. Traffic observation at a selected place that has frequent accidents or traffic flow problems, in order to detect violations and deter possible violators.
 - a. Visible/conspicuous traffic observation. Stationary observation in which the observer (officer) is in full view but so located as to require no effort on the part of motorists to discover the observer.
 - b. Concealed traffic observation. Stationary observation in which the observer is not visible from the roadway to persons using ordinary powers of observation.
- B. The department may utilize countermeasures that would be effective for specific enforcement concerns. These measures shall include, but are not limited to the use of unmarked police vehicles, semi-marked police vehicles, police motorcycle (if properly trained), and other specialty type vehicles. The department will also participate in periodic roadside safety checks and saturation patrols as alternate ways to enforce traffic laws.
- C. Selective Traffic Enforcement Program
 1. The enforcement of specific violation(s) identified through accident analysis or traffic studies for day, time, and specific location, which indicate the following:
 - a. Primary cause of accidents in a particular area or location, or
 - b. A specific violation(s) peculiar to a specific location or area.
 2. Selective enforcement may involve the use of one or more of the patrol types mentioned above, in instances such as:
 - a. Selective traffic enforcement such as high-collision locations, DUI countermeasures, truck violations enforcement, and/or other traffic problems identified and prioritized by the Department;
 - b. School zone coverage during specified school hours when children are present;

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c. Investigating or conducting traffic enforcement based on citizen and aldermanic complaints; and

d. Special events.

3. Selective enforcements will be posted on the police forum.

V. UNIFORM ENFORCEMENT POLICIES AND PROCEDURES

A. Goals and Objectives

1. The ultimate aim of traffic law enforcement is to achieve voluntary compliance with traffic laws and regulations.
2. Appropriate uniform enforcement action for traffic violations is important if motorists are to enjoy safe driving in our city.
3. Good judgment by the police officer in consideration of the circumstances and conditions at the time of the violation will ensure appropriate action and gain the public confidence in traffic enforcement.

B. Procedures for Certain Violations

1. Driving Under the Influence violations and countermeasures. (See the General Order regarding DUI.) This department will make enforcement of the laws pertaining to driving under the influence of alcohol and/or drugs a priority. Officers should be alert for any signs of alcohol and/or drug use. The officer should arrest any driver found to be in violation of DUI laws, unless in rare circumstances an alternative course of action is warranted. Arrests will be determined by the violator's manner of operation of a motor vehicle, involvement in a motor vehicle crash, field sobriety test(s), and results of blood alcohol tests. Under no circumstance will an officer allow an intoxicated motorist to drive from the scene. Drivers arrested for DUI should be processed according to current DUI enforcement and processing procedures.
2. Driving While License is Suspended or Revoked
 - a. If the officer is certain the violator's license is suspended or revoked, the officer should:
 - 1) Effect a physical arrest of the violator, if applicable;
 - 2) Secure the vehicle at the scene, when advisable, or tow when necessary;
 - 3) Issue appropriate traffic citation(s);
 - 4) Complete an Arrest Report, Driver's License Abstract Request form and other necessary paperwork;
 - 5) If the violator is in physical possession of his driver's license, a Law Enforcement Confiscation Report form (attached) will be completed, the driver's license attached, and both items forwarded to the property custodian technician for mailing to the Secretary of State's Office; and
 - 6) Release on bond shall be made according to current departmental procedures.
 - b. If the officer is unsure of the status of the violator's license and the violator is not in possession of a driver's license, the officer should issue a citation for "driver's license not on person." If it is later determined that the license was suspended or revoked, the officer should attempt to have a warrant issued for the violator's arrest, or have the charges upgraded in court.

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3. Driving with No Valid License. This is a Class B Misdemeanor and does not require fingerprints. If an officer is “reasonably certain” of the subject’s identity, and the following criteria is met:
 - It does not involve a motor vehicle collision
 - The subject meets the criteria for an I-bond
 - Has no convictions for driving with no valid DL

Then, officers will be able to write the appropriate citations on their misdemeanor call and I-bond the subject at the scene. At no time should there ever be a cash bond (C or D bond) done at the scene. Officers will ensure the safety of the subjects and assist them in any reasonable manner to reach their final destination (transport/bus/train/cab). Subjects should not be left to fend for themselves in an isolated area, dangerous traffic area or in adverse weather conditions. Departmental policy will be followed when securing or towing a vehicle.

4. Speed Violations. Legally there is no defense for exceeding the posted speed limit or for driving faster than conditions permit. Officers should exercise discretion when deciding if a written warning or citation is appropriate. Consideration should be given to weather conditions, traffic volume, pedestrian traffic, and the location of the violation. However, officers should be aware that speed enforcement is a department priority.
5. Other hazardous violations. These violations are defined by law, local ordinance, or other regulation, as those which affect the use or protection of streets and highways, which are enacted primarily to regulate safe movement of vehicles and pedestrians. It is the practice of this department to issue citations and/or make arrests for hazardous moving violations and for operating unsafe or improperly equipped vehicles.
 - a. Unsafe behavior – an action or omission which is hazardous even when vehicles, streets or highways, and people involved are in a legal condition.
 - b. Unsafe condition – causing or permitting an illegal and/or hazardous condition of a driver or pedestrian, a street or highway, or a vehicle.
6. Off-Road Violations. Off-road vehicles may include, but not limited to: snowmobiles, dirt bikes, mini-bikes, all-terrain vehicles (ATVs), and go carts. Officers will take appropriate enforcement action for violations committed by operators of off-road vehicles that are observed or reported to them. This enforcement may include, but is not limited to: driver’s license classification violations, registration violations, equipment violations, illegal operation, and criminal damage to property.
7. Equipment Violations. When a vehicle is found to be in violation of one or more equipment requirements, citation(s) may be issued. The officer has the option of either issuing a compliance citation(s) (C-ticket) or a personal issue traffic complaint (Y-ticket). If the equipment violation is the probable cause for the stop and a Y-ticket(s) is required for another violation(s), then the probable cause equipment violation MUST be written on a Y-ticket. However, compliance citations can still be written for the remaining equipment violations (see V.B.10. for multiple citations).
8. Commercial Vehicle Violations. Commercial motor vehicle drivers will be treated the same as the general motoring public. Uniform enforcement policies and procedures delineated in this General Order are applicable to the commercial motor vehicle driver.

The appropriate boxes will be checked on the citation form(s) for Commercial Driver’s License (CDL) if in operator’s possession and Commercial Motor Vehicle (Com. Mtr.Veh.) if such a vehicle is being operated at the time of the violation.

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9. Other Non-hazardous Violations. Minor or non-hazardous traffic violations may be resolved by a written warning. Subsequent violations may warrant a citation.
10. Multiple Violations. Multiple citations may be issued to a motorist who has committed two or more traffic law violations in conjunction with the same incident. These citations may be a combination of Y-tickets and C-tickets for hazardous, non-hazardous, and equipment violations. When an officer charges a motorist with two or more violations, the officer shall:
 - a. Issue separate citations for each violation.
 - b. Place the related citation numbers in the appropriate space on the citation form(s).
 - c. If one of the violations is a required "must appear" violation, then all other related citations will become "must appear." Additional compliance citations for equipment violations can be written if they are not probable cause for the initial stop.
 - d. If a violation falls within the warning tolerance, a written warning may be issued even if a citation is being issued for another violation.
11. Newly Enacted Laws and/or Regulations. It is generally the department's policy to issue warnings for a period of thirty (30) days after a new traffic law becomes effective in lieu of Special Orders to the contrary.
12. Violations Resulting in Traffic Accidents. (See the General Order on traffic crash reporting and investigation.) Officers will contact the State's Attorney's Office before issuing any citations to a driver involved in a fatal motor vehicle accident. Officers will issue citations on accidents that result in injury or property damage when there are witnesses to the violations, or the officer believes he can prove the charges in court, or a witness is willing to testify in court. Citations for accidents occurring on private property will only be written if the department has a contract with the property owner for the issuance of such citations, or the violation is applicable by law or ordinance to private property. If no citation is issued, the officer will state in the accident report narrative what violation occurred, which driver committed the violation, and the reason for not issuing the citation.
13. Pedestrian and Bicycle Violations (See the General Order on bicycle violation enforcement.)
14. Safety Belt Violations (625 ILCS 5/12-603.1 and 625 ILCS 25/4 and 4a)
 - a. Officers should be aware that safety belt enforcement is a department priority.
 - b. It is the policy of this police department that sworn personnel take a zero tolerance approach to violation of the Child Restraint Law.
 - c. In order to provide a reasonable policy with regard to public acceptance and other police priorities, officers will use the following guidelines:
 - 1) Vehicles may be stopped solely based on an officer's observed violation of seat belt usage requirement.
 - 2) The Child Passenger Protect Act requires that a person transporting a child under the age of eight (8) is responsible for properly securing the child in an appropriate child restraint system. An "appropriate child restraint system" includes a booster seat.
 - 3) A child weighing more than forty (40) pounds may be transported in the back seat of a motor vehicle while wearing only a lap belt if the

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back seat of the motor vehicle is not equipped with a combination lap and shoulder belt.

4) A person who transports a child eight (8) years of age or older, but under the age of sixteen (16), is responsible for properly securing that child in a seat belt.

5) The parent or legal guardian of a child under the age of eight (8) years must provide a child restraint system to any person who transports his or her child. Any person who transports the child of another is not in violation of the law unless the child restraint system provided by the parent or legal guardian was not used to transport the child.

d. In an effort to draw positive recognition to those using seat belts, the department will participate in national, state and local Saved by the Belt programs when warranted.

C. Procedures for Re-examination of a Driver

1. It shall be the policy of this department to report to the Secretary of State's Office all persons suspected as being an incompetent driver.
2. When an officer encounters a person operating a motor vehicle with a suspected physical or mental disability, disease, or other condition which might prevent the person from exercising reasonable and safe operation of a motor vehicle, the officer should fill out the Re-examination Request form (attached) and then forward the form to the watch supervisor for review.

D. Procedures for Non-Resident Violators

1. Non-resident violators are those persons with a valid license from another state. They shall be required to post a cash bond or a court approved bond card.
2. Non-resident violators who are unable to post the required bond will be released on a personal recognizance bond whenever appropriate, as authorized by either a watch supervisor or a judge.
3. If the violator is a resident of a state which is a member of the "Non-Resident Compact," they may, in order to comply with proper bonding procedures, sign the front of the citation area which reads "without admitting guilt I promise to comply with the terms of this citation," as set forth in 625 ILCS 5/6-800 of the Illinois Vehicle Code.

E. Procedures for Juvenile Violators

1. Juvenile traffic violators, with valid driver's licenses, will be treated the same as any other driver of a motor vehicle in reference to bond and release at the scene of the traffic stop.
2. Juvenile traffic violators will be issued recognizance bonds if they are unable to post a cash bond, or other acceptable bond, as set forth in the 725 ILCS 5/110.
3. Traffic violators under the age of 17 at the time the citation is issued will not be eligible for the court diversion program. They must appear in court with a parent or legal guardian.
4. The Illinois Vehicle Code was amended to prohibit a graduated driver's license holder under the age of eighteen (18) when (s)he receives the license to operate a motor vehicle with more than one (1) passenger in the vehicle under the age of twenty (20) for the first six (6) months (s)he holds the license or until (s)he reaches the age of eighteen (18) (whichever occurs first).

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5. An exception to the single-passenger-under-the-age-of-20 rules applies if the additional passenger or passengers are siblings, step-siblings, children, or step-children of the driver.

VI. GUIDELINES FOR VIOLATORS WITH TEMPORARY IMMUNITY

- A. Statutory Immunity – Chapter 725 ILCS 5/107-7 affords certain individuals exemption from arrest under specific circumstances.

1. Applicable Persons

- a. Electors shall, in all cases except treason, felony, or breach of the peace, be privileged from arrest during their attendance at an election, and in going to and returning from the same.
- b. Senators and representatives shall, in all cases, except treason, felony, or breach of the peace, be privileged from arrest during the session of the General Assembly, and in going to and returning from the same.
- c. Military Reserves and the National Guard ("militia") shall, in all cases except treason, felony, or breach of the peace, be privileged from arrest during their attendance at official meetings, and in going to and returning from the same.
- d. Judges, attorneys, clerks, sheriffs, and other court officers shall be privileged from arrest while attending court and while going to and returning from court.

2. Enforcement

- a. Officers having contact with persons claiming exception based on Statutory Immunity should attempt to verify that person's exemption through the use of a business card, identification card, etc.
- b. Generally officers should give the benefit of the doubt to the person claiming exception.
- c. Nothing in a General Order or in the law precludes an officer from obtaining a warrant at a later time for the person released under this exemption.

- B. Diplomatic Immunity

Immunity from arrest and prosecution is not a right that a foreign official has because of his position, but a privilege given by the President of the United States.

1. An officer having official contact with a foreign dignitary is empowered to temporarily detain any person claiming diplomatic immunity while official status is verified by the State Department.
2. The watch supervisor shall be notified immediately of the contact and/or detention.
3. Persons making a diplomatic claim must possess a photo identity card (not diplomatic passports) issued by the State Department and the United Nations. The card should also show the holder's official title.
4. Applicable person(s):
 - a. Generally ambassadors, their immediate family, and some members of their staff enjoy full immunity, except in cases where they directly threaten violence to others.
 - b. Consuls, vice-consuls, deputy-consuls, and some of their staff hold immunity while specifically engaged in diplomatic work. This immunity depends upon the activity of the person at that particular moment.

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- c. Honorary consuls, their families, and families of consuls, vice-consuls, etc., are generally afforded very little immunity.
- 5. An officer having official contact with a foreign dignitary should determine the following:
 - a. The name, country of origin, and official title of the person detained.
 - b. Other than ambassadors, whether that person is engaged in the diplomatic world at that particular time.
 - c. Upon verifying a claim of immunity, the officer should immediately release the person and all property which may have been held.
 - d. If an immunity claim is not verified by the State Department, the officer may proceed as discretion dictates. State Department officials advise caution when proceeding against foreign officials as incidents of retaliation against American personnel residing in that person's country are not uncommon in some parts of the world.
- 6. Verification of Diplomatic status should be made in accordance with the General Order regarding foreign officials and guests.
- C. Military Personnel
 - 1. All military personnel assigned to local military installations should be treated as residents.
 - 2. Officers are reminded that the home state operator's license of military personnel does not expire until 90 days after separation from active duty.

VII. RECOGNITION

The department is committed to working towards safer roadways. Because of this commitment, annually the department will recognize those officers who have conducted the most occupant protection, impaired driving, and speed enforcement during the preceding calendar year.

VIII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

Illinois Traffic Stops Statistical Study: When is Data Collection Required?

As part of the implementation process for the Illinois Traffic Stop Statistical Study several working groups were formed to examine critical issues such as data collection technologies, specific data elements to be collected, and analytical approaches. These working groups were composed of a diverse group of law enforcement officials, as well as IDOT staff and members of the team charged with analysis of the data.

One of the challenges to these groups was to reach consensus on identifying which police activities were to be included as traffic stops for the purposes of the study.

The confusion lies, in part because the law (ILCS 5/11-212) provides two different circumstances under which data must be collected. In the first, the law requires that "Whenever a State or local officer issues a uniform traffic citation or warning citation for an alleged violation of the Illinois Vehicle Code, he or she shall record...." In the second circumstance the law requires "Whenever a State or local officer stops a motorist [And] does not issues a uniform traffic citation or warning citation for an alleged violation of the Illinois Vehicle Code, he or she shall complete a stop card."

The data that is required to be reported under both circumstances is the same. Moreover, in both cases the statute focuses on the circumstances under which the motorist was *stopped*. It was clear to the working groups that the intent of the law was to require data collection when a police officer stops a motorist for a traffic violation.

Based on these assumptions a general model was developed to help inform law enforcement agencies in determining what to include in their submission to IDOT. Three types of activities were of particular interest:

- **Traffic Accidents.** An officer that writes a citation at the scene of a traffic accident has not conducted a "stop" and thus information from this citation(s) should not be included in the submission.
- **Checkpoints.** On occasion police departments conduct checkpoints to identify traffic violators. In this case law enforcement officials stop every vehicle (or more typically, every *n*th vehicle) on a public roadway and look for evidence of violations. Because *individual police officers* do not decide whom to stop, these traffic stops are not included in the analysis.
- **Crime Control Initiatives.** Law enforcement agencies often use traffic law enforcement as a tool to control other crimes. The conventional wisdom is that traffic law enforcement increases visibility, thus increasing general deterrence, and that traffic stops may lead to the seizure of contraband. The choice of whether to include the data is closely tied to the justification for the stop. If, for example, an officer stops a vehicle as part of an investigation (e.g. the vehicle has been reported as stolen, or the vehicle matches the description of a vehicle used in a robbery) this should not be included in the data submission because the driver was not stopped for a violation of the of the vehicle code. By contrast, if an officer observes a suspicious vehicle and the officer uses a vehicle code violation as a pretext to make the stop, then the data from this stop should be included in the submission.

LAW ENFORCEMENT LICENSE CONFISCATION REPORT

Agency: PARK RIDGE POLICE DEPARTMENT

Date: _____

Address: 200 South Vine Avenue
Park Ridge, Illinois 60068

Phone: 847 318-5252

Agent or person submitting: _____

Please find enclosed Illinois driver's license/identification card/permit that is being sent to your office for one or more of the following reasons:

(Please check appropriate reasons)

- 1. _____ Invalid
- 2. _____ Suspended
- 3. _____ Revoked
- 4. _____ Cancelled

- *5 _____ Unlawfully altered,
fictitious or fraudulent
- *6 _____ Found in the possession of
someone other than who it
was issued to

- *7 _____ Other (specify below)

*NOTE: If 5, 6, or 7 are checked, please enclose documentary evidence describing:
(Generally the arrest/supplemental report will suffice)

- How your agency obtained possession of the driver's license/ID/permit
- Name, date of birth and address of individual who possessed the driver's license/ID/permit
- Whether the driver's license/ID/permit had been fraudulently displayed by that individual
- How the driver's license/ID/permit is believed to be altered, fictitious or fraudulent
- Any other information that would be pertinent to the reason for the return of the driver's license/ID/permit

Mail to the attention of:

ILLINOIS SECRETARY OF STATE
Traffic Violations Section
Fraudulent Review Unit
2701 South Dirksen Parkway
Springfield, Illinois 62723

Attach driver's license/ID/permit here:(If driver's license/ID/permit is being forwarded because of reasons 1-4, more than one driver's license/ID/permit may be forwarded with this form).

Medical Reporting and Re-examination Request

Please read the instructions on the reverse side before completing this form.

☐ I observed the incident/accident.

☐ I officially investigated the incident/accident.

SECTION I

Driver Information

Driver's Name First, Middle, Last

Address

City

ZIP Code

Driver's License Number

Date of Birth

SECTION II

Medical Reporting

Check appropriate box(es)

☐ Medical condition
(Please provide type of medical condition or any medications.)

☐ Blackouts, seizures or attacks of
unconsciousness that caused traffic
accident

_____ date of accident

☐ Mental condition

☐ Vision condition

SECTION III

Re-examination Request

Check appropriate box(es)

☐ Traffic violation(s) _____

☐ Traffic accident _____

_____ date of accident

☐ Dangerous action

☐ Lack of driving skill

☐ Gross lack of attention

☐ Lack of knowledge of traffic laws

Driver's License Examination

Please indicate which examination(s) you are requesting.

☐ Complete (vision, written & driving tests)

☐ Written test

☐ Vision test

☐ Driving test

SECTION IV

Reporting Agency Information

Agency Name

Agency Address

City

State

ZIP Code

Telephone Number

()

Print name and title of person completing this form

Name

Title

Badge #

Signature

Date

Submit to: Secretary of State, Driver Services Department
Driver Analysis Section, 2701 South Dirksen Parkway, Springfield, Illinois 62723

Instructions

This form should be used to submit information to be considered as "good cause" for departmental action by the Driver Services Department as authorized under Chapter 625, Section 5/6-207 of the Illinois Compiled Statutes and Chapter 92 of the Illinois Administrative Code, Section 1030.16. Advanced age alone cannot be considered "good cause." For this form to be valid, positive driver identification must be established. By Illinois law, the information on this form is confidential and must be based on firsthand knowledge or an official investigation that may include interviewing the driver when possible.

Following are instances in which this form should be used:

- An officer observes or investigates an accident and determines the accident was a result of a blackout, seizure or attack of unconsciousness. In this case, the officer should complete sections I, II, and IV on the reverse side. Upon receipt of this report, the Medical Review Unit will immediately cancel the driver's license. (Note: The officer should not mark "blackouts, seizures or attacks of unconsciousness" if the individual fell asleep while driving unless the reason he or she fell asleep was due to a medical condition, such as a sleep disorder.)
- An officer observes or investigates an accident and determines the cause of the accident was not a blackout or seizure but another type of medical condition, including a mental or vision condition, that may interfere with the safe operation of a motor vehicle. In this case, the officer should complete sections I, II, and IV on the reverse side. Upon receipt of this report, the Medical Review Unit will request that the driver submit a medical report.
- An officer observes or investigates an accident or incident and determines the driver may lack the driving ability or knowledge of traffic laws necessary to safely operate a motor vehicle. In this case, the officer should complete sections I, III, and IV on the reverse side. Upon receipt of this report, the Special License and Re-examination Unit will order the driver to be re-examined as requested by the officer.
- An officer observes or investigates an accident or incident during which the driver has displayed a lack of attention or performed a dangerous driving act. In this case, the officer should complete sections I, III, and IV on the reverse side. Upon receipt of this report, the Special License and Re-examination Unit will order the driver to be re-examined as requested by the officer.

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Vehicle Immobilization	Number GO 13.3	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: booting vehicles			Approved By Frank Kaminski Chief of Police	

POLICY: The Department works with the City's Finance Department to maintain and enforce a vehicle immobilization list. Violators who have accumulated 5 or more outstanding parking, red light camera or City sticker violations and have not made payment or entered into a payment plan agreement with the City of Park Ridge may be subject to this list. This order outlines the procedures to be used in conjunction with the use of wheel locks ("vehicle boots") while ensuring the rights of vehicle owners.

I. PROCEDURE

- A. The Finance Department shall regularly provide the Police Department with a fully updated vehicle immobilization/boot list. This list will contain the registration number, name and address of the registered owner, and locations where the registered vehicle was cited (for vehicles which have accumulated 5 or more outstanding parking, red light camera, or City sticker violations) in Park Ridge. The list will reflect vehicles for which no payment has been received, no payment plan has been entered into with the City of Park Ridge, and/or no appearance has been filed in the City's adjudication process. At least 21 days prior to the placing of the registration on the vehicle immobilization list, a notice of impending vehicle immobilization shall have been sent to the registered owner of the vehicle.
- B. The Community Service Manager will be provided with a current list, and will be responsible for the dissemination of the information to personnel under their command.
- C. Police Department Parking Enforcement Officers will have the primary responsibility to look for vehicles on the vehicle immobilization list. Other Department personnel may look for these vehicles, as their duties allow.
- D. When a vehicle that is listed on the immobilization list is found, the individual officer will verify with Post 1, who will then contact and verify through the Finance Department that the vehicle in question is in fact on a current immobilization list. Once confirmed, Post 1 will notify the tow company who will respond and apply a wheel lock to immobilize the vehicle. A sworn police officer will stand by with the reporting officer while the wheel lock is installed. After the application of the wheel lock, the reporting officer will affix the Warning/Instruction Notice to the vehicle in a conspicuous place (preferably one of the front side windows). This notice will:
 1. Warn that the vehicle is immobilized and that any attempt to move the vehicle may result in damage to the vehicle or the wheel lock.
 2. State that unauthorized removal or damage to the wheel lock is a violation of Chapter 720 of the Illinois Compiled Statutes, Sections 5/16 and 5/21-1, and
 3. Provide the information specifying how removal of the wheel lock may be accomplished, and how the registered owner may obtain an immobilization hearing, pursuant to City of Park Ridge Ordinance 13-10-15.Upon completion of the vehicle immobilization, the reporting officer will complete a written report of the immobilization process. A copy of this report and all pertinent paperwork, along with the wheel lock key, will be accessible at Post 1.
- E. When the owner of an immobilized vehicle contacts the Police Department to secure the release of their vehicle, they will be informed the following:
 1. The individual is required to pay the immobilization fee of one hundred dollars (\$100.00) and towing/ storage fees, if applicable. The individual must also make payment in full of all outstanding fines (as recorded on the immobilization list). The

Subject: Vehicle Immobilization	Number GO 13.3	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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payments will be accepted by the Cashier during regular business hours, or by the on-duty watch supervisor at Post 1 after regular business hours. Payments made during business hours with the Cashier shall be **Cash, Certified Check, or Money Order Only**. If a police supervisor must accept the payment, it must be **Cash Only**. The supervisor will provide a receipt to the vehicle owner, and the release information will be noted on the paperwork at Post 1. The payment will be placed into the bond box with a copy of the receipt, to be forwarded to the Finance Department with the applicable paperwork on the morning of the next business day.

2. A hearing, to contest the immobilization **only**, may be requested and scheduled through the Chief of Police or their designee.
- F. After receipt of payment and verification by the Finance Department or watch supervisor, the wheel lock will be removed by the authorized tow company. This process will be undertaken as soon as practical, following the receipt and verification of payment. A police officer will be assigned to stand by during the removal of the immobilization device. Once the process is completed, the reporting officer or stand-by officer will complete a supplemental report to document the removal process
- G. In cases where an immobilized vehicle is not claimed within 24 hours, the Deputy Chief of Administration or his designee may authorize the vehicle be towed from the parking location by the City's contractual towing service to their storage lot. All applicable towing and storage fees will be the responsibility of the vehicle owner and will be required to be paid, along with the boot and citation fees, prior to the release of the vehicle. Within ten (10) days after the impoundment of a vehicle, the Community Service Manager will ensure that notice of impoundment is sent to the registered owner via certified mail, with return receipt requested. This notice will be sent to the same address as the final notice of impending vehicle immobilization was sent to. The notice will inform the owner of their right to a post immobilization/tow hearing. In addition, it will advise them that if the vehicle remains unclaimed beyond thirty (30) days from the date of notice, the City will proceed with the sale or disposal of the vehicle.
- H. In cases where the wheel lock is damaged or stolen the following actions may be taken:
1. The individual may be issued a City ordinance citation for Damage to City Property.
 2. The individual may be charged under Illinois Compiled Statutes Chapter 720 Section 5/16-1 (Theft) or 5/21-1 (Criminal Damage to Property).

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Use of Citations	Number GO 13.4	Revised Date February 21, 2020	Effective Date May 1, 2015	Page 1 of 7
Index As: citations, preparing citations, voiding citations			Approved By Frank Kaminski Chief of Police	

POLICY It is the policy of the Park Ridge Police Department to issue various traffic, compliance, local ordinance, parking, and municipal citations when such enforcement is necessary. This order sets forth: accountability for each personal issue Traffic Complaint Book, Parking/Compliance Citation Book, Local Ordinance Complaint Book, and Municipal Citation Book; administrative procedures and responsibilities for the control of all citation books; and procedures for non-suiting citations.

I. TERMINOLOGY

- A. The Personal Issue Traffic Complaint is an e-citation or the six (6) part form referred to as the "Y" citation.
- B. The Parking and Compliance Violation Citation is the five (5) part form referred to as the "P/C" citation.
- C. The Local Ordinance Citation is a five (5) part form referred to as an "LO" citation.
- D. The Municipal Citation is a five (5) part form referred to as an "MC" citation.

II. ISSUANCE OF CITATION BOOKS

- A. Citation books include, but are not limited to, personal issue (Y), local ordinance (LO), parking and compliance (P/C), and Municipal (MC).
- B. Citation books and bonds are stored in a locked cabinet located in Post One. The cabinet is only accessible by Post One personnel. It is the responsibility of the property management technician to ensure that there is an ample supply of blank books.
- C. Post One personnel will issue the citation books to the requesting officer.
 - 1. Officers will use and sign the P and C Ticket Log book located at Post One when acquiring a new ticket book. Post One personnel will issue the ticket book to officers. Officers will then complete the respective form for each ticket book acquired.
 - 2. If a citation book is found to be unacceptable for any reason, the officer will write a brief correspondence stating the reason it is unacceptable. The book and correspondence will be forwarded to the property management technician.
- D. Officer responsibility for citations.
 - 1. General Citation Standards
 - a. Citations will be written in black ink.
 - b. All appropriate boxes on the citation will be filled in.
 - c. Handwriting will be legible, and pressure exerted will be sufficient to imprint all copies.
 - d. The last name (no initials) and star number of the issuing member will be legibly written.
 - e. The correct section number and description for the violation will be cited.
 - f. The most accurate street address will be provided, or the intersection that best identifies the location of the violation.
 - g. For e-citations and Y citations, court appearance or diversion information will be correctly noted.

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- h. For e-citations and Y citations, bond information, e.g. driver's license, cash, bond card, will be correctly noted in the appropriate location.
- i. Completed citations will be turned in prior to the end of the officer's tour of duty on the date the citation(s) were issued.
- j. Officers are required to place all copies (except the officer's copy of citations) in the drop safe located in the Report Room, with the appropriate bond attached, if any.

2. P/C Citation Standards

- a. Sworn police officers may issue Compliance violation citations to motorists observed in violation of designated vehicle equipment or registration ordinances. (See Park Ridge Municipal Code 13-20-4)
- b. Compliance violation citations may not need to be issued when the officer feels that a written warning to the motorist is sufficient.
- c. Officers may issue Compliance violation citations in conjunction with the Y tickets except if the compliance violation is the probable cause for the stop.
 - 1) Example 1: The officer stops the violator for cracked windshield and the driver has a suspended or revoked driver's license, the compliance violation needs to be written on a Y ticket as probable cause.
 - 2) Example 2: The officer stops the violator for speeding and discovers other equipment violations, the officer may issue both types of citations.
- d. Completion of Compliance Citations
 - 1) Compliance violation citations will be completed by the issuing officers with the exception of the clerk's signature, violator's signature, and the court date.
 - 2) The issuing officer must obtain the violator's signature in order to document that the violator received notice of the citation.
 - 3) If the violator refuses to sign the Compliance citation, the officer will issue the violator a Y ticket in its place.
- e. Bond for Compliance citations. No form of bond is required in the issuance of a Compliance violation citation. The violator's signature documents that the violator has received the citation.
- f. Distribution of Compliance citation copies
 - 1) Compliance citation(s) copies (except for the officer's copy (pink) which will be retained by the issuing officer, and Compliance violation citation (hard copy) which is given to the violator) will be deposited in the drop safe located in the Report Room prior to the end of the officer's tour of duty on the date the citation was issued.
 - 2) The Finance Department will maintain copies of these citations.
- g. Violator Compliance
 - 1) Fines. The violator has 14 days from the date of issuance to pay the Compliance violation citation.
 - a) Payment may be made by mail, personal appearance at the Cashier's Office within City Hall, or deposited in the mailbox located inside the front entrance of the Police

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Department. No payments will be accepted at the Police Department.

- b) All payments MUST be accompanied with the proper execution of the proof of compliance statement.
 - 2) Refusal to pay fine. If the citation remains unpaid after 30 days, the offer of settlement is withdrawn and the violation will be charged in a complaint filed with the Circuit Court of Cook County or before the Administrative Hearing Officer.
 - 3) Requests for Adjudication
 - a) A violator may request a hearing date for adjudication at the Park Ridge Police Department desk.
 - b) The desk officer will assign the violator the next adjudication date listed on the schedule.
 - c) The Administrative Adjudication Division form will be completed and forwarded with a copy of the citation to Administration in City Hall.
 - h. All members shall complete only the information necessary when issuing a parking citation and leaving the citation in public view. This information includes the vehicle description, location, and the alleged offense. Only after the hard copy of the citation has been issued and placed on the vehicle, will members complete the defendant's personal information section on the white, yellow, and pink copies. See attached sheet for further information: areas marked #1 shall be filled in prior to issuance, and areas marked #2 shall only be completed on the white, yellow, and pink copies.
 - i. If the citation is issued on scene, directly to the violator, officers may complete the areas marked #2 on all copies and will have the violator sign the citation acknowledging receipt.
 - j. The Deputy Chief of Administration will conduct at least four inspections of issued tickets annually to ensure the policy is being followed.
 - E. Lutheran General Hospital
 - 1. The property custodian technician will issue P/C Citation books to Lutheran General Security Officers.
 - 2. Copies of completed P/C citations will be turned in to the property custodian technician, who will then forward appropriate copies to the Finance Department.
 - 3. The same procedure for non-suiting P/C citations will be followed as is stated in Section VII. A. 2. a-d.
- III. PROPERTY MANAGEMENT TECHNICIAN'S RESPONSIBILITIES FOR CITATIONS
- A. The property management technician or property management technician assistant will:
 - 1. Retrieve all copies of issued citations from the safe each duty day.
 - 2. Retain the bond money, driver's license, bond card, etc.
 - 3. Enter the date the citation was issued, the name of the individual, the bond number, ticket number, and issuing officer's star number into the ticket tracking database.
 - 4. Deliver the original citations and their corresponding bond to the Second District Cook County Circuit Court Officer on a weekly basis.
 - B. The pink copy of all traffic citation records will be filed by month issued and kept in Records storage for two (2) years.

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- C. When the property management technician receives an unacceptable Citation Book, the Citation Book will be sent back to the supplier (Circuit Court, Northwest Municipal Conference) with an explanation as to the unacceptability of the Citation Book.

IV. INFORMATIONAL REQUEST FOR CITATIONS/WARNINGS

- A. When a discrepancy is identified by the property management technician or Records Section Supervisor, or his/her designee, he/she will complete and forward the Informational Request for Citations/Warnings to the Administrative Services Commander, or his/her designee, through the chain of command. This form will be used when the discrepancy relates to the successful completion of Written Warnings, e-citations, Y-Tickets or Adjudication Citations. This may include legibility (on all copies), failing to provide all required information, neglecting to complete the racial profiling study sticker, etc.
- B. The Executive Officer will review the Informational Request and forward it to the Deputy Chief.
- C. The Deputy Chief will ensure that the issue is brought to the attention of the member's immediate supervisor and corrections are made or the matter is satisfactorily explained. If the issue is legibility, the member will make corrections on the blank copy of the warning/citation on the reverse side of the Informational Request.
- D. Once the issue has been remediated, the immediate supervisor will provide the information and or corrected warning/citation form to his/her Deputy Chief.
- E. After the issue has been addressed and the Deputy Chief has received the information, he or she will make notification to the Executive Officer.
- F. The Executive Officer forward the corrected information or explanation to the Records Section Supervisor or property management technician.
- G. The Executive Officer will maintain a record for each discrepancy.
- H. Significant violations of established policy or protocol or the continued failure to adhere to established policy or protocol may result in progressive discipline.

V. FINANCE DEPARTMENT RESPONSIBILITIES OF P/C CITATIONS

- A. As copies of P/C citations are received by the Finance Department, Finance will enter the tickets into the City ticket program on the computer.
- B. All copies of these citations will be filed in numerical order and retained for two (2) years.

VI. RETENTION AND RESPONSIBILITY OF ALL CITATIONS

- A. Officers are required to retain officers' copies (blue) of e-citations or Y citations for a period of one (1) year from the issue date of the last citation in the Citation Book.
- B. In situations where an officer transports an individual to a bond hearing on a e-citation or Y citation (DUI, suspended driver's license, etc.), the pink copy will be forwarded to the property management technician upon return from the bond hearing.
- C. Officers are responsible for the control and security of all citations issued to them. They will immediately report the loss of any citations to their supervisor and the property management technician. Officers are required to ensure all citations issued to them are secure and accounted for at all times.
- D. Officers borrowing tickets from another officer's book must forward a note to the property management technician indicating which ticket numbers were borrowed.

VII. PROCEDURE FOR VOIDING AND NON-SUITING CITATIONS

- A. Citations can be voided when an error is made in preparing the original citation or when circumstances change, thus causing the issuance of a citation to be improper, and the citation has not been entered into the clerk of the circuit Court's system.
1. When a e-citation or Y citation is to be voided, the officer will:

Subject: Use of Citations	Number GO 13.4	Revised Date February 21, 2020	Effective Date May 1, 2015	Page 5 of 7
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- a. Fill out a request for void stating the reason.
 - b. Attach all copies of the citation (except the officer's copy) to the request for void form and submit it through the chain of command to the Deputy Chief.
 - c. Voided e-citations or Y citations will then be forwarded to the property management technician for transmittal to court using the Transfer Listing for Personal Service Complaints form.
2. P/C, LO, and MC Citations can also be voided.
 - a. The officer requesting to void a citation will fill out a request for void and state the reason for the void.
 - b. All copies of the citation (except the officer's copy) and the void form will be submitted through the chain of command to the Deputy Chief.
 - c. Voided local ordinance citations will be forwarded to the property management technician for transmittal to court.
 - d. Voided P/C citations will be forwarded to the Administration Department in City Hall.
- B. Sergeants and above may initially approve a void and will then submit it, with an explanation, to the Deputy Chief for final review and approval.
- C. The Executive Officer will maintain a master list of non-suited citations and will conduct an audit of the citations at least twice a year.
- D. Citations (Y, E-ticket, LO) that have been entered into the Circuit Clerk of Cook County system may be requested to be non-suited by the issuing officer.
 1. The issuing officer must make the request through the chain of command of the Chief of Police.
 2. The requesting officer must complete the non-suit letterhead form, and submit it to the Chief of Police for his approval and signature. A To-From must accompany the request, explaining the reason for non-suit.
 3. The non-suit letterhead will be forwarded to the property management clerk to be provided to the City Prosecutor at the Second District Court House.
 4. The City Prosecutor will motion the citation before a Circuit Judge and submit the request to non-suit the citation in open court.
 5. The City Prosecutor will report the outcome of the non-suit request to the Deputy Chief, and the result will be forwarded to the Executive Officer to be maintained in the non-suit/void files.
- E. Members are prohibited from reducing, dismissing, or altering the fines for compliance citations and parking tickets.
 1. When violators present a compliance citation or parking ticket and request a reduction due to compliance (purchased a City sticker, corrected a defective headlight, purchased current registration, etc.), members will advise the violator that only two options exist to address the ticket. First, they may pay the fine listed. Or second, they may request a court/adjudication date.
 2. Members should explain that police staff, including supervisors, has no authority to reduce a fine.
 3. This in no way affects members' ability to non-suit a ticket which, on its face is faulty or inappropriate. Those citations should be handled as cited in the above steps for non-suiting tickets.

Subject: Use of Citations	Number GO 13.4	Revised Date February 21, 2020	Effective Date May 1, 2015	Page 6 of 7
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VIII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink, reading "Frank Kaminski", written over a horizontal line.

Frank J. Kaminski, Chief of Police

PARK RIDGE POLICE		REQUEST FOR VOID OF CITATION		Date:	
Y/E <input type="checkbox"/> LO <input type="checkbox"/> P/C <input type="checkbox"/> MC <input type="checkbox"/>					
Citation Issued by	Name	Rank	Star No.	Date Issued	Citation No.
Citation Issued to	Name of Violator		Address		Phone
Make of Auto	License No.	Year & State		Violation of Section	
Reason for void request					
Officer Name, Signature, Star No.		Approved by (Supervisor Name, Rank, Star No.)			Date
Final Approval (Deputy Chief Name, Star No.)					

2/10/20



**CITY OF PARK RIDGE
POLICE DEPARTMENT**

200 S. VINE AVE
PARK RIDGE, IL 60068
TEL: 847/318-5252
FAX: 847/318-5308
TDD: 847/318-5252
www.parkridgepolice.org

FRANK J. KAMINSKI
CHIEF OF POLICE

February 10, 2020

The Presiding Judge
5600 Old Orchard Rd
Skokie, IL 60077

Re: Citation #:

Citation Date Issued:

Dear Presiding Judge:

The following is a request for non-suit of the above mentioned citation.

Citation

Issued by:

Name

Rank

Star #

Citation

Issued to:

Name of Violator

Address

Phone #

Make of Auto

License #

Year & State

Violation of
Section

Reason for non-suit request:

I hereby request this citation be processed and presented for non-suit action.

Sincerely,

Frank Kaminski
Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Parking Control and Enforcement	Number GO 13.5	Revised Date	Effective Date May 1, 2015	Page 1 of 4
Index As: Courtesy Warning, Parking Enforcement, Parking Citations, Snow Command, Snow Tow			Approved By Frank Kaminski Chief of Police	

POLICY: Parking enforcement is the responsibility of all uniformed members of the department, although certain violations will primarily be enforced by community service officers and parking enforcement officers. Violation enforcement may consist of a warning, written or computerized citation, and/or contact with a vehicle owner to achieve compliance. The purpose of this General Order is to outline the policy and procedures for enforcement of parking restrictions approved by local ordinances.

I. ENFORCEMENT OF PARKING VIOLATIONS

A. Parking Meter Violations

1. Parking meter violations will primarily be enforced by parking enforcement officers and will be enforced during the hours and days designated on the meters and/or posted signage.
2. Collection of money from the meters will be made by one (1) employee of the Public Works Department and one (1) member of the Police Department working together. The money collected will be deposited in a designated City bank account.

B. Limited Time Parking

Violations of parking time limits will primarily be enforced by parking enforcement officers. Proven methods will be used to determine if a vehicle remains in a limited time parking area past the expired time. Violations of the time limit will be cited.

C. Time Zone Control

1. Enforcement of parking restriction in areas where parking is prohibited during certain posted hours will be the responsibility of all uniformed members.
2. In areas where resident parking permits are required, residents of that area must have the proper color resident parking permit sticker displayed on their vehicle to be exempted. A valid Park Ridge city sticker is also required.

D. Handicapped Parking Violations

1. Handicapped parking violations on public and private property will be enforced by all uniformed members.
2. A parking place reserved for handicapped parking will have an official upright sign posted and ground marked as designated by law.
3. Vehicles allowed to park in a handicapped parking space must display official handicapped registration plates, decal, or device.

E. Parking Where Prohibited Anytime

1. Parking violations in areas where parking is prohibited anytime shall be enforced by all uniformed members as the violations are observed. This includes but is not limited to:
 - a. Fire lane violations,
 - b. Fire hydrant violations,
 - c. Parking too close to an intersection,
 - d. Parking in/or blocking a public or private driveway, or

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e. Parking where signage prohibits parking.

F. Parking Violations on Private Property

Parking violations on private property will be enforced by an assigned uniformed member only on property that has a current written contract with the City for such enforcement. ENFORCEMENT WILL BE ON A COMPLAINT BASIS ONLY. Tickets will be issued after the responding officer has determined an infraction exists. This section does not include handicapped parking or fire lane parking violations. Exception: Upon the request of the resident, at the discretion of the watch supervisor, a vehicle can be ticketed and towed from private property when that vehicle impedes the ingress or egress of the resident. The current private parking contracts will be issued in the form of a Special Order as contracts are approved or cancelled.

G. Municipal "Permit Only" Parking Lots

Vehicles parking in municipal parking lots designated as "permit only" must display a current parking permit for said lot. Enforcing any violations will primarily be the responsibility of parking enforcement officers and community service officers.

H. Tow Away Zones

A vehicle parked in violation of a parking restriction in a tow away zone or a vehicle parked that is a hazard may be ticketed and towed away with authorization from a supervisor.

I. All uniformed members are responsible for enforcing any truck or recreational vehicle parking in violation of local ordinance.

J. Snow Command Parking Enforcement

An authorized Public Works representative will notify the Park Ridge Police, specifically Post 1 that the snow command plan is in effect. The police department will work in conjunction with Public Works to ensure parking compliance to facilitate the plowing and removal of snow from city streets.

1. Post 1 will immediately notify dispatch that the snow plan is in effect. The incident number location to use is 200 S. Vine Avenue.

- a. Post 1 will transcribe the snow plan incident number and time into the Red Book.
- b. Post 1 will notify the watch commander that the snow plan has been put into effect.
- c. Post 1 will maintain a log of vehicles called in by Public Works. Once notified by Public Works, Post 1 will forward the information to Dispatch to be assigned to an available Park Ridge unit.
- d. It is the responsibility of the on-duty watch commander to coordinate the operational plan for the ticketing and towing during Snow Command with the Community Service Manager. In the event the Community Service Manager is not working, the on-duty watch commander is responsible for the operational plan and has functional authority with on-duty CSOs, PEOs and patrol personnel.

2. Generally, when snow command has been activated by Public Works, officers on duty, and any on-duty CSOs or PEOs, will drive down the streets in their beat and address the parked vehicles in violation of two (2) or more inches of snow. Priority should be main arterial streets, then the side streets. Officers not assigned on calls for service will address Snow Command issues as their primary function.

- a. When conducting enforcement on side streets officers have the option to:
 - 1) Run the license plate, find the address and ask the owner to move the vehicle, or

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- 2) Issue a citation if appropriate.
 - b. When conducting enforcement in "Tow Zones", officers have the option to:
 - 1) Run the license plate, find the address of owner and ask them to move the vehicle, or
 - 2) Issue a citation and, after consulting with and seeking approval from the watch commander, tow the vehicle if it is parked in a Tow Zone (following procedure in the General Order regarding towing).
 - c. Officers should notify their supervisors, who will notify the oncoming shift, of any areas that still need to be addressed (i.e. streets that were not checked).
3. In the event of a major snow event, or if determined necessary by the Chief of Police or his designee, CSOs and PEOs will be called in to enforce the snow command plan per the following procedure:
 - a. Officers assigned specifically to work snow command are expected to check in with the on-duty supervisor coordinating snow command.
 - b. Priority enforcement should be given to snow routes delineated within local ordinance 13-14-1.
 - c. Secondary priority should be given to snow routes delineated within local ordinance 13-14-3, if within ascribed time restrictions.
 - d. Tertiary priority should be given to snow routes delineated within local ordinance 13-14-2.
 - e. Snow command parking citations should include wording to the effect of "snow command called" and then give the date, time, and snow command incident number.
 - f. Generally one officer will be assigned to specifically handle any vehicle tows and the others will be split into assigned areas of responsibility. Additionally, assigned beat officers should cite vehicles for the 3 aforementioned snow violations occurring in their respective areas.
4. Vehicles impounded for snow command tow zone violations need to follow the tow procedure outlined in the General Order regarding towing. Discretion of conditions may deem that vehicles in tow zones be cited, yet not impounded. Such a decision will be made by an authorized police supervisor.
 - a. Post 1 will also keep a log of towed vehicles to assist citizens inquiring about their vehicles.
 - b. Post 1 will notify citizens inquiring about a towed vehicle to contact the city's authorized towing service/impound lot.
- K. City Vehicle License Sticker
 1. Every motor vehicle which is registered to an address within the City must display a current Park Ridge city sticker for such vehicle.
 2. All uniformed members are responsible for enforcing and Park Ridge city sticker violations.

II. POLICE COURTESY WARNING TICKETS

- A. As an alternative to issuing a written citation for parking-related violations, department personnel have the option of issuing a Police Courtesy Warning Notice. Appropriate uses of the Police Courtesy Warning Notice include the initial (non-repeat) contact of a minor parking ordinance violator in an attempt to modify their behavior, a recently expired City sticker, or other instances of minor, first-time parking violations where a warning is deemed appropriate

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and believed effective in eliminating or reducing future violations.

- B. If called to a parking complaint and the responding officer determines it appropriate to issue a Police Courtesy Warning Notice, after the Notice is completed, the responding officer will place the Notice in a conspicuous place on the offending vehicle, such as under the windshield wiper, advise dispatch of his/her status, whether a Warning Notice was issued, and if so, how many, before going back into service.
- C. If an officer issues a Police Courtesy Warning Notice as a result of self-initiated activity, that officer will advise dispatch of the location of the violation, whether a Warning Notice was issued and if so, how many, before going back into service.
- D. Police Courtesy Warning Notices will be kept in the Report Room.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Motor Vehicle Stops	Number GO 13.6	Revised Date May 27, 2016	Effective Date May 1, 2015	Page 1 of 6
Index As: High Risk Traffic Stops, Traffic Stops, Vehicle Stops			Approved By Frank Kaminski Chief of Police	

POLICY: Traditional law enforcement phraseology has defined all motor vehicle stops as “misdemeanor” or “felony”, or more recently “low risk” and “high risk”. The implication is that only those stops known to be “felony” or “high risk” are actually dangerous to the police officer. The end result is a lower level of alertness on the part of the police officer when dealing with what is perceived as a routine traffic stop. In fact, the majority of police officers are injured or killed while conducting “low risk” traffic stops as they are unprepared for what may happen as a result of that stop.

Officers cannot reliably draw conclusions about the threat level of most motor vehicle stops until the stop is over and the situation has played itself out. Clearly, whenever an officer has reasonable grounds to consider him or herself at risk, the officer’s actions should reflect the level of threat known to the officer at the time. In all other cases, the officer should consider the stop made as an “unknown risk” stop. As such, the officer should have no preconceived notion about the threat involved, and should remain constantly alert to be able to precisely assess the risk at hand. Police officers should treat every motor vehicle stop as if there is a potential for danger. The violation involved in the motor vehicle stop is, in reality, not an accurate indicator of what type of individual is being approached. The officer should be cautious, use tactics consistent with their training, and be observant for any indication of an unexpected threat.

On the other hand, police officers should not treat every stop as if the person being stopped has just committed a serious crime. When conducting vehicle stops it is important to keep in mind the message that we as a police department are trying to send to the public while doing so. Our goal is to act in accordance with the Mission and Value Statement of the Department. In order to achieve that goal, we must utilize the four principles of procedural justice. When possible, officers need to allow citizen’s to explain their actions without prejudice. Officers should present evidence that is neutral and based on legal principals, rather than personal opinion. Officers should strive to be open when doing this. Throughout the process, officers need to treat citizens with dignity and politeness. Officers should endeavor to close their traffic stops with citizens by demonstrating sensitivity and concern through their explanation of the actions that are taken during the course of the traffic stop.

I. RISK ASSESSMENT

- A. To properly be prepared for a motor vehicle stop, an officer must ask himself/herself certain questions prior to stopping the vehicle. This assessment of the dangers involved will guide the officer in selecting the tactics to be used in making the motor vehicle stop. As such, the following series of questions should be a part of every officer’s risk assessment prior to the actual stopping of a motor vehicle:
1. What is the nature of the offense involved? Officers should think in terms of threat potential, not just motor vehicle or criminal violations.
 2. How many occupants are readily visible? Regardless of the offense or visible danger signs, sheer numbers alone may suggest that an officer exercise additional caution through the assistance of other officers, etc.
 3. What is the behavior of the occupants? Abusive language, obscene gestures, furtive movements, extreme agitation or rowdiness are all danger signs and should be noted and assessed by the officer making the traffic stop.
 4. What weapons are involved, if any? Officers must be cautious not to assume anything with regard to weapons in a vehicle. Officers should be constantly

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observant for any potential weapons in the vehicle. Officers may ask if the driver is armed, and follow appropriate measures under the concealed carry laws as outlined in the general order regarding the Concealed Carry Act. Although a hunting rifle and a rack within a vehicle certainly does not indicate criminal activity or intent, its very presence should signal to the officer that there is at least a potential for the weapon to be loaded, and as it is clearly in the reach of the operator, the officer should increase his/her awareness with regard to that potential threat. Obviously, this does not indicate that the officer should treat the subject as an armed offender, only that the officer's awareness should be increased.

5. What type of vehicle is involved? Certain vehicles are constructed to offer superior concealment to subjects within the vehicle. Vehicles that are unusually high, vans, and vehicles with darkened window glass are all vehicles that offer challenges to the officer's safety practices.
 6. What environmental hazards exist? Officers should pick the location for their traffic stops carefully. Officers should consider their own safety as well as the safety of the subject being stopped and the public at large. If a suspect stops in a poor location, the officer should use the PA system and instruct the violator to a better location for the stop.
 7. What are my strengths in this situation? The officer should review the totality of circumstances involved in the traffic stop. The officer should continuously allow him/herself to adapt to any changes in the scenario of the stop.
- B. As every situation differs, officers must remember that their actions must be reasonable in light of the circumstances that they find themselves. Although there are many proponents of extreme officer survival techniques, the simple truth is that an officer's chances of being killed during a traffic stop are significantly less than his/her chances of being killed in a traffic accident while on duty. FBI statistics indicated that a number of officers were killed in traffic accidents and traffic stop situations.
- C. The intent of this order is to encourage the officer to think in terms of officer safety while making motor vehicle stops, without over reacting.

II. VEHICLE STOP PROCEDURES

- A. The United States Supreme Court ruled that there must be a reasonable suspicion (probable cause) that the driver to be stopped has violated the laws governing the operation of motor vehicles or that the car or any of its occupants was subject to seizure or detention in connection with a violation of the law.
- B. The Court decided that a vehicle stop constituted a "seizure" within the meaning of the 4th and 14th amendments and must therefore meet the Constitutional Standard of reasonableness. Officers need to rely on the following safeguards generally used to establish the non-arbitrariness of motor vehicle stops:
 1. The existence of a warrant.
 2. Facts that establish probable cause.
 3. Reasons amounting to reasonable suspicion of criminal activity, equipment violations, etc.
- C. As such there are certain "standard" practices that should, if practical, be followed when conducting motor vehicle stops:
 1. The location for the stop should be well lit, straight and level. The police vehicle should be parked at an articulable safe distance behind the suspect vehicle with the police vehicle offset to the left approximately three to five feet to allow for a corridor of safety so that officer may conduct his/her business with the violator in reasonable safety.
 2. The actual traffic stop should be made in a location that will afford the officer the

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greatest safety available. If the violator stops in an unsafe position, the officer should use the public address system to instruct the driver to move to a safer location.

3. Dispatch should be advised of all traffic stops by the officer giving the following information:
 - a. First, the officer will provide their unit number and the location of the stop
 - b. Officer will wait for Dispatch to acknowledge
 - c. After Dispatch acknowledges, the officer will provide the license plate number of the violator's vehicle*
 - d. Dispatch will acknowledge receipt of all information

*If the violator's vehicle does not have plates, the officer will advise dispatch of the vehicle's color, make, model, body style, year and number of occupants, when possible.

4. If the stop is conducted at night, the officer should illuminate the interior of the suspect vehicle with the police vehicle's spotlight. This will allow the officer a better view of the interior of the vehicle and prevent the occupants of the vehicle from observing the officer's every move in the police car. If officers determine it is safe, they may deactivate Strobe lighting so as not to cause blindness to oncoming traffic.
5. If there is no indication of danger, the officer may approach the vehicle and engage the operator in conversation. When speaking with the operator, the officer should stand to the rear of the door post in such a manner to force the violator to look back at the officer. This forces the operator into an unnatural position and allows the officer greater time to react if something is not right. Officers should constantly be aware of the violators/passengers hands and it is strongly recommended that officers be able to see the hands of all persons in the vehicle at all times. In cases where there are rear seat passengers, the officer may want to call for additional units and stand behind the door post of the rear door while conducting his/her business or invert and stand to the front of the passenger door, looking towards the rear of the vehicle.
6. While watching the occupants of the vehicle, it is also important to be aware of the traffic situation around the motor vehicle stop. Officers must be cautious that they are not in the way of oncoming cars and must also be aware that they are responsible for the safety of the persons in the vehicle stopped. Members will request that violators stay seated within their vehicle for the safety of the persons within the vehicle stopped. It is strongly suggested that (barring extenuating circumstances) officers request that violators stay seated within their vehicle.
7. Approaching the Violator's Vehicle

The violator should never be allowed to approach the police car while the officer is still in it. If the violator exits his vehicle, the officer has several options:

- a. Exit the police car and order the violator to return to their vehicle, explaining they are safer seated inside, or to have them stand adjacent to the vehicle on a parkway and not re-enter their vehicle – not standing in the flow of traffic. Officers should request a backup officer to monitor the motorist if the motorist chooses to remain outside of the vehicle.
- b. Be aware of the possibility that the violator may be attempting to conceal something inside their vehicle.
- c. Be alert to any tactical advantage the violator may gain by being out of their vehicle.
- d. When speaking to a violator who does not return to their vehicle, instruct them to stand on the parkway or sidewalk out of the traffic flow and maintain

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a safe distance consistent with current training to keep the officer's weapon out of the violator's reach, with the officer's weapon angled away from them.

8. While walking alongside the violator's vehicle, the officer should be sure the trunk is closed tightly.
9. Upon completion of the traffic stop, the officer should assist the violator in a safe re-entry into the flow of traffic, if necessary.
10. Nothing in this General Order prohibits officers from approaching and speaking to the violator from the passenger side of that vehicle if circumstances warrant that action, i.e.: position in traffic of the violator's vehicle, tactical considerations, etc.

III. GUIDELINES FOR HIGH RISK TRAFFIC STOPS

- A. In cases where there is a known risk, officers will clearly want to alter their tactics according to the risk at hand. In situations where two or more vehicles are being utilized for the stop (a classic felony stop situation), the following procedures should be utilized. Once a suspect vehicle is observed, the officer should:
 1. Request as many backup units as possible to assist with the traffic stop.
 2. Provide dispatch and responding unit(s) with the following information:
 - a. Present location of the vehicle,
 - b. Direction of the vehicle,
 - c. Description of the vehicle, including registration plate, and
 - d. Number of visible occupants.
 3. Coordinate with the responding unit(s) a possible site for the traffic stop (including adjoining jurisdictions in some situations) and, if possible:
 - a. The location should be away from crowded areas,
 - b. Provide minimum escape routes should the offender attempt to flee on foot, and, and block traffic both oncoming and in the direction of travel if possible.
 - c. If at night, it should be well lit.
- B. When making the stop officers should:
 1. Unlock all squad doors and use the engine run lock out switch to allow the removal of the ignition key.
 2. Position the squad(s) at an extreme safe distance, recommended 30 feet or more, to the rear of the suspect vehicle. The second and additional squads should be to the left and/or right of the first unit, with enough space to allow first units doors to be open, and at an angle so that their headlights are aimed at the suspect vehicle.
 3. All responding squads who are directly behind the suspect's vehicle should turn their front tires all the way to the left, placing the tire at an angle to offer some degree of additional protection, or angle their squad to the left.
 4. Officers should attempt to position themselves in an area of cover to the rear of the squad or on a flank of the stopped vehicle if cover is available to allow for observation of the side of the stopped vehicle. Officers may position themselves in between the open driver's door and the body of the squad for concealment when other options are unavailable. The position used for verbal communication and surveillance should be chosen to maximize cover first and concealment second.
 5. The first officer on the traffic stop is usually the officer who will be in command of the scene, unless directed otherwise by a supervisor. Additional officers on the scene will assist the first officer as needed. The first officer will give simple commands to the occupants in the suspect vehicle:

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- a. Order all occupants to place their hands on top of their heads with their fingers interlocked.
 - b. Order the driver to use any hand to roll down his window, then continuing to use any hand, shut off the engine, remove the keys from the ignition, and place the keys on the roof of the vehicle.
 - c. The suspect(s) will then be ordered out of the car one at a time via the driver's side door(s) by giving simple commands:
 - 1) Place both hands through the open window, and using any hand, open the door using the outside latch.
 - 2) Step out of the vehicle, placing his hands high above his head and face towards the front of his car, on the side safest from traffic and tactically advantageous to the arrest team.
 - 3) Slowly have the suspect(s) make a complete turn keeping his hands high above his head, checking his waistband for weapons.
 - 4) When the suspect has completed his turn, he should be instructed to walk back towards the arrest team.
 - 5) When the suspect reaches a point behind cover, he should be ordered to stop and face away from the arrest team and be ordered into a kneeling or prone position, facing away from the officers.
 - 6) The backup officers/arrest team will handcuff the suspect and place him securely in a squad car or away from the scene. Suspects should be secured one at a time.
 - 7) This procedure will continue until all the visible occupants are out of the vehicle.
- C. Vehicle search after suspect(s) are in custody. A check must be made for any occupant(s) who may be hidden in the vehicle.
 1. The search should be conducted using the number of officers as a team consistent with the current training method.
 - a. Prior to the search team approaching the vehicle, they should check with flanking officers, if feasible, to determine if any further occupants are in the vehicle.
 - b. Search team officers should utilize a safe approach led by a shield officer from the rear of the suspect vehicle when practical.
 - c. Once the approach has been made, a thorough search for other occupants will be conducted.
 - d. If the vehicle is occupied, the search team will take additional occupant(s) into custody utilizing additional arrest teams as necessary.
 2. If the interior is not occupied, search the trunk using the following technique:
 - a. If feasible, one officer will pop the trunk from inside the vehicle or by using the key fob. A second officer standing to the side of the vehicle should hold the trunk lid to prevent it from suddenly opening completely. A third officer, from cover, should attempt to visually clear the trunk working with the officer positioned at the side of the vehicle. Use a shield if possible.
- D. Special high risk stop considerations:
 1. If the interior of the suspect vehicle is not clearly visible from the rear, the first officer may have the driver open doors or have the occupants roll down the windows of the vehicle to make the interior more visible.

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2. If the suspect vehicle is a van, the first officer may have the driver open the rear doors of the van as he walks backward past the doors and prior to being taken into custody.
 3. Extra caution must be used when searching the interior of a van or vehicle where the interior is not easily observed. Due to the differences in interior layouts, no set procedures can be given for searching such a vehicle. One possibility, however, is to keep the scene secured and request assistance from a canine unit from another jurisdiction.
- E. All situations are different and it is not possible in this order to discuss every possible motor vehicle stop scenario. The constants in each stop are that the officers must ensure their safety, the safety of the vehicle occupants, and the safety of any other persons in the area. Additionally, any use of force on the part of the officer must be consistent with departmental policy. It is important that officers understand that the majority of traffic stops will be conducted with little or no difficulty, however every situation is always an unknown situation until it is over and officers should remain alert, aware and professional at all times when conducting motor vehicle stops.

IV. PROTECTING CONSTITUTIONAL RIGHTS DURING TRAFFIC STOPS

As in all police and law enforcement actions, the constitutional rights of all citizens must be protected at all times. Stopping and searching citizens for traffic enforcement, or any other reason, based on race, ethnicity, or gender is illegal, unconstitutional, unprofessional and inconsistent with law enforcement values, ethics, and ideals. Bias has no place in law enforcement, and traffic stops must always be performed in a professional and fair manner. This applies to traffic stops made while on routine patrol, selective traffic enforcement assignments or proactive traffic enforcement operations. "Bias stops" will not be tolerated, and disciplinary procedures will be applied to the fullest extent against officers engaging in such behavior. Supervisors are responsible for monitoring traffic stop patterns and allegations of biased activity and taking appropriate corrective actions when such patterns and behavior are discovered. It is the responsibility of all Department members to establish and maintain an organizational culture that discourages and reports any form of biased behavior among members of this Department. Also refer to the General Order regarding profiling.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Confronting the Traffic Violator	Number GO 13.7	Revised Date Aug. 14, 2015	Effective Date May 1, 2015	Page 1 of 2
Index As: Traffic Violators			Approved By Frank Kaminski Chief of Police	

POLICY: The majority of motor vehicle stops involve ordinary citizens that have simply violated a traffic law. Although the intent of the stop is to take some level of enforcement action, the officer has a responsibility to ensure that the stop is carried out in a professional manner and in such a way to minimize anxiety and confrontation during the enforcement action.

I. OFFICER/VIOLATOR RELATIONS

- A. Officers should be aware that traffic enforcement can be an emotionally traumatic experience to the violator. Officers should strive to make each contact educational and to leave the violator with the impression that the officer has performed a necessary task in a professional and friendly manner. Once the vehicle is stopped in accordance with the appropriate procedures identified in the General Order regarding motor vehicle stops, the officer begins to interact with the violator.
- B. The officer should speak to the violator in a courteous manner, explain the reason for the stop, and request to see violator's driver's license and proof of insurance.
- C. Officers should be prepared to explain the following bond and court options depending on the nature of the violation(s):
 - 1. When the violator is eligible for a "Sign and Drive" signature bond per Court rules, the violator must sign the citation(s) as bond. If the violator refuses to sign or is ineligible, the violator's driver's license, recognizance bond (I-bond) or a valid bond card may be posted at the traffic stop location per Court rules.
 - 2. The violator's driver's license or a valid bond card may be posted at the traffic stop location per Court rules.
 - 3. A cash bond can be posted at our police station so the violator can be issued a receipt. The amount of the cash bond is per Court rules.
 - 4. The Court Diversion Program, which offers 3 options:
 - a. Pleading guilty with a conviction,
 - b. Pleading guilty and attending traffic safety school for court supervision, or
 - c. Requesting a court date through use of the envelope in the mail.
 - 5. When not eligible for Court Diversion, the explanation of payment and/or obtaining a court date for the citation(s) issued.
 - 6. The Compliance Program, which offers the violator an opportunity to correct the violation and pay a fine in lieu of a court appearance or a conviction on their driving record. For bond purposes, the violator signs the citation to acknowledge receipt of the citation.
 - 7. Mandatory Court Appearance. The violator will be issued a court date by the officer. The applicable traffic bond(s) still applies.
- D. The officer should present a professional image in dress, grooming, language, and emotional stability.
- E. Guidelines for interacting with argumentative violators. Occasionally the officer will encounter an individual who is angry and will attempt to argue with the officer regarding the violation or the enforcement action taken.

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1. It is extremely important that the officer maintain an outwardly calm professional composure. In no case should the officer become involved in an argument over the merits of the stop, or the enforcement action taken.
2. Some guidelines for communicating with angry citizens are as follows:
 - a. Be patient, calm and courteous, but maintain control of the situation.
 - b. Allow the citizen to calmly explain their side of the story, while maintaining professional objectivity.
3. Under no circumstances should officers become involved in any of the following types of behavior:
 - a. Rudeness or sarcasm
 - b. Officiousness or superiority
 - c. Loud, argumentative, or lecturing behavior
4. Above all, the officer should treat the offender as he/she would want to be treated if the situation was reversed.

II. PAPERWORK OR CITATION WRITING

- A. Make sure the violator and passenger(s) remain in their vehicle. If the violator or passenger(s) refuse to remain in the vehicle, order them to stand on the parkway or sidewalk and request a backup.
- B. The officer should periodically glance up from his paperwork to check on the violator(s) and the present situation.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Employee Parking	Number GO 13.8	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: employee parking			Approved By Frank Kaminski Chief of Police	

POLICY: The Department strictly regulates **permit-only** parking areas assigned for the exclusive use of City staff. Permit-only parking is a privilege not transferable to employees' friends/families. Non-compliance with this stricture can result in (1) a parking citation, (2) the towing of the vehicle, (3) disciplinary action, or a combination of these. Supervisors are responsible for monitoring parking in/around City Hall, to insure compliance.

I. REGISTRATION

- A. Members will be issued an employee parking permit only after the member has provided the Department with his/her vehicle's valid vehicle license registration information, i.e. state registration and, as required, registration from the city, village, town, or unincorporated area in which the member resides.
- B. Members will affix the parking permit to their vehicle according to the instructions, so that the permit is visible from the parking aisle.
- C. Parking permits are not transferable, and are valid only on the vehicle that they are registered to. In the event a member has to use a different vehicle on a particular day, the vehicle may be parked in the designated area. However, the member must notify Post 1.
- D. Members will not be issued a permit unless their vehicle is used for daily transportation to and from work.

II. REGULATION

- A. Personal vehicles will be parked in designated employee locations for on-duty personnel. Personal vehicles will have appropriate city lot permit displayed.
- B. Employee parking areas may not be used as off-street parking for, or to store, a business or personal vehicle.
- C. Vehicles too large to permit the parking of cars in marked parking spaces adjacent to them are prohibited from using the lot.

III. OVERFLOW PARKING

On occasion there may be a lack of available parking space. To accommodate those additional parking needs, employees may park on the street on Courtland or Vine adjacent to Hodges Park.

IV. STORED VEHICLES

A vehicle properly registered and parked in the designated lot, but not having been moved for a period in excess of five days, will be considered a "Stored Vehicle." Stored-vehicle incidents will be brought to the attention of the Chief of Police. Such notification will be in the form of an Interdepartmental Memorandum from the supervisor who makes the observation, detailing the dates in question, the vehicle, its permit number, and the registered owner. Disposition of such reported incidents will be determined by the Chief of Police.

V. ENFORCEMENT

Members are not exempt from city ordinance parking regulations and restrictions on or off-duty. Any parking ticket incurred by a member will be the responsibility of the member. The only exception is when lot parking is at capacity and members are required to park on the street on Vine or Courtland adjacent to Hodges Park.

Subject: Employee Parking	Number GO 13.8	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink, reading "Frank Kaminski", written over a horizontal line.

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Vehicular Lock-Out Requests	Number GO 13.9	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Lock-Outs, Vehicular Lock-Outs			Approved By Frank Kaminski Chief of Police	

POLICY: Units will be dispatched to assist motorists locked out of their vehicles only if an emergency situation exists. Generally, the Department will not handle these requests, and refers the caller to a private agency.

I. PROCEDURES

- A. Vehicle lockouts will only be assigned on vehicles located within the boundaries of the City of Park Ridge.
- B. Whenever possible, vehicle lockouts will be assigned to a community service officer. If a community service officer is not available, the vehicle lockout may be assigned to a patrol officer.
- C. Generally vehicle lockouts will NOT be performed. Exceptions are:
 - 1. If a child is inside the locked vehicle,
 - 2. If the vehicle is running, and/or
 - 3. If the communications officer or watch supervisor determines that the situation warrants an immediate response.
- D. If it is necessary to delay a response to a lockout, the communications officer will attempt to give the person requesting assistance a time frame or get a call back number to advise the victim when an officer is available.
- E. To minimize the possibility of injuries, officers attempting vehicle lockout should wear safety glasses.
- F. Request to Gain Entry Form
 - 1. Before attempting to gain entry to a vehicle the officer responding will have the owner or person in control of the vehicle sign a Request to Gain Entry form while advising them that the attempt to gain entry could cause damage to the vehicle.
 - 2. If in the opinion of the officer, the delay caused by getting the release form filled out is likely to result in a dangerous situation or injury, the officer may proceed to do the lockout with a verbal warning to the owner or person in control of the vehicle.
 - 3. The Request to Gain Entry form will contain the printed name and signature of the owner or person in control of the vehicle, the license number of the vehicle, date and incident number, location, and badge/star number of the officer.
 - 4. Request to Gain Entry forms will be turned in to the watch supervisor for normal report processing.
 - 5. If the attempt to gain entry does cause damage to the vehicle, the officer will complete a General Case Report describing the damage and attach the signed Request to Gain Entry form.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Towing	Number GO 13.10	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: Stolen Vehicles Towed, Towing Procedures			Approved By Frank Kaminski Chief of Police	

POLICY: The Park Ridge Police Department utilizes a contracted company to tow vehicles for various situations set forth in this order. This General Order serves to provide guidelines and procedures when towing vehicles.

I. RECORD OF VEHICLE TOW

- A. A Tow Report will be completed any time a vehicle is towed due to the following reasons:
 - 1. Arrest,
 - 2. Traffic hazard,
 - 3. Recovered stolen vehicle,
 - 4. Abandoned vehicle,
 - 5. Illegally parked as authorized by signage,
 - 6. Criminal or traffic accident investigation when the vehicle has evidentiary value,
 - 7. City-requested vehicle relocates from public property (as authorized),
 - 8. Towing without notice (Park Ridge Municipal Code 13-10-3),
 - 9. In accordance with immobilization "booting" policy, and
 - 10. A police-ordered tow.
- B. The vehicle's VIN number should be verified and run through LEADS and NCIC before towing the vehicle. The license plate should also be run, if available. Additionally, the officer should visually check the interior of the vehicle to ensure no one is inside the vehicle and there is nothing unusual in or around the vehicle.
- C. The Tow Report must be concise listing the following information:
 - 1. Time, date and location
 - 2. Complete description of vehicle (i.e. year/make/license/condition/VIN)
 - 3. Narrative stating reason for the tow
 - 4. Disposition (can the vehicle be released, what are the conditions of release)
 - 5. Vehicle owner information
 - 6. Notification of or attempt(s) made to notify registered owner(s), if necessary
 - 7. Officer who towed the vehicle
 - 8. Mileage, if the vehicle is to be seized
 - 9. Location of where vehicle will be towed
 - 10. Complaint number
- D. Completed Tow Reports will be distributed according to the specifications listed at the bottom of the report. If the vehicle is towed to the police lot, both the Records and towing service copies should be forwarded to the Records Bureau along with any tow bill.
- E. Copies of electronically-generated reports will be given to the Department's contracted tow service and to Post 1 if it needs to be entered into LEADS.
- F. The vehicle will be released from the place of storage when proof of ownership is supplied and any towing and storage charges have been paid. The person receiving the vehicle must also sign the white copy of the Tow Report in the appropriate place. If the vehicle is being

Subject: Towing	Number GO 13.10	Revised Date	Effective Date May 1, 2015	Page 2 of 3
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released from the police station, one copy of the tow bill should be dated and stapled to the payment. The other copy goes to the owner as his receipt. It should be dated, initialed, and marked paid. A separate City of Park Ridge receipt should be completed in triplicate for the current daily storage charge. The original storage receipt goes to the owner of the vehicle and the third copy should be attached to the Tow Report. All money for towing and storage should be taken to the cashier during business hours or, after hours, put in the drop safe located in the Report Room.

- G. Notice letter of vehicle towed/impounded
 - 1. Cause for sending a letter of impoundment is delineated within Section II.
 - 2. Letter should be sent via U.S. certified mail to any registered owner within 24 hours of the tow.
 - 3. Letter should include description of vehicle, location of impound yard, and impound yard contact information.
 - 4. Letter should note consequences of not claiming the vehicle within 10 days.

II. REMOVAL AND TOWING OF VEHICLES

- A. Generally, abandoned autos on private property, unless stolen or hazardous, are the responsibility of the property owner to remove. Those property owners holding a valid contract for private traffic and parking enforcement may receive assistance from the City in removing abandoned vehicles at the discretion of the Chief of Police or his designee. A vehicle located on private property that impedes the ingress or egress of the resident may, with the approval of a watch supervisor, be removed by the police.
- B. Vehicles not falling into the abandoned vehicle category will be handled as follows:
 - 1. Traffic hazard. If an immediate traffic hazard exists and the owner cannot be located immediately, the officer shall seek approval from the watch commander to post a notice of tow on the vehicle and contact the towing company to tow the vehicle.
 - a. The officer should stay with the vehicle until it is removed and issue the appropriate citation(s). A check should be made on the state license and VIN for possible stolen.
 - b. After the vehicle has been towed, the Tow Report will be forwarded to the abandoned auto supervisor who will be responsible for sending a notice letter of vehicle towed/impoundment to the registered owner of the vehicle advising the owner how the vehicle can be claimed.
 - c. Vehicle will be entered into LEADS.
 - 2. Driver in custody. If the driver of the vehicle is in custody, the officer will take one of the three following steps to either tow or maintain the security of the vehicle (unless it is needed for evidentiary value, in which case it shall be towed to a secure location). If the vehicle is towed pursuant to the General Order regarding Administrative Tow Procedure, the officer will advise the driver on how to claim the vehicle.
 - a. If the vehicle is legally parked, with the driver's consent, it shall be locked and secured on the scene.
 - b. If the owner or other licensed driver with the consent of the owner arrives at the location of the vehicle prior to the vehicle being towed, the vehicle shall be released to the owner or other person, provided that person may lawfully drive the vehicle.
 - c. Vehicle will be towed and a vehicle inventory shall be performed pursuant to Section III. Vehicle will be entered into LEADS.
 - 3. Stolen auto. If the vehicle in question is stolen, the officer will take the necessary steps to impound/cause the vehicle to be moved to a place of safety. Notification will be made to the reporting agency to determine if the vehicle needs to be held and so

Subject: Towing	Number GO 13.10	Revised Date	Effective Date May 1, 2015	Page 3 of 3
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notification can be made to the owner on claiming the vehicle.

4. Vehicle parked in tow zone/snow route. If a vehicle is illegally parked in a tow zone, the officer shall seek approval from the watch commander to post notice of tow on the vehicle and then contact the towing company to tow the vehicle. The appropriate citation(s) will be issued. Post 1 will enter the vehicle into LEADS as being towed. A copy of the Tow Report will be forwarded to the abandoned auto supervisor who will be responsible for sending a notice letter of vehicle towed/impoundment to the registered owner of the vehicle advising how the vehicle can be claimed.
 5. City-requested vehicle relocates from public property. Other City Departments, i.e. Public Works, may request vehicles to be relocated due to certain official business (street repairs, etc.). Officer will attempt to notify the registered owner(s) of the relocate and the location the vehicle was moved to. Post 1 personnel will log the relocate in the Red Book. Before relocating, the requesting City Department must determine authorization and who is responsible for the tow fees.
- C. An Administrative Hearing may be requested by the registered owner of a vehicle that has been towed by this Department. The Administrative Hearing may be subject to review the merits of the tow and to determine as to whether the vehicle owner is responsible for the towing charges.

III. VEHICLE INVENTORY

- A. To ensure the safeguarding of property and departmental integrity of criminal or traffic arrests (except when the vehicle is to be processed at a later time by a forensic technician for evidentiary value), the following procedures will be adhered to:
1. All containers, boxes, bags, etc. whether open or closed, will be searched for property of substantial value that will require an inventory log on a supplemental report.
 2. Glove compartments, consoles, and trunks of vehicles, either open or closed, shall be searched for property of substantial value which will require an inventory log on a supplemental report.
- B. Any contraband that is discovered while the inventory search is being conducted will be inventoried and recorded on a Property Custody report and handled in accordance with established departmental procedures for handling evidence.
- C. Any items of substantial value that are recorded on the inventory log will be secured and locked in the trunk of the towed vehicle. A reasonable request by the driver or owner of the vehicle for small items of value to be brought to the station for safekeeping will be granted, and items will be documented on the inventory log.

IV. VEHICLE STORAGE

- A. All towed vehicles should be taken to the department's contracted towing service facilities except:
1. Those used in the commission of a crime and having evidentiary value.
 2. Those that require a mechanical check such as in the case of a fatal accident.
 3. Only these exceptions should be towed to the Police Department, a firehouse, the Public Works Garage, or other location for impoundment or inspection upon supervisory approval.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Bail Bond Certificate Companies & Electronic Insurance Cards	Number GO 13.11	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Bail Bond Certificates, Bonding Companies, Electronic Insurance Cards			Approved By Frank Kaminski Chief of Police	

POLICY: The Circuit Court of Cook County approves certain bail bond certificates for use as bond for routine traffic violations. The list of approved certificates is periodically updated by the Court and distributed to police departments. A current list of approved bond cards will be located in the Report Room and at Post 1 at all times. A Special Order will be published by Administrative Services when a new list is received. Additionally, the State of Illinois requires law enforcement officers to accept electronic versions of proof of insurance, pursuant to 625 ILCS 5/7-602. Guidelines for that procedure are outlined in this order.

I. ACCEPTED BAIL BOND CERTIFICATES

Motorists posting a bail bond certificate as bail under Rule 13.4(C.) of the Circuit Court of Cook County, Illinois, will not be required to accompany the arresting officer to the police station, but may post the bail bond certificate with the arresting officer at the time and place of arrest, as is done in the case of a driver's license posted in lieu of bail.

II. EXCEPTION - CHICAGO TRANSIT AUTHORITY (CTA)

Chicago Transit Authority drivers in the course of their driving duties will be allowed to surrender their CTA Memorandum Card (Form CTA 3283 Rev. 8-55) in lieu of bail for all traffic violations except violations of Section 11-501 (driving under the influence) and Section 11-503 (reckless driving) of the Motor Vehicle Code. Upon surrendering his/her Memorandum Card, the driver will be permitted to proceed with his/her duties and will not be required to accompany the arresting officer to the police station.

III. ELECTRONIC INSURANCE CARDS

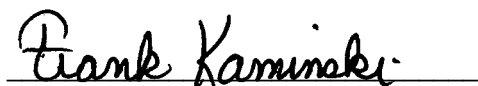
Pursuant to 625 ILCS 5/7-602, law enforcement officers in the State of Illinois are required to accept electronic versions of proof of insurance. This change in law presents a number of issues for officers to consider when conducting traffic stops or completing crash reports:

- A. Officers will be required to take possession of the motorist's cell phone or electronic device. That being said, officer safety is the priority. If an officer must drop the device to protect themselves from harm, they will be immune from liability. Should a device be damaged arising out of these circumstance, officers must be able to articulate their reasons for dropping the device. Although the statute makes officers immune from liability resulting from any damage, officers are reminded to carefully handle these devices.
- B. Officers are also reminded of the need for increased diligence with the recognition of cell phones as it pertains to officer safety. Phones have been mistaken in the past for weapons and this statute could cause motorists to extend their hand with the phone as they attempt to surrender it to the officer.
- C. Officers are cautioned that the statute does not grant them the authority to access any other content of the phone or device while in their possession. Members are prohibited from accessing any content, other than the accepted insurance information, on a phone or device while in their possession for reasons arising out of this statute.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of


Frank Kaminski

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Administrative Towing	Number GO 13.12	Revised Date	Effective Date May 1, 2015	Page 1 of 4
Index As: Admin tow			Approved By Frank Kaminski Chief of Police	

POLICY: It is the policy of the Park Ridge Police Department that a motor vehicle, operated with the permission, expressed or implied, of the owner of record that is used in connection with violations listed in 13-23 of the City of Park Ridge Municipal Code may be subject to seizure and impoundment. The owner of record of vehicle in hold shall be liable to the City of Park Ridge for an administrative penalty, in addition to any subsequent towing and storage fees. The purpose of this order is to provide direction for seizure and impoundment of vehicles, pursuant to sections 13-23-1 through 13-23-5 of the City of Park Ridge Municipal Code.

I. DEFINITIONS

- A. Owner: a person who holds legal title to a vehicle, or has immediate right of possession as defined by Illinois Compiled Statutes (ILCS) or the City of Park Ridge Municipal Code.
- B. Vehicle: any "motor vehicle" as defined by ILCS or the City of Park Ridge Municipal Code.

II. IMPOUNDING AND TOWING OF MOTOR VEHICLES USED IN CONNECTION WITH ILLEGAL ACTIVITIES SUBJECT TO 13-23 OF THE CITY OF PARK RIDGE MUNICIPAL CODE

- A. Whenever a police officer has probable cause to believe that a vehicle is subject to seizure and impoundment pursuant to Section 13-23, the police officer shall provide for the towing of the vehicle to a facility authorized by the City. Vehicles shall not be seized under this procedure when held for evidence in conjunction with a felony or when being held, pending forfeiture proceeding. Notwithstanding this prohibition, such seizures (evidence, forfeiture), may be amended to allow for seizure pursuant to 13-23.
- B. A motor vehicle, operated with the permission, expressed or implied, of the owner of record, that is used in connection with the following violations may be subject to seizure and impoundment by the City, and the owner of record of said vehicle shall be liable to the City of Park Ridge for administrative penalty in the amount of \$500.00. In addition to any fine imposed, the owner of record shall also be liable for any towing and storage fees incurred.
 - 1. Driving under the influence (DUI) – 625 ILCS 5/11-501
 - 2. Driving while suspended or revoked – 625 ILCS 5/6-303, this section shall not apply if:

The suspension was imposed due to a violation of section 13B-55, 13C-55 of the Illinois Vehicle Code; if suspension was imposed pursuant to section 6-306.5 of the Illinois Vehicle Code (625 ILCS 5/6-306.5) and/or Section 13-20-3 of the Park Ridge Municipal Code.
 - 3. Drag Racing – 625 ILCS 5/11-504
- C. Before or at the time the vehicle is towed, the police officer shall notify any person identifying himself as the owner of the vehicle, or any person who is found to be in control of the vehicle at the time of the alleged violation, of the fact of the seizure and of the vehicle owner's right to a vehicle impoundment hearing to be conducted under this section. If the owner or other licensed driver with the consent of the owner arrives at the location of the vehicle prior to the vehicle being towed, the vehicle shall be released to the owner or other person, provided that person may lawfully drive the vehicle.
- D. The police officer shall complete a Vehicle Tow report and attempt to contact the vehicle owner during his/her tour of duty. Officer will include their action (ability to make contact) in the narrative of the tow report, as well as note that the vehicle is subject to administrative

Subject: Administrative Towing	Number GO 13.12	Revised Date	Effective Date May 1, 2015	Page 2 of 4
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towing seizure and place a hold on such report.

- E. When an officer completes a tow report, the report will be forwarded to Post One personnel to be entered into LEADS. A copy of the entry information and pertinent tow information will be maintained at the Post One desk.

III. ADMINISTRATIVE HEARING (Park Ridge Municipal Code 13-23-5)

- A. Within 5 business days after a vehicle is seized and impounded pursuant to Sections 13-23-2 through 13-23-4 of this Code, the City shall notify by certified mail the owner of record of the seizure and impoundment of the vehicle, the penalty assessed, and of his or her right to request a hearing before the Administrative Hearing Officer, or his or her designee, in accordance with the City's Administrative Adjudication System to challenge whether a violation of this Code for which seizure and impoundment applies has occurred pursuant to this Chapter. The notice shall state the penalties that may be imposed if a hearing is not requested, including that a vehicle not released by cash bond and remaining in the City pound may be sold or disposed of by the City in accordance with applicable law.
- B. The owner of record seeking a hearing must file a written request for a hearing with the Administrative Hearing Officer no later than 10 business days after the notice was mailed to the owner of record. The date of the hearing must not be more than 15 days after a request for a hearing has been filed or at another agreed upon date. Hearings are to be conducted in accordance with Sections 20-6-1 *et seq.* of the Park Ridge Municipal Code. To the extent that there is a conflict between Sections 20-6-1 *et seq.* and this Chapter, this Chapter shall prevail.
- C. If, after the hearing, the Administrative Hearing Officer determines by a preponderance of the evidence that the vehicle was used in the violation of any applicable provision of this Chapter, the Administrative Hearing Officer shall enter an order finding the owner of record civilly liable to the City for the amount of the administrative penalty of \$500.00. If, after a hearing, the Administrative Hearing Officer determines by the preponderance of the evidence that the vehicle was not used in the violation of this City Code, the Administrative Hearing Officer shall enter an order finding for the owner of record and for the return of the vehicle or cash bond.
- D. If a request for a hearing is not made within 10 business days of the notice being mailed to the owner of record, the vehicle shall be deemed abandoned and shall be disposed of in the manner provided by law for the disposition of abandoned vehicles. The vehicle shall not be released to the owner of record until the penalty of \$500.00 is paid to the City, and only after the applicable towing and storage fees have been paid to the towing agent.
- E. If the owner of record requests a hearing but fails to appear at the hearing, or fails to request a hearing in a timely manner, the owner of record shall be deemed to have waived his or her right to a hearing and the Administrative Hearing Officer shall enter a default order in favor of the City in the amount of the administrative penalty prescribed for the violation, plus towing and storage fees. However, if the owner of record pays such penalty and the vehicle is returned to the owner of record, no default order need be entered if the owner of record is informed of his or her right to a hearing and signs a written waiver. Once the waiver is signed and the penalty and any applicable towing and storage fees are paid, the seized vehicle will be released.
- F. If a bond in the amount of \$500.00 is posted with the Police Department, the impounded vehicle shall be released to the owner of record. Such posting will require an Administrative Adjudication Bond Receipt to be completed and dispersed as required. If a \$500.00 penalty is imposed under this Section, the \$500.00 bond shall be forfeited to the City; however, in the event a violation is not proven by a preponderance of the evidence, the \$500.00 bond will be returned to the person posting the bond. The City shall hold all bond money posted pursuant to this Section until the Administrative Hearing Officer issues a decision, or, if there is a judicial review, until the circuit court issues its decision.
- G. An administrative penalty, plus towing and storage fees, imposed pursuant to this section

Subject: Administrative Towing	Number GO 13.12	Revised Date	Effective Date May 1, 2015	Page 3 of 4
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shall constitute a debt due to the City, which may be enforced pursuant to 20-6-1 *et seq.* or in any other manner provided by law. Any cash bond posted pursuant to this Section shall be applied to the penalty. Except as provided otherwise in this section, a vehicle shall continue to be impounded until (1) the administrative penalty, plus any applicable towing and storage fees, is paid to the City, in which case possession of the vehicle shall be given to the person who is legally entitled to possess the vehicle, or (2) the vehicle is sold or otherwise disposed of to satisfy a judgment or enforce a lien as provided by law.

- H. Any motor vehicle that is not reclaimed within 30 days after the expiration of the time during which the owner of record may seek judicial review of the City's action under this section, or, if judicial review is sought, the time at which a final judgment is rendered in favor of the City, or the time a final administrative decision is rendered against an owner of record who is in default, may be disposed of as an unclaimed vehicle as provided by law; provided, however, that where proceedings have been instituted under state or federal drug asset forfeiture laws, the vehicle may not be disposed of by the City except as consistent with those proceedings.
- I. Fees for towing and storage of vehicles under this Chapter shall be the same as those charged for other Police Department tows.

IV. RELEASE OF IMPOUNDED VEHICLES REQUIREMENTS

The on-duty watch supervisor will handle the Admin Tow release process. The following criteria will be met prior to release of impounded vehicle:

- A. Owner or agent must show photo identification (driver's license, state ID, passport, or other governmental issued identification). If the owner of the vehicle or the driver of the vehicle does not have a valid driver's license, they must have a licensed driver sign the release along with the owner and put their driver's license number on the release.
- B. Vehicle registration or title to vehicle (releasing personnel shall check LEADS in order to verify the owner).
- C. Owner or agent must show valid insurance card for the vehicle (for citations related to mandatory insurance requirements).
- D. Motorists charged with the offense of DRIVING UNDER THE INFLUENCE must wait a period of at least 12 hours after the time of arrest, except if:
 - 1. The person charged did not own the vehicle and the lawful owner requesting the vehicle release possesses a valid driver's license, proof of insurance, and would not indicate a lack of ability to operate a vehicle in a safe manner (625 ILCS 5/4-203 (e)(1)).
 - 2. The vehicle is owned by the person charged and the person gives permission to another person to operate such vehicle, provided that the other person possesses a valid driver's license, proof of insurance and would not indicate a lack of ability to operate a vehicle in a safe manner (625 ILCS 5/4-203(e)(2)).
- E. Owner or agent must pay the administrative penalty at the Police Department, sign the Administrative Tow Procedure and Release Form, and pay the towing and storage fees to the towing facility. Alternatively, the owner or agent must post a bond in the amount of \$500.00, sign the Release Form, and pay the towing and storage fees to the towing facility. In that case, the owner must appear at a hearing before the Administrative Hearing Officer to contest whether a violation of this Code for which the seizure and impoundment has occurred pursuant to the Code. A Request for Hearing Form should be completed and the matter should be set for the next regularly scheduled Administrative Adjudication Hearing date if it is within 15 days of the request for hearing. If the next regularly scheduled Administrative Adjudication Hearing date is more than 15 days, arrangements will need to be made for a hearing date if the owner or agent does not agree to set the matter for the next regularly scheduled Administrative Adjudication Hearing date that is more than 15 days after the request for a hearing.

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V. RELEASE OF IMPOUNDED VEHICLES

Once all the documents related to the impounded vehicle have been inspected, payment has been received and the release of the vehicle has been authorized, a telephone call shall be placed to the respective towing agency for the vehicle's release upon payment of fees to that agency at their facility.

Payment of the administrative fee from the owner/agent of the vehicle will be accepted at the City Hall cashier during normal business hours. Cash, money orders, cashier's checks, and credit cards (Visa, MasterCard, and Discover) will be accepted. After normal business hours, the on-duty watch supervisor will accept payments in the same aforementioned manner, excluding credit cards. Upon receiving payment, a receipt and paperwork authorizing release of the vehicle from the appropriate tow company will be provided to the owner/agent of the vehicle.

Desk personnel will update towing files maintained at Post 1, LEADS entry will be removed from the system, and a supplemental report shall be completed with all pertinent release information and LEADS information.

In addition, within five business days after the seizure, a notice will be sent, via certified mail, to the owner of the tow. The notice will advise the owner of the right to request a hearing. This notice should be sent regardless of whether the owner waived his/her right to a hearing on the Release Form.

Records personnel shall maintain a copy of all documents pertaining to impounded vehicles.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Driving Under the Influence Enforcement, Processing and Implied Consent	Number GO 13.13	Revised Date	Effective Date May 1, 2015	Page 1 of 9
Index As: blood test, breath test, driving under the influence, DUI, implied consent, urine test			Approved By Frank Kaminski Chief of Police	

POLICY Driving under the influence of drugs or alcohol is a major problem in our society. The department will maintain strict enforcement efforts in reference to these violations and make enforcement a priority.

I. PURPOSE

- A. To identify driving under the influence enforcement as a department priority.
- B. This General Order establishes procedures to be followed in:
 - 1. Enforcement action on the charge of driving under the influence of alcohol, other drug, or combination thereof (Illinois Compiled Statutes, Chapter 625, Section 5/11-501).
 - 2. Implementing the provisions of the Implied Consent Law (Illinois Compiled Statutes, Chapter 625, Section 5/11-501.1).
 - 3. Implementing provisions for conducting chemical and other tests (Illinois Compiled Statutes, Chapter 625, Section 5/11-501.2).
- C. The procedures to be followed below are in addition to all applicable orders or policies on processing arrested persons.

II. PROCEDURES

- A. Use of Preliminary Breath Test (PBT) Device
 - 1. If an officer has reasonable suspicion to believe a person is violating Illinois Compiled Statutes 625, 5/11-501, they may request the person to provide a sample of his/her breath for a preliminary breath screening test using a portable device approved by the Department of State Police.
 - 2. When a driver is involved in an accident resulting in personal injury or a fatality, a PBT device may be used for the purpose of determining the content of alcohol of such driver's blood OR the driver may be given a chemical test of blood, breath or urine for the purpose of determining the content of alcohol, other drug or drugs, or intoxicating compound or compounds of such driver's blood, if arrested as evidenced by issuance of a Uniform Traffic Ticket for any violation of the Illinois Vehicle Code or similar provision of a local ordinance, except for equipment violations. A urine test may be administered even after a blood or breath test or both has been administered (Illinois Compiled Statutes 625, 5/11-501.6)
 - 3. Only PBT devices owned by the Park Ridge Police Department or other police agency may be used.
- B. Arrest
 - 1. After probable cause has been established, place the subject under arrest for driving under the influence in violation of the Illinois Compiled Statutes, Chapter 625, Section 5/11-501a (use State's Attorney court call).
 - 2. If the arrestee is a juvenile, the juvenile subject shall be charged and prosecuted the same as an adult.
 - a. All citations will be processed in the usual manner.

Subject: DUI	Number GO 13.13	Revised Date	Effective Date May 1, 2015	Page 2 of 9
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- b. Juveniles will not be detained in a Detention Center for traffic violations alone. These cases are to be resolved by:
 - 1) Securing bond from the juvenile's parent or guardian
 - 2) Issuance of a notice to appear
 - 3) An "I" bond or "Personal Recognizance Bond" may be issued as provided under Supreme Court Rule 556, paragraph D (Does not apply in all counties).
 - 3. This is a custodial arrest situation. The arresting officer shall not allow the arrestee or intended arrestee to drive a motor vehicle. The officer shall secure the arrestee's vehicle in any of the following manner:
 - a. Towing the vehicle in accordance with department policies. (See the General Orders regarding towing and Administrative Tow Procedure).
 - b. Leaving the vehicle legally parked, and if possible, locked.
 - c. Releasing the vehicle to a person of arrestee's choice.
 - d. The watch supervisor may authorize another alternative.
 - 4. Complete the driving under the influence citation.
- C. Request the subject to submit to a test or tests
 - 1. The arresting officer will read to the arrestee the Warning to Motorist statement, and give to the arrestee his copy regarding the suspension of his driving privileges should:
 - a. He refuse to submit to a chemical test,
 - b. The test disclose a blood alcohol concentration of 0.08 or more, or
 - c. Any amount of a drug, controlled substance or compound resulting from the unlawful use or consumption of cannabis or a controlled substance, be detected in such person's blood or urine.
 - 2. The arresting officer will fill out the Warning to Motorist form completely and distribute as indicated on the form.
 - 3. The Implied Consent Statute does not apply on private property.
 - 4. Following the above warning, the arrested subject will be requested to submit to a test or tests. Test or tests to be requested are as follows:
 - a. Breath test - submission to a breath test will be requested unless:
 - 1) Transporting the arrested subject to an instrument location is impractical due to his physical condition,
 - 2) No instrument or operator is readily available, or
 - 3) At the time of arrest there is reason to believe that the arrested subject is under the influence of drugs or a combination of drugs and alcohol.
 - b. Blood test - with the approval of the watch supervisor, submission to a blood test will be requested:
 - 1) When submission to a breath test is not requested for reasons as stated in subparagraph a.,
 - 2) In addition to the completion of a breath test, when the results obtained lead to the presumption that the arrested subject is under the influence of drugs or a combination of alcohol and drugs, and

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- 3) In all cases involving a driving under the influence arrest in conjunction with a fatal traffic accident investigation.
- c. Urine test – The Department of State Police discourages sole reliance on urine samples and prefers that a urine sample accompany a blood sample for comparison screening.
 - 1) If only alcohol is suspected, then the offender should be asked to take a breath test. If for some reason (like broken ribs or a respiratory infection) the offender can't take a breath test, the offender should submit to a blood test at the hospital. If a blood test can't be done, a urine test can be taken. This sample can be taken at the police station (sample taken from a second emptying of the bladder at least thirty (30) minutes after the first emptying of the bladder).
 - 2) If a combination of alcohol and drugs are suspected where a breath test can't be administered, then blood and urine test samples should be taken at the hospital. If a breath test is completed and it reveals a BAC lower than 0.08, then a urine sample can be taken at the police station (sample taken from the first emptying of the bladder).
 - 3) If DUI/drugs is suspected, then a urine sample can be collected at the police station (sample taken from the first emptying of the bladder).
5. Submission to test
 - a. If the arrested subject agrees to submit, the arresting officer will make arrangements for the appropriate test or tests.
 - b. If the arrested subject refuses to submit following the initial request, no subsequent requests will be made; however, the subject may be permitted to submit to and complete the test or tests if the subject voluntarily reverses his initial decision within a reasonable time period. The existing circumstances will determine the time period that is reasonable.
6. Recording of test(s) or refusals in the Chemical Test Log Book.
 - a. The arresting officer shall enter in the Chemical Test Log Book any chemical test refusal or any blood and/or urine test required.
 - b. The breath analysis instrument operator shall enter the results of a breath test in the Chemical Test Log Book, and give the test record card to the arresting officer.
- D. Conducting tests
 1. Breath tests
 - a. Breath tests must be conducted by a licensed breath analysis instrument operator, in accordance with Department of State Police Rules.
 - b. All information recorded on the test record card will be entered by the breath analysis instrument operator.
 - c. If necessary, the breath analysis instrument operator will appear in court upon being notified to do so.
 2. Blood tests
 - a. Blood samples shall be collected only by a physician licensed to practice medicine, by a registered nurse, or by a trained phlebotomist acting under the direction of a licensed physician, in accordance with Illinois Department of State Police Rules.

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- b. Two (2) vials of blood shall be collected and inventoried as evidence. The property custody report shall include the following information:
 - 1) Collecting facility,
 - 2) Collecting attendant,
 - 3) Collecting time and date, and
 - 4) Any known or suspected drug(s) to be searched for during the analysis, including alcohol.
 - c. Blood sample collection shall be witnessed by a police officer, preferably the arresting officer, in such a manner that he may testify in court as to the source of the sample.
 - d. The officer who witnesses the test must affix his signature and star number on each of the two (2) blood samples by completing and affixing a label on each of the two (2) blood sample vials.
 - e. The arresting officer will make a copy of the evidence impound sheet listing the blood kit and send the copy to the Finance Department Accounts Payable.
 - 3. Urine tests
 - a. Urine samples shall be collected under the same environmental conditions as blood samples, in accordance with Illinois Department of State Police Rules.
 - b. Police Department members will follow the procedure listed below when collecting urine at the police station.
 - 1) Only Illinois State approved DUI test kits will be used. They are marked as BU-21L. They will be located in the cabinet outside of the booking room, along with sealed sterile containers for the collection of the urine. The urine sample shall be collected and inventoried in two (2) containers of at least 15 ml. (1/2 oz. each).
 - 2) The collection process will be administered in the presence of the arresting officer, another officer, or agency employee who can authenticate the sample. The officer or the representative must be of the same sex as the subject undergoing sampling.
 - 3) Officers should follow the instructions on the DUI Laboratory Analysis Report, the FDA insert, and the Important Note. All information requested should be filled out and samples properly sealed, labeled, and packaged.
 - 4) A Property Custody and a Lab Request form should be filled out. The sample should be placed in the evidence refrigerator.
 - c. When the urine is collected at the hospital, officers shall follow the procedure listed below:
 - 1) The collection of all urine samples will be witnessed by a police officer of the same sex as the arrestee.
 - 2) In the event the arrestee is a female and no female officer is available, a police matron may be utilized for this purpose.
 - 3) Only Illinois State approved DUI test kits will be used. They are marked BU-21L. The urine sample shall be collected and inventoried in two (2) containers of at least 15 ml. (1/2 oz. each).
 - 4) The property custody report shall include the following information:

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- a) Collecting facility,
 - b) Collecting attendant,
 - c) Collecting time, and
 - d) Any known or suspected drug(s) to be searched for during the analysis, including alcohol.
 - 5) A Lab Request Form should be filled out. The sample should then be placed in the evidence refrigerator.
- 4. Additional tests
 - a. Tested persons requesting an additional chemical test, at their own expense, will be assisted in locating a nearby facility providing such test.
 - b. Transportation will be provided to obtain an additional test at a nearby facility.
 - c. The provisions of a. and b. will be applicable only if the request for an additional test is made prior to incarceration or release on bond.
 - d. Police are NOT required by law to notify the arrestee of his right to additional testing and transport to the testing facility.
- E. Law Enforcement Sworn Report
 - 1. The Law Enforcement Sworn Report does not apply to DUI arrests on private property.
 - 2. If the arrestee refuses to submit to a test(s) as requested, or if his blood alcohol level is 0.08 or more, or if any amount of a drug, controlled substance or compound, resulting from the unlawful use or consumption of cannabis and/or a controlled substance is detected in such person's blood or urine, the arresting officer will fill out the Law Enforcement Sworn Report attached to the Warning to Motorist form. After filling out the front of the report completely and signing it, the arresting officer will turn to the motorist's copy, turn it over, and fill out the reverse in the area marked receipt to drive.
 - a. If the arrestee has surrendered his driver's license, the officer will sign his name and badge number.
 - b. If the arrestee either does not surrender his valid license or does not possess a valid license, the arresting officer will write void across the line where his name should go.
 - 3. Only one (1) Law Enforcement Sworn Statement will be made for each arrestee, regardless of how many tests were refused.
 - 4. Distribution as marked on the bottom of the form.

NOTE: If a blood test analysis results at a 0.08 BAC or more, the Law Enforcement Sworn Report will be filled out and will be mailed to the defendant by sending this notice by U.S. mail.
- F. Alcohol and/or Drug Influence Report
 - 1. An Alcohol and/or Drug Influence Report will be completed by the arresting officer subsequent to any arrest for a violation of Section 5/11-501(a) of the Illinois Compiled Statutes.
 - 2. The influence report is to be completed as soon as practical following completion of the citation(s). Portions of the influence report may be completed during the twenty (20) minute observation period preceding a breath test.
 - 3. The arrestee shall be given the Miranda Warning prior to beginning the interview section of the influence report.

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G. Felony Driving Under the Influence (DUI - 625ILCS 5/11-501 (d))

On arrests for driving under the influence, a motorist should be charged with a Class Four (4) felony if:

1. The person has previously committed two (2) prior violations of 11-501 (supervision for 11-501 counts as a prior "commission"),
2. The offense is committed while driving a school bus with children on board,
3. The offense is committed and a motor vehicle accident results in great bodily harm, permanent disability or permanent disfigurement and the violation was the proximate cause of the injuries, or
4. The driver committed a violation of 11-501(a) for a second time and has been previously convicted of violating Section 9-3 of the Criminal Code of 1961 relating to reckless homicide in which the person was determined to have been under the influence of alcohol or any other drug or drugs as an element of the offense.

H. DUI Arrest Reports/Forms required

1. Traffic citation(s),
2. Arrest Report,
3. Alcohol Influence Report,
4. C-jacket, one white index card, photo, for adult offenders (C-number on all reports); J-jacket, one yellow index card, photo, for juvenile offenders (J-number on all reports),
5. Process through CABS,
6. Request form for Abstract of Driving Record,
7. Request form for State's Attorney Abstract of Driving Record,
8. Motor Vehicle Accident Report, if applicable,
9. Motor Vehicle Tow Report, if applicable,
10. Warning to Motorist Form,
11. Law Enforcement Sworn Report, if applicable,
12. Breath test print out, if applicable,
13. Property Custody Report and crime lab transmittal sheet for blood and urine (a separate Property Custody Report and crime lab transmittal sheet shall be used for other evidence such as open alcohol containers, drugs, etc.), if applicable,
14. Felony Complaint and Felony 101 Form (with fingerprint cards), if applicable, and
15. Administrative Tow paperwork, if applicable.

I. Release of DUI Offenders

1. If a DUI offender is still believed to be intoxicated when the processing is complete, the offender should still be permitted to post the necessary bond.
2. There is no authority to continue to hold a person in custody once bail has been posted.
 - a. A juvenile offender should be released to a parent or other responsible guardian.
 - b. An intoxicated offender should be encouraged to contact a third party for transportation.

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- c. If an intoxicated offender does not wish to contact a third party or is unsuccessful in doing so, a taxi should be suggested as a mode of transportation.
 - d. If an offender is intoxicated to a degree that he is incapable of taking care of himself, the offender should be transported to a hospital for his own safety.
 - 3. If the person commits another offense after being released, he should be arrested again and charged accordingly.
- J. Driving Under the Influence (DUI) Emergency Cost Worksheet Form
 - 1. When an incident occurs in which the proximate cause is an individual operating a motor vehicle which is in violation of Section 11-501 or similar provision of local ordinance, resulting in an appropriate emergency response by the Park Ridge Police Department, the watch supervisor shall complete a DUI Emergency Cost worksheet Form.
 - a. This form will be used to request the judge to order the arrestee to pay restitution, not to exceed \$500.00 per public agency, for the costs of that emergency response upon the arrestee's conviction for violating Section 11-501 or similar provision of local ordinance. State Statute 730 ILCS 5/5-5-3(b)(7) allows for such court ordered reimbursement.
 - b. Once this form is complete, copies shall be made for the following:
 - 1) One copy for the State's Attorney,
 - 2) One copy for the Chief of the Clerk's Office (Second District), and
 - 3) Two copies for the C-jacket.
 - c. If fire personnel or another agency's police and fire departments responded, the watch supervisor shall inform the fire and/or other responding agency's supervisor that the motor vehicle operator which caused the incident is charged with violating Section 11-501 or similar provisions of local ordinance, so the Park Ridge Fire Department and/or other agency may also file for restitution for the cost of their emergency response.

NOTE: Emergency response shall mean any incident requiring a response by a police officer, a firefighter, paramedic and/or ambulance.
 - d. This Statute and form shall NOT be used for an on-view arrest or a response to a reported DUI when the arrestee's operation of the motor vehicle did not cause any other incident.
- K. Forwarding of reports/forms
 - 1. The arresting officer will complete and forward all reports/forms to the watch supervisor for his approval and use during the bonding procedure with this exception:
 - a. The original and property control sheets of the Property Custody Report shall be affixed to the evidence it identifies, and placed into an evidence locker.
 - 2. The watch supervisor will ensure that the arrestee receives the following:
 - a. Copies of all traffic citations and other complaints, etc. if applicable,
 - b. A copy of the bond form,
 - c. Any personal property inventoried prior to incarceration (except contraband),
 - d. A copy of the breath test card if requested by the arrestee, and
 - e. Arrestee's copy of the Warning to Motorist Form and the Law Enforcement Sworn Report, if applicable.

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3. The watch supervisor will forward the C-jacket and other reports/forms in accordance with applicable orders concerning report distribution.
4. The watch supervisor will place the appropriate bond and copies of citations in the drop safe located in the Report Room.
 - a. The property management technician shall forward the bond, tickets, refusal report, and copies of DUI related reports to the Clerk of the Circuit Court, and
 - b. Mail Secretary of State copy of the Law Enforcement Sworn Report to the Secretary of State
5. The Records Section will perform the following:
 - a. Review forwarded reports,
 - b. Forward copies of the contents of the C-jackets to the State's Attorney's office,
 - c. Upon receipt of the standard fee, issue copies of the report to the arrestee, if requested.

III. OTHER IMPLIED CONSENT

A. Zero Tolerance

1. The Zero Tolerance Law is an administrative regulation handled by the Secretary of State's Office and not a criminal or quasi-criminal statute. Due to this fact, it is the policy of the Park Ridge Police Department not to make a custodial arrest solely on a zero tolerance violation.
2. Zero Tolerance may be enforced when:
 - a. The driver of a motor vehicle is stopped and cited for a violation of the Illinois Vehicle Code,
 - b. The vehicle was being operated on the highway,
 - c. The officer has probable cause the driver has consumed an alcoholic beverage,
 - d. The driver is under the age of twenty-one (21), and
 - e. The driver is placed under custodial arrest for a separate offense.
3. The Zero Tolerance Warning to Motorist must be read to the driver. If the test is refused or the test result is above 0.00, the Zero Tolerance Sworn Report is to be filled out and sent to the Secretary of State's office.
4. If probable cause exists that the above driver is DUI, the driver should be arrested for DUI and read the Implied Consent Warning to Motorist, not the Zero Tolerance Warning to Motorist. If the test is refused or the test result is 0.08 or higher, the normal procedure for DUI should be followed. If the driver submits to the chemical test(s) requested and the test result is below 0.08 but above 0.00, the sworn report must be sent in to the Secretary of State's Office for the Zero Tolerance violation.
5. If a driver is requested to submit to a chemical test for Zero Tolerance, the driver's refusal or test results of 0.08 or higher cannot be used to charge the driver with DUI.

B. Illinois School Bus Driver Zero Tolerance

1. Illinois School Bus Driver Zero Tolerance may be enforced when:
 - a. The driver has been issued a school bus driver permit by the Secretary of State,
 - b. The driver is driving or is in actual physical control of a school bus,

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- c. The bus is being used over a regularly scheduled route for the transportation of persons enrolled as students in grade twelve (12) or below,
 - d. The bus is being driven on the public highway,
 - e. The driver is stopped for and cited for a violation of the Illinois Vehicle Code, and
 - f. The officer has probable cause to believe that the driver has consumed an alcoholic beverage, but not enough to be DUI.
- 2. The driver must be read the Illinois School Bus Driver Warning to Motorist. If the driver refuses to submit to the chemical test(s) requested or the test result is above 0.00, the Illinois School Bus Driver Sworn Report must be filled out and sent to the Secretary of State.
- 3. A refusal or failure will result in a loss of their Illinois School Bus Driver's Permit for a period of three (3) years. It does not affect the driver's regular driving privileges.
- C. Commercial Driver "Out of Service" Order
 - 1. If the operator of a commercial vehicle is stopped, the officer may request the driver to take a chemical test under the Uniform Commercial Driver's License Act. If the commercial vehicle operator refuses or takes the test with the result being over 0.00, the Commercial Driver Out of Service Order Sworn Report is to be filled out and sent to the Secretary of State. The driver is issued a copy and is taken out of service from driving a commercial vehicle for twenty-four (24) hours. If the test requested is refused or the test result is 0.04 or higher, the Secretary of State will disqualify the driver from driving a commercial vehicle for twelve (12) months.
 - 2. A Commercial Driver "Out of Service" order only affects the driver's commercial driver's license and does not affect the regular driving privileges.
- D. Traffic accident implied consent
 - 1. A driver involved in a traffic accident which results in a serious injury or fatality and is issued a uniform traffic ticket for any violation of the Illinois Vehicle Code, with the exception of equipment violations, may be requested to take a chemical test(s) under the Traffic Accident Implied Consent Law. Any such driver involved in a fatal accident will be requested to submit to a chemical test(s).
 - 2. The Traffic Accident Warning to Motorist should be read to the driver and the Traffic Accident Sworn Report filled out if the driver refuses to submit to a chemical test or fails the chemical test.
 - 3. If the driver submits to a chemical test(s) and the result is 0.08 or higher, the driver may be charged with 625 ILCS 5/11-501(a)(1), driving with a BAC or 0.08 or more.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Bicycle Violation Enforcement	Number GO 13.14	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Bicycle Enforcement			Approved By Frank Kaminski Chief of Police	

POLICY: Every person operating a bicycle on a public street will be subject to the same laws and ordinances as govern a motorist, where applicable. An officer observing a violation will take proper enforcement action. Enforcement options include: verbal warning, written warning, or citation.

I. PEDESTRIAN AND BICYCLE VIOLATIONS

- A. Prior to any substantial increase in the enforcement effort directed toward pedestrian and bicycle traffic, sufficient publicity and community awareness campaigns will be conducted by this department.
- B. Officers will concentrate their efforts on pedestrian and bicycle violations in those areas where congestion and the frequency of traffic accidents involving pedestrians or bicycles have been significant, or when directed as appropriate.
- C. In enforcing the traffic laws for pedestrians or bicyclists, the officers should exercise discretion in the application of such laws. The "spirit" of the law should supersede the "letter" of the law.
- D. Officers should be less tolerant with older offenders who should be aware of the hazards inherent in violating pedestrian and bicycle laws. Officers should be more lenient toward juvenile offenders, stressing the safety of obeying pedestrian and bicycle laws.

II. CITATION FORM SET FOR ENFORCEMENT

- A. The Compliance Citation will be used to enforce city ordinance bicycle violations.
- B. Complete the mandatory hearing date only if necessary.

An appearance should only be used in serious cases when the violation results in an accident or injury or multiple serious violations, or, in the judgment of the issuing member, an appearance is warranted.

III. PROCEDURES FOR HANDLING JUVENILE VIOLATORS (UNDER 17 YEARS OF AGE)

The juvenile violator will be given a verbal warning and asked to comply with the bicycle regulations.

IV. BICYCLE REGISTRATION

- A. Post 1 personnel will register bicycles and issue registrations.
- B. The Post 1 member will advise the cyclist on the proper way to affix the registration to the bike.

V. ILLINOIS VEHICLE CODE VIOLATION

Violation of the Illinois Vehicle Code will be handled through the regular traffic process and set for the Officer's court date.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Mobile Traffic Trailer	Number GO 13.15	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: traffic trailer, speed trailer			Approved By Frank Kaminski Chief of Police	

POLICY: The Police Department utilizes a mobile traffic speed monitor trailer to assist in the effort to promote traffic safety through speed limit compliance. The following procedures are established concerning the storage and use of the trailer.

I. PROCEDURES FOR STORAGE

- A. When not in use, the trailer will be parked in the designated area of the police parking lot. When stored, the trailer must be properly secured to prevent theft. This includes engaging the axle lock, placing the lock on the towing arm, placing the solar panel in the proper charging position, and activating the alarm.
- B. The person returning the trailer to the storage space after use is responsible for securing it properly.
- C. Keys for the trailer will be kept in the lock box in the Community Service Manager's office.

II. PROCEDURES FOR USE

- A. The traffic trailer is available to the Police Department and the Public Works Department.
- B. Determining locations for use.
 - 1. The Staff Traffic Advisory Committee (STAC) will determine when and where it will be deployed. Deployment locations should be determined by review of directed patrol requests, traffic unit input, and suggestions from supervisors, officers, City employees and citizens. Requests must be specific and include direction, location, distances, etc.
 - 2. As traffic problems arise, any watch supervisor or traffic unit officer may direct that the trailer be deployed at a specific location during specific times, and provide the program supervisor with a memorandum noting the trailer's new location and reason for relocation.
 - 3. The Public Works Director, or his designate, may also request to use the trailer for traffic studies by contacting the Deputy Chief of Administration or his designee.
- C. Transportation and Deployment.
 - 1. The trailer will normally be transported to designated sites, deployed and returned to storage by Community Service personnel. Public Works will be responsible for transportation, deployment, and return of the trailer when it is needed for traffic engineering studies.
 - 2. A card must be punched by the dispatch center each time the trailer is deployed. The person who transports the trailer will be responsible for advising dispatch of the time, location and proper report/code.
 - 3. Deployment locations are public information that should be disseminated to anyone requesting same.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Abandoned Vehicles – Public Property	Number GO 13.16	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Abandoned Vehicles			Approved By Frank Kaminski Chief of Police	

POLICY: Abandoned vehicles are unsightly in any neighborhood. Members will take every effort to eliminate abandoned vehicles from neighborhoods. Primarily community service officers and parking enforcement officers will coordinate functions related to abandoned vehicles, however patrol officers may also assist in the investigation and procedure.

I. PROCEDURE

- A. Investigations of abandoned vehicles will be initiated either by complaint or by officer.
- B. An officer assigned to investigate an abandoned vehicle will determine if the vehicle is abandoned as defined by 14-3-16 of the City of Park Ridge Municipal Code. That ordinance, 14-3-16(B)(3) "Any motor vehicle which has remained in any public way without apparent operation or use for a period of seven days is presumed to be inoperable", shall not be cause to initially tag the vehicle as abandoned unless the officer is able to verify as such. The officer will also determine if the vehicle is in fact a traffic hazard, threat to public safety, or has been reported stolen. Vehicles deemed a hazard, threat to public safety, or reported stolen, will be handled according to department procedure.
- C. A vehicle not initially meeting the criteria of an abandoned vehicle will have the tires chalked to determine apparent usage or operation for a period of 7 days. Other acceptable means to determine usage will be allowed according to applicable policy. A follow up will be conducted 7 days or later to determine if the vehicle has been driven. Officer verified non-usage for 7 days or more will be cause to tag the vehicle as abandoned (14-3-16(B)(3)). However, if the vehicle registers to the area and the only cause to cite is non-usage, then trying to contact the registered owner(s) is appropriate. The officer may call, stop by the residence and/or leave a warning citation on the windshield explaining the abandoned vehicle policy of the City. Such a warning should be added to the initial complaint as a follow-up.
- D. When a vehicle is deemed abandoned, the reporting officer will adhere to the following procedure:
 1. The officer will complete a General Case Report.
 2. The officer will attempt to contact the registered owner to arrange a disposition.
 3. A notice will be posted on the vehicle directing that the vehicle be removed within 7 days otherwise the vehicle will be towed. Such notice will advise the owner is entitled to a hearing prior to the towing, upon request, and also provide information about how to obtain further information regarding such a hearing (also see 14-3-16(E) of the Municipal Code).
 4. The last registered owner(s) and lien holder(s) will be obtained from the Illinois Secretary of State Records or other equivalent government jurisdictional offices, i.e. out of state registered vehicle.
 5. The reporting officer will send a Notice of Abandonment (abandoned auto letter).
 - a. Notice of Abandonment will be sent to the registered owner(s).
 - b. Notice of Abandonment will be sent to any lien holder(s).
 - c. Certified U.S. Mail will be used to send out letter(s) if the vehicle is 7 years old or newer. If the vehicle is older than 7 years old, the letter(s) will be sent via regular U.S. Mail.

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- d. Appropriate notification would also include sending a letter of abandonment to the registered owner(s) address associated with the license plate, if different from the address on the vehicle title.
- E. If the owner or authorized representative requests a hearing pending towing, the vehicle will not be towed or cited as abandoned.
 1. The Chief shall cause the hearing to be held as soon as practical, however, it must be held within three days of receiving the request for hearing.
 2. The Chief shall explain why the vehicle is determined to be abandoned and what the owner must do to avoid having the vehicle towed. If the Chief finds that the vehicle is not abandoned, it shall not be towed and any notice of violation of this section shall be rescinded. Otherwise, the owner shall have a minimum 24 hours following the hearing to remove the vehicle.
- F. If no response is received, nor compliance attained by the 7th day, the vehicle owner will be cited for abandoning a vehicle and the vehicle will be towed to the police impound lot. Towing requirements are delineated in the General Order regarding towing.
- G. A final disposition of the abandoned auto complaint should be added to the CAD notes through Dispatch.
- H. The City's licensed towing/impounding facility will be required to obtain the last registered owner's information and, if applicable, any lien holder information for unclaimed vehicles.
 1. The towing/impounding facility will be required to notify the registered owner(s), including any lien holder(s), of the impoundment and disposition of unclaimed vehicles according to Illinois Compiled Statutes 625 ILCS 5/4-208 and 625 ILCS 5/4-209.
 2. Any vehicle towed and impounded in accordance with 14-3-16 shall be subject to the provisions of 625 ILCS 5/4-201 through 5/4-214.
 3. Disposal of unclaimed vehicles will abide by applicable ILCS statutes, Municipal Code 14-3-16, and the General Order on towing.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Traffic Engineering	Number GO 13.17	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Traffic Engineering			Approved By Frank Kaminski Chief of Police	

POLICY: To establish a liaison and appropriate reporting procedures between the Department and the City of Park Ridge Engineering Department.

Traffic Engineering is primarily a function of the City of Park Ridge Engineering Department and the Illinois Department of Transportation. The Park Ridge Police Department will maintain a liaison and provide data-sharing with these engineering authorities, and other Traffic Safety agencies and groups, to maintain and ensure a safe and efficient highway system.

The traffic officer will be the Department's liaison with Park Ridge's Engineering Department. This includes:

- Forwarding police requests for any traffic surveys or studies; including spot speed checks, sight distance checks, etc.
- Forwarding information concerning physical conditions that contribute to vehicle/pedestrian accidents and traffic congestion.
- Forwarding police requests concerning parking needs, parking restrictions, and/or improvements.
- Assisting engineering personnel in completing traffic collision analysis by identifying high accident locations and by forwarding information from the Illinois Department of Transportation and/or copies of accident reports from locations designated by engineering personnel.
- Reviewing traffic crash analysis provided by engineering personnel as needed, but at least annually.
- Referring citizen complaints of possible engineering deficiencies directly to the Engineering Division.
- Referring police originated complaints of possible deficiencies by means of Condition Report.

The traffic officer will also be the liaison with the following traffic safety agencies or groups: National Highway Transportation of Safety Administration (NHTSA) and Illinois Department of Transportation (IDOT).

Department personnel will not make decisions on traffic engineering measures or perform traffic engineering functions. These functions will be conducted by the city's Engineer.

I. PROCEDURES

A. Complaints/Suggestions Regarding Traffic Engineering

Complaints or suggestions regarding possible engineering deficiencies or other related matters will be referred to the City's Engineering Department. The person making the complaint or suggestion will be notified by the Engineering Department of the action taken.

B. Traffic Engineering Referral Procedures

1. Citizen-Initiated

The citizen-caller will be provided with the City Engineer's telephone number, and instructed to ask for the City Engineer.

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2. Department-Initiated

II. REPORTING ACCIDENT AND ENFORCEMENT DATA

All applicable accident and enforcement data will be transmitted to both local and state engineering authorities by the Records Bureau.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Traffic Direction and Control	Number GO 13.18	Revised Date	Effective Date May 1, 2015	Page 1 of 5
Index As: Traffic Direction, Traffic Control			Approved By Frank Kaminski Chief of Police	

POLICY: The Park Ridge Police Department works to establish policies to ensure the safe and efficient movement of motor vehicles and pedestrians in the City of Park Ridge. The purpose of this General Order is to establish department procedures for traffic direction and control as it applies to the following topics: traffic control signals, manual traffic direction, emergency traffic control, special event traffic control, parking control, traffic control by sworn and non-sworn personnel, and traffic control by crossing guards and student safety patrols.

I. TRAFFIC CONTROL SIGNALS OR DEVICES

- A. Traffic control signals or devices shall be placed throughout the City as designated by the Ordinances of the City of Park Ridge. These signals or devices may include lighted traffic control signals, permanently posted signs, or other such signals or devices as approved by the Illinois Department of Transportation.
- B. The Park Ridge Police Department shall assist the Park Ridge Department of Public Works in assessing the need for permanent traffic control signals or devices throughout the City. The Police Department Records Bureau shall maintain statistics of traffic accidents within the City limits and make those records available to the Department of Public Works. This information will also be determined at the Staff Traffic Advisory Meeting.

Recommendations to the Park Ridge City Council by the Department of Public Works will be made from assessments of the amount of vehicular and pedestrian traffic, speed of traffic and congestion in the area, the presence or absence of other traffic control devices and the frequency and/or severity of traffic accidents.
- C. Manual operation of traffic control signals may be necessary in the case of accidents or other emergencies, passage of motorcades, alleviating congestion, or malfunction of the signal.

The signal may be placed in "flash" mode if this will not cause undue problems. Manual traffic direction may be necessary along with the flashing red lights. Members placing signals into the "flash" mode will notify Post 1 of this action.
- D. During total failure of traffic control signals, temporary stop signs may be placed at intersections with darkened lights. When possible the signs will be attached to pre-placed bolts on the signal pole. Temporary stop signs will be removed as soon as possible after restoration of the signal.
- E. Generally, temporary traffic control devices will be used only in pre-scheduled special events. Temporary traffic control devices may include movable barriers, portable signs, and other apparatus intended for temporary deployment to assist in the safe and efficient movement and control of vehicular and pedestrian traffic. The devices will normally be placed and removed by the Public Works Department, with the Police Department coordinating the placement of such devices. Portable and temporary stop signs may also be used in emergency cases such as accidents, natural disaster, etc.

II. MANUAL TRAFFIC DIRECTION

- A. Manual traffic direction will be used in situations when there is a failure of normal traffic control signals, during emergencies or at accidents, or when other traffic control devices are not present or adequate.
- B. Effective manual traffic direction depends on the use of clear and easily understood gestures and the high visibility of the person directing the traffic.

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1. In order to provide for officer safety and driver recognition and response, reflective, high visibility vests are provided in each patrol vehicle. Vests shall be worn by all traffic direction personnel.
2. Emergency situations may preclude the wearing of the vests; however, members directing traffic at emergency situations shall put reflective vests on as soon as possible.
3. Members performing traffic direction and control will ensure that their presence and purpose are appropriately indicated to drivers and pedestrians by:
 - a. Positioning themselves so that they can clearly be seen by all, usually in the center of an intersection or street,
 - b. Standing straight with weight equally distributed on both feet,
 - c. Allowing hands and arms to hang easily at the sides, except when gesturing, and
 - d. Standing facing or with back to stopped traffic and with your sides toward traffic being directed to move.
4. Turns
 - a. Right turns
Vehicles turning right shall be directed to perform their turn by extending the arm towards the direction in which the turn is to be made.
 - b. Left turns
These turns are to be made only when there is a gap in traffic or oncoming traffic is completely stopped. When it is safe to do so, vehicles turning left shall be directed to perform their turn by extending the arm towards the direction in which the turn is to be made.
- C. Officers directing traffic shall utilize a reflective safety vest, and when performing direction at night should also utilize an illuminated traffic wand, flashlight, or road flares in addition to their reflective vest.
- D. Officers directing traffic shall remain calm and professional whenever directing traffic. There are times when drivers and pedestrians do not understand officers or may refuse to obey directions. The officer will handle these instances with courtesy and professionalism within the guidelines of accepted procedures.

III. TRAFFIC CONTROL PROCEDURES AT ACCIDENT SCENES

- A. Officers shall ensure that the scene of the accident is protected. Police vehicles shall be parked in such a manner as to allow oncoming traffic sufficient warning to slow or stop as necessary.
 1. Police vehicles shall be positioned a sufficient distance from the accident scene to safeguard the scene of the collision and to ensure that the police vehicle does not provide a source of combustion for any spillage of hazardous materials at the accident scene.
 2. Officers shall utilize warning flares as necessary to provide advance warning to oncoming traffic.
 3. Caution shall be used in those cases where there is a potential for flammable liquid spills as a result of the collision. As a general statement, flares should not be utilized in those cases where there is spillage of fuel or hazardous materials that are combustible in nature.
- B. Officers shall perform traffic direction and control as necessary to ensure the safe travel of vehicles in the area of the collision.

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1. Whenever possible, vehicles shall be moved from the roadway after the officer has made note of all evidence and information necessary for the accident report/investigation. The data collected will vary greatly, depending upon the level of the investigation.
2. In cases where traffic direction and control is necessary, the officer shall request a second police unit to assist in the movement of traffic. Traffic direction and control shall be provided as long as necessary to ensure the safe travel of vehicles around the scene of the collision.
3. In serious cases, it may be necessary to close roadways or otherwise re-route traffic. The watch commander shall immediately be notified if the closing of the roadway is necessary as a result of the accident.

IV. EMERGENCY TRAFFIC DIRECTION

- A. Fire scenes. Police department members shall support fire rescue operations by:
 1. Consulting with the ranking fire officer in charge of the scene to determine their needs.
 2. Providing protection for the fire scene and for fire and rescue equipment.
 3. Setting up perimeter traffic control points to allow for the entrance and exit of fire and rescue vehicles and personnel authorized to be at the scene.

Authorized personnel shall include all persons who can identify themselves as a fireman by badge, identification card, or possession of regularly used fire equipment such as a helmet or coat.
 4. Officers assigned to traffic control at fire scenes may have additional responsibilities relative to the protection of fire hoses and fire equipment in the roadway.
- B. Adverse road and weather conditions. Adverse road and weather conditions may include but are not limited to:
 1. Accidental hazards such as debris which has fallen onto the roadway, downed power lines, fallen trees, etc.
 2. Acts of nature such as fog, rain, flooding, snow, ice, smoke on the road, etc.
 3. Engineering hazards such as an extensive water leak, buckled roadway, a hole in the pavement, etc.
- C. Upon discovering an adverse road or weather condition affecting safe roadway travel, department members are expected to notify Post 1 so that the proper notification may be made to correct the situation. Officers should make themselves as visible as possible by using reflective clothing and gear.
- D. Department members will provide traffic direction, control services, and scene protection in the vicinity of adverse road and weather conditions, as appropriate.
 1. Warning must be provided to motorists that an impending hazard or obstruction is ahead. This may be done by using flares or other warning and traffic control devices.
 2. Officers may make use of other resources as necessary. These resources may include such things as requesting assistance from the Department of Public Works or the Fire Department.
 3. The officer may use an emergency police vehicle to provide additional lighting or to make use of the emergency lights to warn on-coming traffic.

V. SPECIAL EVENT TRAFFIC CONTROL

- A. Special events are any activities which may involve large amounts of vehicular and/or pedestrian traffic. These may include but are not limited to parades, sporting events, highway

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construction and maintenance activities, demonstrations, and picketing.

- B. Traffic control needs for special events shall generally be coordinated through the Deputy Chief of Administration or the Community Service Manager.
- C. At a minimum, the planning process for a special event should consist of the following:
 - 1. Determine the time, location, and anticipated attendance.
 - 2. If the event is a parade or will involve the shutting down of streets, determine the route and coordinate with other public service and transportation agencies including bus, railroad, mail, and Public Works to provide them an opportunity to adjust the normal schedules for their services.
 - 3. Use the perimeter streets to their maximum advantage by eliminating or increasing parking space, making temporary one-way streets, and/or assigning members to control key intersections.
 - 4. Provide adequate access for emergency services including fire and ambulance to the scene of the event.
 - 5. Provide for adequate crowd control. If the event is a parade, ropes or other appropriate or temporary traffic controls and parking prohibitions, crowd control barriers may be used along the parade route with officers stationed at intervals as needed.
 - 6. Ensure adequate publicity about changes or alterations in street usage, parking availability, public transportation services, and the location of the event.
 - 7. Provide for identification of persons working directly with the event to assist them in crossing police lines. This includes promoters of the event, vendors, and press personnel.
 - 8. Provide for sufficient breaks for members who are involved in traffic direction or control.
 - 9. If traffic direction and control services are provided in support of the event by private sources, review those services and their duty assignments prior to the event to ensure adequate coverage.
 - 10. Provide alternative routes for through traffic.
 - 11. Entering and exiting of vehicles and pedestrians.
 - 12. Provisions for parking.

VI. PARKING CONTROL

- A. Annually, the Community Service Manager in conjunction with the Public Works Department will conduct a survey to identify locations and times when parking control is needed to ensure the safe and efficient movement of vehicles or pedestrians.
- B. These surveys will be based upon established principles of parking control along with prior experience in determining the most appropriate strategy/method when traffic accident, enforcement data, citizen complaints or other information indicate that parking control problems may exist at certain locations or times.

VII. TRAFFIC CONTROL BY NON-SWORN PERSONNEL

- A. Non-sworn members (community service officers, citizens patrollers, etc.) may perform traffic direction in situations which will require enforcement authority.
- B. Non-sworn members will be screened and selected on the basis of their mental and physical aptitudes along with their abilities, consistent with the knowledge and skills required for job performance. Equal employment opportunity practices will be strictly observed in the screening and selection process.
- C. The training officer will provide non-sworn members with basic training in manual traffic

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direction, knowledge, and skills prior to their assignment to those duties.

- D. Non-sworn members will follow department guidelines which pertain to manual traffic control and the wearing of high visibility, reflective vests. The department will continue to provide distinctly different uniforms for sworn and non-sworn members.

VIII. TRAFFIC CONTROL BY CROSSING GUARDS

- A. The department will authorize and provide as necessary non-sworn members to serve as adult school crossing guards. Annually, the Community Service Manager in conjunction with the Department of Public Works will conduct a survey to identify locations which require an adult crossing guard. The survey will consider but will not be limited to:
1. Traffic volume and speed,
 2. Number of turning movements,
 3. Width of intersection,
 4. Physical terrain,
 5. Existence or absence of traffic control devices,
 6. City policy regarding placement of crossing guards, and
 7. Number and age of children using the crossing.
- B. The sole function of these crossing guards is to expedite the safe movement of children to and from school by creating gaps in vehicular traffic. Crossing guards will not direct vehicular traffic in the usual regulatory sense but will interrupt traffic, as appropriate, to create safe gaps and will direct children to cross through those safe gaps.
- C. Adult school crossing guards will be screened and selected on the basis of their mental and physical abilities consistent with the knowledge and skills required for the crossing guard function. Equal employment opportunity practices will be strictly observed in the screening and selection process.
- D. The department will provide adult crossing guards with basic training in the crossing guard function prior to assignment in that capacity.
- E. When performing their duties as a crossing guard, members will wear high visibility, reflective vests, and use a handheld sign to assist in creating safe gaps for the crossing of children.
- F. The Community Service Manager, upon request, will work with school authorities to assist in organizing, instructing, and supervising student safety patrols under the following restraints:
1. Student safety patrol activities are intended to compliment the adult school crossing guard program.
 2. Student safety patrollers will not be authorized to direct or control vehicular traffic in any way.
 3. The training of student safety patrollers is the sole responsibility of the school.

IX. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Escort	Number GO 13.19	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: emergency escorts, non-emergency escort, funeral escort			Approved By Frank Kaminski Chief of Police	

POLICY: As a general practice, requests for escort and relay services will be honored to the extent that staffing and priority assignments allow. Escorts will have supervisory approval.

I. MONEY ESCORTS

Officers shall not perform money escorts for businesses unless there are exigent circumstances and with supervisory approval. Officers may be asked to escort money from the City's Finance Department. This may only be done with supervisor approval.

II. SPECIAL ESCORT SERVICES

- A. Legitimate requests for police escort services include, but are not necessarily limited to, those associated with funerals, motorcades, over-size vehicles, highway construction and maintenance vehicles, and vehicles with hazardous or unusual cargo.
- B. All special escort service requests must have prior review and approval by the Deputy Chief of Administration or his designee staff before they will be honored.
- C. In cases where a special escort is conducted by the department, the following procedures apply:
 1. The trip route and vehicle speed will be established in advance. Additional traffic control shall be established along the route as deemed necessary by the authorizing supervisor.
 2. If necessary, tactical control of the escort will be assigned to a specific supervisor. The escort supervisor will set the pace of the escort in accordance with prevailing conditions, and will terminate the escort when in his/her opinion conditions are such that continuation would constitute unacceptable risk to the public.
 3. The use of police vehicle emergency equipment during the escort will be specified in advance by appropriate supervisory or command personnel.

III. EMERGENCY ESCORTS AND RELAYS

- A. Emergency vehicles (ambulances, etc.) shall not be escorted except under extreme circumstances. An exception to this policy is the escort of emergency vehicles to a hospital when the driver of the emergency vehicle is unfamiliar with the location of the hospital.
- B. Police escort of civilian vehicles in medical or other emergencies is generally prohibited (without prior approval of a supervisor, generally only in extreme emergencies).
 1. When confronted with emergency medical situations, the officer should request ambulance response for treatment and transport.
 2. Although transport of medical emergencies in police vehicles is generally prohibited, there may be times when it is the only or best option available to the officer.
 - a. In these cases, the shift supervisor must specifically authorize the police vehicle transport, and the hospital shall be notified of the emergency transport and be provided as much medical information as is available.
 3. If in the opinion of the officer, delay or transfer would jeopardize the patient's life the officer may, with specific approval of the shift supervisor, escort the civilian vehicle to the nearest emergency medical facility. During such escort:
 - a. All emergency equipment shall be utilized, and the officer shall not exceed the posted speed limit by more than 20 MPH.

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- b. The officer shall not proceed through traffic control devices without first stopping and insuring that both vehicles can safely proceed.
 - c. Officers shall terminate emergency escort and resume normal vehicular operation when continuation of the escort would constitute unacceptable risk to the public.
- 4. In cases where the Police Department is required to conduct an emergency medical transport (relay) of blood/organs or other time critical supplies, the following procedures shall apply:
 - a. All emergency equipment shall be utilized, and the officer shall not exceed the posted speed limit by more than 20 MPH.
 - b. The officer shall not proceed through traffic control devices without first stopping and insuring that it is safe to proceed.
 - c. Officers shall terminate emergency escort or relay services when continuation would constitute an unacceptable risk to the public.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Assistance to Motorists	Number GO 13.20	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Motorists Assistance, Roadway Safety			Approved By Frank Kaminski Chief of Police	

POLICY: It is the policy of this department to provide all reasonable support and services to motorists in need of assistance. This assistance shall include, but not be limited to the procurement of mechanical or towing assistance, vehicles in lockout situations, the transportation of stranded motorists, the provision of communications assistance and any other emergency assistance appropriate to the situation. Members will also take action to correct hazardous roadway or roadside conditions.

I. PURPOSE

The Park Ridge Police Department provides services to enhance the flow of vehicular and pedestrian traffic in our City. These services include providing public information and assistance, identifying and reporting roadway hazards, and checking abandoned vehicles.

II. MOTORIST ASSIST

- A. Disabled vehicles on the roadway present a hazard both to the stranded motorist and to other roadway users. For this reason, members will offer reasonable assistance at all times to motorists who appear to be in need of aid.
- B. Stranded motorists should not be left unattended when they appear to be exposed to hazardous situations. Due consideration shall be afforded stranded motorists for factors that contribute to hazardous conditions such as location, time of day or night, weather, and current priority of calls for service. When circumstances preclude a member from remaining with the motorist, flares should be placed to warn oncoming traffic and provide reasonable safety until the problem can be resolved.
- C. Members shall freely and courteously provide information and directions when asked, and shall remain familiar with various services and facilities available to help motorists, i.e. 24-hour gas stations, 24-hour restaurants, local hotels, etc.
- D. Members may, with supervisory approval, transport stranded motorists to the nearest convenient location where assistance may be obtained. Members shall notify dispatch when transporting a motorist and will include start location, finish location, and mileage.
- E. When emergency conditions exist, Post One personnel may be assigned to disseminate road hazard, travel and road closing information.
- F. In the event that the owner of the disabled vehicle is unable to obtain their own towing service, the officer will obtain towing service from the designated police towing agency.
- G. In the event that a person is in need of emergency medical or fire assistance, the member will notify dispatch of the nature of the emergency and request what services the member believes are appropriate. The member shall then render practical aid until the proper service arrives.
- H. A member of the department will not physically push or repair stalled vehicles, jump-start, or change a tire on any vehicle not owned by the City, except in emergency situations.

III. HAZARDOUS HIGHWAY CONDITIONS

- A. During normal patrol activities, officers must remain alert for unsafe or hazardous conditions on or near roadways.
- B. Should a hazard present an immediate danger to public safety, the officer shall notify Post One personnel who will notify the responsible agency to correct the problem.

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- C. Should a hazard require only corrective action, i.e. parking sign down, the officer will fill out a Condition Report form.
- D. When observed roadway hazards remain within the operational purview of the department, officers shall initiate appropriate corrective action whenever practical to remove the hazard.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Roadside Safety Checks	Number GO 13.21	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: roadside safety checks			Approved By Frank Kaminski Chief of Police	

POLICY: In conjunction with the authority granted by federal, state and local laws, the enforcement of Illinois driver's license, equipment and DUI Laws will be exercised in good faith. The purpose of this General Order is to establish guidelines for implementing a Roadside Safety Check.

I. DEFINITION

Roadside Safety Check: A temporary operation in which law enforcement or other authorized personnel stop some or all traffic to inspect individual vehicles or their contents or to interview drivers.

II. ROADSIDE SAFETY CHECK REQUIREMENTS

- A. The Chief of Police or his designee will specify in writing when and where the safety check will be utilized. The location used should have a history of being a high violation/accident risk area.
- B. Cooperation shall be arranged between the safety check operation and Dispatch to ensure a rapid response in those cases where a radio check is considered necessary.
- C. Check to determine that the computer files of the Secretary of State's Office will be accessible with no anticipated delay in response time.
- D. The selection sequence of vehicles to be stopped (e.g. every vehicle, every fifth, tenth or fifteenth vehicle) will be prescribed and uniformly applied.
- E. Assigned officers do not have the authority to change the operational plan. Officer discretion will not be used to adjust the plan with exception of the roadside safety check supervisor who shall document the reason(s) for any change.
- F. The Chief of Police or his designee shall assign a Commander or Sergeant to serve as the roadside safety check supervisor. The roadside safety check supervisor shall meet the following requirements:
 - 1. Ensure that the roadside safety check is adequately staffed.
 - 2. Conduct a briefing immediately prior to setting up and activating the roadside safety check.
 - a. During the briefing, training in safety check techniques, legal issues, policy, assignments, site set-up, etc., will be covered.
 - b. All participating officers shall attend the briefing.
 - 3. Personnel assigned shall wear high-visibility reflective vests.
- G. Roadside safety checks shall be highly publicized by the Department and designed to not interfere with rush hour traffic.
- H. Ensure the availability of equipment and personnel certified to operate breath testing equipment.

III. GENERAL PROCEDURES

- A. Any procedures used by officers during roadside safety checks should be measured against the following considerations and priorities:
 - 1. Enhancement of officer and motorist safety
 - 2. Avoidance of undue inconvenience to the public

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3. The deterrent effect created by the roadside safety check.
- B. The location to be used as a roadside safety check site will fulfill certain minimum requirements:
 1. Selected for its safety and visibility to motorists.
 2. Secondary screening area.
 3. Suitable distance from business and residential driveways, alleys and intersecting streets or highways.
 4. Suitable distance from obvious hazards in the highway.
 5. Adequate warning devices to ensure motorist and officer safety. Special care is required to warn approaching motorists of the checkpoint. Basic equipment for motorist warnings and safety methods will include, but is not limited to:
 - a. Warning signs placed in advance of the checkpoint.
 - b. Flares or similar devices.
 - c. Safety cones or similar devices.
 - d. Marked patrol vehicles with emergency lights and flashers on.
 6. The use, placement and types of traffic control devices must comply with federal, state, and local transportation codes.
 7. Reduced opportunity for avoiding escaping the check site.
 8. Roadside safety check personnel and equipment shall be placed and ready to go before the first subject is stopped.
- C. At the scene of a roadside safety check, traffic will be directed to use appropriate procedures.
 1. Roadside safety checks will only be conducted when personnel are available to reasonably ensure an efficient operation with officer and motorist safety. It is the roadside safety check supervisor's responsibility to close down the checkpoint if there are unreasonable delays in traffic due to having limited personnel. The supervisor shall note the time of shutdown and the reasons for the shutdown. If the checkpoint is reopened, the supervisor shall also note the time operations resumed.
 2. Uniformed officers and official vehicles will be in sufficient quantity and visible to show the presence of legal authority.
- D. The roadside safety check supervisor shall be present on the scene to guide operations. Should it be necessary for the supervisor to leave the scene, an acting supervisor will be appointed.
- E. The checking procedure must be thorough and cause minimum delay to motorists.
 1. A driver's license that appears valid on its face will be considered prima facie evidence the driver is in compliance with the Illinois driver's license law.
 2. A check of the Secretary of State's driver's license files will not be made unless the officer has reasonable suspicion to believe that a violation has been or is being committed.
 3. If the officer has reasonable suspicion to believe that a driver is in violation of the law, the driver will be directed to a secondary screening area and appropriate enforcement action will be taken.
 4. If the officer detects a violation or acquires probable cause to believe an offense has been committed or observed contraband in plain view, enforcement action will be taken.
 5. The officer will look for any signs that might indicate intoxication.

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- 6. The officer or assisting officer should check the vehicle for any equipment violations.
- 7. Do not allow traffic to accumulate. Traffic congestion defeats the purpose of the checking operation.
- F. Any other police department that wishes to assist the Department in a roadside safety check will be expected to abide by this directive.

IV. POST-ROADSIDE SAFETY CHECK REQUIREMENTS

At the conclusion of the roadside safety check, the supervisor in charge will submit a written report to the Chief of Police through the chain of command including:

- A. A statistical summary of the enforcement results of the roadside safety checks.
- B. Names of all participating Department and non-agency personnel.
- C. Number of hours expended at the roadside safety check.
- D. Recommendation for improvements to future roadside safety checks.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Commercial Vehicle Enforcement	Number GO 13.22	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: Commercial Vehicle Enforcement			Approved By Frank Kaminski Chief of Police	

POLICY: With commercial vehicle traffic comes the increased risk of serious crashes, fatalities and severe injuries due to the weight and size of the vehicles involved. To mitigate these risks, the Department shall provide for specialized enforcement efforts focused on Commercial Vehicle equipment, safety and weight/size violations.

I. DEFINITIONS

- A. **Commercial Vehicle.** Any vehicle operated for the transportation of persons or property in the furtherance of any commercial or industrial enterprise. For-Hire or Not-For-Hire, but not including a commuter van, a vehicle being used in a ridesharing program, or a recreational vehicle not being used commercially.
- B. **Commercial Vehicle Coordinator.** Deputy Chief of Administrative Services, or designee. Responsible for monitoring and coordinating the Department's Commercial Vehicle Enforcement effort.
- C. **Commercial Vehicle Enforcement Officer.** Officer certified to conduct Commercial Vehicle Enforcement, including overweight and safety inspection actions.

II. REQUIRED TRAINING

- A. Only officers who have completed the State of Illinois certified overweight-enforcement-training program will conduct overweight-enforcement patrol.
- B. Only officers who have completed the State certified wheel-weigher scale operators training program will weigh vehicles on the Department wheel-weigher scales.
- C. Officers not certified for overweight enforcement may stop a truck with reasonable suspicion that an overweight violation is occurring, but a certified officer must be called to conduct the follow-up investigation.

III. SCALE USE

- A. Prior to weighing any truck, the scales to be used must be checked for State certification and wheel weigher scales must be "zeroed."
- B. The Deputy Chief of Administrative Services, or designee, will monitor scale certification to ensure that all Department wheel-weigher scales are certified and recertified annually.
- C. Wheel-weigher scales will be used for overweight enforcement and only when the outside temperature is between 14 and 100 degrees Fahrenheit.
- D. Wheel-weigher scales will be used only on a level, hard surface.
- E. Officers assigned to truck-enforcement patrols may use authorized, certified, platform scales for overweight enforcement.

IV. ENFORCEMENT

- A. Conditions which may provide reasonable suspicion that a truck is overweight include, but are not limited to:
 - 1. Compressed coil springs or leveled leaf springs.
 - 2. Compressed suspension air bags.
 - 3. Tire bulges or tires which appear to put more than the normal amount of tread in

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contact with the roadway (tires appear to have low air pressure).

4. Tandem tires rubbing against each other.
 5. Hard pulling and laboring engines from a stopped position or on an upgrade, judged by the force of exhaust emitting from the exhaust pipes. Another similar indication would be a driver shifting the transmission several times to get through an intersection or up a grade.
 6. Bowed trailer frame or trailers leaning to one side of the vehicle.
 7. Unusual load location or exposure:
 - a. A heavy mass cargo (sand, wet dirt, broken concrete) over one axle.
 - b. A load piled high above sides of the trailer.
- B. Upon reasonable suspicion of an overweight, the enforcement officer shall:
1. Escort the suspect vehicle to scales located at a safe location on a hard level surface out of direct traffic.
 2. While there is no mileage limit that a suspect vehicle may be escorted to a scale operation, it is the policy of the Department that portable scales of a fixed platform scale will be located as close as is reasonable to the enforcement area.
 3. When possible, suspect vehicles will be weighed at or near the location of the first detaining stop by the officer.
 4. Perishable loads will, whenever possible, be weighed at or near the location of the first detaining stop by the officer so as to minimize the delay in delivering the load to the drop site.
- C. Once probable cause of an overweight violation is indicated the officer will take reasonable steps to render the load safe and in compliance with the law.
1. When the overweight load is a non-divisible load as defined by statute /1-148.8, the officer will determine whether or not required permits have been issued.
 2. When the overweight load is a divisible load and when possible, the driver will be required to shift or remove part of the load until the load is in compliance with law.
Any costs associated with shifting or removing an overweight load to bring the load into compliance will be borne by the driver or owner of the violating vehicle.
 3. Perishable loads (concrete or hot asphalt) will be allowed to proceed to their destination after weighing without shifting or removing part of the load.
- D. Commercial Vehicle Crashes
- Whenever a commercial vehicle is involved in a crash involving serious injury or death, a commercial vehicle enforcement officer, if available, will be dispatched to assist with the investigation. If necessary, the commercial vehicle enforcement officer will request assistance from the Illinois State Police Commercial Vehicle Enforcement Unit to aid in determining weight and safety violation.
- E. Violations will be written either under applicable State statute or City ordinance.
- F. Bond Procedure
1. Once correct fines, court costs and State surcharges have been determined, one of the following bond types will be accepted:
 - a. Commercial vehicle check (COMCHECK is approved by the Cook County Circuit Court Clerk),
 - b. T-Chek,

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- c. Notice to appear (I-Bond),
- d. Cashier's Check/Certified Money Order, or
- e. Cash.

- 2. Whenever possible, bonding procedures will be completed on-scene at the site of the stop or scale location.

Cash bonds will not be accepted at the site of the stop or inspection. If the driver or owner wishes to post a cash bond, they will be brought to a municipal building (Public Works) where the bonding procedures will be completed.

V. COMMERCIAL VEHICLE ENFORCEMENT PROGRAM COORDINATION

- A. The supervisor, or designee, assigned as the Commercial Vehicle Enforcement Coordinator shall:

- 1. Continually review the certification status and operational readiness of the Department's scale and report identified needs to the Deputy Chief of Administrative Services.
- 2. Dialogue with the Illinois State Police Commercial Vehicle Unit Coordinator, owners of fixed scale sites and other affected citizens groups to ensure that the enforcement effort is consistent with the intent of this order and in the best interests of the community.
- 3. Ensure that all scales on operational status are certified and fully functional.
- 4. Report to the Chief of Police as necessary concerning the status of commercial vehicle enforcement.

VI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Mobile Digital Video Recording System	Number GO 13.23	Revised Date June 18, 2020	Effective Date May 1, 2015	Page 1 of 4
Index As: audio/video mobile recording, MDVR system, traffic stops, video mobile recording			Approved By Frank Kaminski Chief of Police	

POLICY The use of the mobile video recorder system (MVR) has several purposes. The system protects personnel from false accusations by providing persuasive documentary evidence. Therefore, it helps defend against civil litigations and allegations of officer misconduct. Each officer shall adhere to the operational objectives and protocols outlined in order to gain maximum effectiveness of the MVR and the integrity of evidence and related video documentation. The purpose of this General Order is to establish the policies and procedures for the use and maintenance of the mobile video/audio equipment.

I. DEFINITIONS

- A. **MOBILE VIDEO RECORDER SYSTEM (MVR).** Recording system that is installed in a vehicle that includes, but is not limited to, a camera, microphone, recorder and monitor.
- B. **SUPERVISOR** - Program coordinator.
- C. **MVR TECHNICIAN** – Personnel trained in the operational use and repair of MVR's duplicating methods, downloading procedures and protocols, storage and retrieval methods and procedures.
- D. **HOT SPOT** – Location that will accept video downloads from the MVR.
- E. **SERVER** – Computer that will store and manage the MVR.
- F. **ENFORCEMENT STOP** – An action by a law enforcement officer in relation to enforcement and investigation duties, including, but not limited to: traffic stops, pedestrian stops, abandoned vehicle contacts, motorist assists, commercial motor vehicle stops, roadside safety checks, requests for identification, or responses to requests for emergency assistance.

II. USE OF MOBILE VIDEO RECORDER (MVR)

- A. The Chief of Police or his designee may equip any department vehicle with a mobile video recording system.
- B. Training, required use, and maintenance
 - 1. The mobile video coordinator or his designee shall be responsible for training all personnel on the use of the system.
 - 2. Officers are required to use the system each time they are assigned a video equipped squad.
 - 3. The system will be checked for proper operation and/or damage during the officer's daily squad inspection. The watch supervisor will be notified if the system is damaged or inoperable, and the officer will complete a work order through the Help Desk system.
 - 4. The mobile video coordinator or his designee shall be responsible for the maintenance of the mobile video systems.
- C. The MVR system is always on, but will automatically start to record and remain recording when one of the triggers is activated. The MVR has a buffer built into it, therefore, a designated amount of time prior to and after the trigger being activated will still be recorded and retained. The MVR will continue recording until the trigger has been deactivated, and the operator has manually depressed the red stop button on the MVR control unit. A red light on the dashboard will remain illuminated as a reminder to the operator to manually press the stop button after the desired recording session has terminated. It is imperative that the

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operator presses the stop button as to avoid erroneous material at the end of the recording, ultimately increasing the file size and storage/transfer requirements. The Chief of Police will determine the amount of time the system will record prior to the trigger being activated and after the trigger has been deactivated. The trigger for the system are as follows:

1. The light bar is activated in any position.
 2. The body worn camera system may be used in conjunction with the MVR.
 3. Manual recording activated by the operator after depressing the record button on the MVR control unit.
 4. When the vehicle speed exceeds 75 mph.
 5. When the vehicle is involved in an accident
- D. The Body Worn Camera will be used in conjunction with the MVR in compliance with General Order 5.24. The MVR system will automatically start and remain activated through the conclusion of the following types of incidents:
1. When responding to an emergency call.
 2. While participating in a vehicular pursuit.
 3. While on a traffic stop, motorist assist, or suspicious vehicle call. (The officer may allow the violator to view the recorded traffic violation.)
 4. When any subject(s) is placed in the back seat of the vehicle, (arrestee, transport, etc.) the MVR back seat camera will be activated by the officer.
 5. At any time the officer feels the need to document an incident.
 6. After the camera has been deactivated, the system will require a classification for the activation. The "Classify" box will appear. The officer will then select the drop down arrow. The officer will be required to choose a classification from the drop down list and then click "OK". (Emergency Response, Motorist Assist, DUI, etc.)
- E. The MVR is set up to automatically download video to a server in City Hall at authorized hot spots. Prior to the end of a shift, officers need to stop by a hot spot to download all the video stored on the MVR in their car. At the beginning of a shift, time permitting, officers should make sure there is no video on the MVR that needs to be downloaded. If there is, they should remain in the parking lot until the download is completed. The current authorized hot spots are:
1. City Hall
 - a. In the parking lot where the squads are parked
 - b. In front of City Hall on Butler Place
 2. Public Works
 3. Fire Station 35
 4. Fire Station 36
 5. Library
 6. Dee Road Train Station
- F. All video from the MVR, evidence or non-evidence, will be stored in the CMS program on the server in City Hall. The only people who will have access to view video from the server will be supervisory and I.T. personnel. The property management technician and the assistant property management technician will have access to view and export (burn to DVD) video records.
- G. Regulations concerning the use of the mobile video recording system.

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1. Pursuant to Illinois Compiled Statutes, Chapter 720, Act 5, Section 14-3 (720 ILCS 5/14-3), peace officers are exempt from the Eavesdropping Act when the recordings of an oral conversation are made simultaneously with a video recording between the officer who has identified his or her office and a person stopped for an investigation of an offense under the Illinois Vehicle Code (IVC). Officers shall not cease video and/or audio recording until the traffic stop is complete. Officers shall not adjust any audio settings on the software.
 2. Recordings made simultaneously with the use of an in-car video camera and body worn camera recordings of an oral conversation between a uniformed peace officer who has identified his or her office and a person in the presence of the peace officer whenever:
 - a. An officer assigned a patrol vehicle is conducting an enforcement stop, or
 - b. Patrol vehicle emergency lights are activated or would otherwise be activated if not for the need to conceal the presence of law enforcement.
 3. Video-Only Recording, with out Body Worn Camera video or audio
 - a. Video-only recording may be used to document any contact with any person where the person has no reasonable expectation of privacy.
 - b. Video-only recording may be used to document crime scenes or suspected illegal conduct.
 4. Traffic Enforcement and DUI Investigations
 - a. Officers will follow Body Worn Camera guidelines in G.O.5.24.
- H. P2 Card – Digital Memory
1. The P2 card will be secured in a locked vault in the squads.
 2. Only the MVR coordinator or his designee will have access to the vault.
- I. Recordings of the following incidents shall be secured as evidence:
1. A confrontation involving physical contact.
 2. Any DUI or felony arrest.
 3. Any incident that may have a significant impact on the department or an individual, including incidents that may be related to a citizen complaint of officer misconduct.
 4. Any incident that may have value in training or an officer's evaluation.
- J. Handling of MVR as evidence
1. When an arrest or incident is recorded and the record is to be used as evidence, the reporting officer will complete the Video Evidence Form and include it with the Arrest Report. The watch supervisor will place the Video Evidence Form in the safe for the property management technician. Recordings to be used as evidence shall follow the guidelines of the General Order regarding evidence. Officers may also request a copy of the lockup video to be preserved on the same Video Evidence Form.
 2. The reporting officer will indicate in the narrative of the report that a video of the incident was made and that a video evidence card was submitted.
 3. All mobile video recordings generated by the system are the property of the Park Ridge Police Department.
 4. Original P2 cards will not be released except in compliance with a court order.
 - a. Copies of mobile video recordings will only be released per proper court subpoena following departmental guidelines.

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- b. Authorized copies of mobile video recordings may also be released with the permission of the Chief of Police.
 - 5. Mobile video recordings inventoried as evidence will be held until the final disposition of the court case.
 - 6. Under no circumstances shall any recording be altered or erased prior to the expiration of the designated storage period. Upon completion of the storage period, the recording medium may be erased and reissued for operational use.
 - 7. Covertly recording other police personnel, unauthorized review of video, unauthorized erasure of video, intentionally damaging video, and tampering with or altering programmed functions in the MVR will be cause for disciplinary action.
- K. Non-evidentiary Recording Storage and Retention Schedule
 - Mobile video recordings not impounded as evidence will be retained in the server for 90 days.
- L. Non-evidentiary use of recordings
 - 1. Recordings that contain material useful for training may be used as such with permission of the Chief of Police or his designee.
 - 2. Recordings may be selected for random review of an officer's performance with the permission of a supervisor.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Reporting Elder Abuse/Neglect	Number GO 14.1	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Elder Abuse/Neglect			Approved By Frank Kaminski Chief of Police	

POLICY: Effective January 1, 2004, the law regarding Elder Abuse changed to include police agencies as mandatory reporters. The Elder Abuse and Neglect Act (320 ILCS 20/1 et seq) requires professionals and state human service agency employees, who come into contact with older persons in the scope of their professional duties, to report any suspected mistreatment of a person 60 years of age or older where the older person would be unable due to dysfunction to make a report for themselves. Professionals include those involved in law enforcement, social services, and education. Any mandated reporter who willfully fails to report as required by law is subject to a Class A misdemeanor. See the related General Order on long-term care facilities.

I. REPORTING

When a member of the department while in the performance of their duties, sworn or civilian, suspects the abuse, neglect, or exploitation of an older person (60 years of age) the member will do the following:

- A. Complete a General Case Report detailing the suspected abuse. Include in the report that notification was made (date, time, person contacted). A civilian member will contact a sworn member to initiate a report.
- B. Contact the Adult Protective Services (formerly Elder Abuse Hotline) at 1-866-800-1409.
- C. If immediate assistance is needed, contact the Police Social Worker.

II. INVESTIGATION

Reporters should be prepared to answer the following questions to the best of their ability:

- A. The alleged victim's name, address, telephone number, sex, age and general condition;
- B. The alleged abuser's name, sex, age, relationship to victim and condition;
- C. The circumstances which lead the reporter to believe that the older person is being abused, neglected or financially exploited, with as much specificity as possible;
- D. Whether the alleged victim is in immediate danger, the best time to contact the person, if he or she knows of the report, and if there is any danger to the worker going out to investigate;
- E. Whether the reporter believes the client could make a report themselves;
- F. The name, telephone number and profession of the reporter;
- G. The names of others with information about the situation;
- H. Whether the reporter is willing to be contacted again; and,
- I. Any other relevant information.

III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Long-Term Care Facilities	Number GO 14.2	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Long Term Care Facilities, Investigations – Long-Term Care Facilities			Approved By Frank Kaminski Chief of Police	

POLICY: The City of Park Ridge houses many facilities designed for long term care of people, mainly senior citizens. There are strict conditions for these facilities to operate. Members responding to these facilities will report suspicious conditions as procedures indicate. All such incidents will be documented.

I. DEFINITION

- A. The term "long-term care facility" will be understood to include any nursing home or home for the aged.
- B. These facilities must be licensed with the City of Park Ridge. (A list of these facilities will be maintained at Post One, together with the Emergency Telephone List.)

II. CITY OF PARK RIDGE COMMUNITY DEVELOPMENT (ENVIRONMENTAL HEALTH OFFICER)

- A. The Environmental Health Officer monitors activities at long-term care facilities.
- B. The Environmental Health Officer may investigate any potential or actual problems relating to patient care, as well as any acts or allegations of misconduct by staff members against residents.

III. INCIDENTS REQUIRING NOTIFICATION

- A. The Environmental Health Officer will be notified regarding any incident involving death or serious injury which is of a suspicious or criminal nature, to include homicide, suicide, attempted suicide, rape, beating of patients, etc., or any activity or incident of a suspicious nature. This also includes explosions, serious fires, or other emergencies which may require evacuation of residents. Notification will be made as soon as possible by the supervisor in charge of the investigation of the incident.
- B. Other reported incidents involving long-term care residents occurring either inside a facility (thefts, patient disputes) or outside the facility (walk-ways, street victimization, etc.) may be reported to the Environmental Health Officer, by sending copies of such reports to Community Development.
- C. Copies of these reports will be sent to Community Development by the Records Section.

IV. CRIMINAL INVESTIGATION

Criminal incidents at a long-term care facility reported to the Police Department will be investigated by patrol officers and detectives in conjunction with the City's Environmental Health Officer.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Graffiti Complaints	Number GO 14.3	Revised Date	Effective Date May 1, 2015	Page 1 of 1
Index As: Graffiti Complaints, Graffiti Removal			Approved By Frank Kaminski Chief of Police	

POLICY: Graffiti causes unsightly disturbances to neighborhoods. Members will report these incidents and take steps to abate the graffiti as soon as possible. The Department will maintain a zero tolerance on graffiti violations.

I. PROCEDURES - RESPONDING OFFICER

A. Complete a General Case Report.

Describe the graffiti in detail in the narrative section of the report and attempt to determine whether the graffiti is gang-related or tagging. Draw the symbol in the Narrative Section or attach photographic copies to the report.

B. Digital photographs may be taken on graffiti incidents. If extensive photography is deemed necessary, an ET will be summoned to the scene to photograph the graffiti. All photos taken will be inventoried per departmental policy.

C. The reporting officers will provide the victim with the information for the removal of graffiti, including the provision of the Cook County Sheriff's Graffiti Removal Waiver (available on the Cook County Sheriff's website), to be filled out and faxed upon completion.

II. RECORDS SECTION RESPONSIBILITY

Forward copies of all police reports on graffiti incidents to the Records Bureau.

When appropriate, crime analysis will be done of graffiti incidents, and the information will be provided to department members regarding patterns.

III. TASK FORCE

The Chief of Police may assign a special task force to monitor graffiti incidents.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Responding to Persons with Mental Illness	Number GO 14.4	Revised Date	Effective Date May 1, 2015	Page 1 of 5
Index As: Emergency Petitions for Hospitalization, Mentally Ill Arrestees, Mental Health Assistance			Approved By Frank Kaminski Chief of Police	

POLICY: During the course of their regular duties, agency personnel may encounter persons who suffer from mental illness. Often there is a need to assess the mental state of an individual who personnel come in contact with on the street and/or during interviews and interrogations. Dealing with persons who are known or suspected to be mentally ill can be challenging and may cause misunderstandings that could lead to unnecessary physical confrontations. Department personnel must be prepared to make preliminary judgments about the mental condition of someone who may be suffering from a form of mental illness. Personnel should have basic knowledge and understanding to safely and effectively deal with these persons. This order provides guidance to assist in recognizing persons who may be affected by mental illness and the appropriate responses by agency personnel to assist those persons in a safe manner.

I. DEFINITIONS

A. Mental Illness

1. Mental illness is defined as any of the various conditions characterized by impairment of an individual's normal cognitive, socio-emotional, emotional, or behavioral functioning, and caused by social, psychological, biochemical, genetic or other factors, such as infection or head trauma.
2. The American Psychiatric Association defines mental illness as an illness that affects or is manifested in a person's brain. It may impact on the way a persons thinks, behaves and interacts with other people. The term mental illness encompasses many psychiatric disorders which can vary in severity. Many who suffer from mental illness may not look ill or disturbed, while others appear confused, agitated or withdrawn. The APA further states that mental illnesses are real illnesses – as real as heart disease and cancer – and they require and respond well to treatment.

B. Mental Retardation – Illinois Compiled Statute 405 ILCS 5/1-116 defines mental retardation as significantly sub-average general intellectual functioning which exists concurrently with impairment in adaptive behavior and which originates before the age of 18 years.

C. Involuntary Admission – Illinois Compiled Statute 405 ILCS 5/1-119 defines a person who is subject to involuntary admission as a person with mental illness who because of his or her illness is reasonably expected to inflict serious physical harm upon himself or another in the near future, or a person with mental illness who because of his or her illness is unable to provide for his basic physical needs so as to guard himself or herself against serious physical harm.

II. SIGNS OF MENTAL ILLNESS

A. The following general guidelines are to assist personnel in identifying signs and symptoms of behavior that may suggest mental illness. However, personnel should not rule out other potential causes, including but not limited to reactions to narcotics and/or alcohol or temporary emotional disturbances that are triggered by specific situations or events. Personnel should evaluate the following information in the total context of the situation when making judgments about a person's mental state and the need for intervention.

1. Reactions. Mentally ill persons may show signs of strong and unrelenting fear of persons, places or things. The fear of people or crowds, for example, may make

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the individual extremely reclusive or aggressive without apparent provocation.

2. Behavior. An individual who demonstrates extremely inappropriate behavior for a given situation may be mentally ill.
 3. Rigidity/inflexibility. Mentally ill persons may be easily frustrated in new or unforeseen circumstances and may demonstrate inappropriate or aggressive behavior in dealing with the situation.
- B. A mentally ill person may exhibit one or more of the following characteristics:
1. Abnormal memory loss related to common facts such as name, address, etc. However, this could be indicative of a physical ailment/injury including Alzheimer's disease.
 2. Delusions, the belief in thoughts or ideas that are false, such as delusions of grandeur or paranoid delusions.
 3. Hallucinations of any of the five senses (hearing voices commanding the person to act, feeling one's skin crawling, smelling strange odors, etc.)
 4. The belief that one suffers from extraordinary physical maladies that are not possible, such as persons who are convinced that their heart has stopped beating for long periods of time.
 5. The feeling of extreme fright or depression due to paranoia, hallucinations and delusions that others are out to get them.
 6. Severe depression or sadness, feeling of worthlessness and a sense of hopelessness. Also may show a diminished ability to perform simple, daily activities such as bathing, changing clothes, getting out of bed, cooking and following basic directions.
 7. Extreme fluctuations in moods. May exhibit manic behaviors (rapid speech, excessive movement) or extreme depression.

III. EVALUATING A SITUATION

- A. Personnel may use several factors to determine whether an apparently mentally ill person represents an immediate or potential danger to himself or others. These may include:
1. The availability of weapons.
 2. Subtle or direct statements made by the person that suggest that the person is prepared to commit a violent or dangerous act to himself or others.
 3. A personal history that indicates violence under similar circumstances.
 4. A previous diagnosis of a mental illness.
- B. The control that the person demonstrates could be significant, particularly the amount of physical control over emotions of rage, anger, fright, or agitation. A lack of control may produce extreme agitation, inability to be still or communicate effectively and rambling thoughts and speech. Additionally, behavior may include clutching themselves or objects to retain control, demanding to be left alone, offering frantic insinuations that they are all right, or hallucinations.
- C. Personnel should also be aware of varying factors that may add to the volatility of a situation.

IV. PROCEDURES

- A. Response guidelines
1. Notify Supervisor of the situation and if necessary, request assistance in dealing with the situation.

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2. To decrease the possibility of escalation, avoid violating an individual's personal space. Do not speak in a loud or threatening voice. Maintain eye contact without staring. Act and communicate in a calm, reassuring, non-threatening manner. Remember to speak clearly.
 3. If possible, one person should talk or give commands to the person to minimize confusion and the potential for increased agitation.
 4. Keep your hands visible when talking with the person.
 5. Present short and simple questions allowing the person time to respond, remembering the person's thoughts may be very disorganized and fragmented.
 6. Attempt to determine if the person is in need of prescribed medication for this condition. Ask if alcohol and/or other mood altering substances have been ingested.
 7. Remain alert, as the person's behavior may be unpredictable or irrational.
 8. Offer simple, clear explanations if the person asks questions.
- B. Conducting interviews or interrogations, transporting mentally ill persons and making arrests.
1. When department personnel interview, interrogate or arrest a person, consideration should be given as to his mental state and whether the individual is a danger to himself or others.
 2. Depending upon the circumstances, personnel should consider alternatives to arrest, including referral to community mental health services, release of the individual to a competent family member or other options that may best benefit the mentally ill person.
 3. If there does not appear to be a mental health issue and an arrest is made, the prescribed arrest procedures should be followed as stated in the General Order regarding processing and handling prisoners.
 4. Once a decision has been made to take a person with an apparent mental illness for evaluation, it should be done without delay and as safely as possible to help reduce the chance for a physical confrontation. Remove any potential weapons from the person and/or area. Depending upon the individual, physical restraint of the person may be necessary. Also, the department social worker may be contacted to assist with additional resources and/or documentation of the incident.
 5. A Park Ridge Fire Department ambulance shall be used to transport the person to a treatment facility for psychiatric/psychological evaluation. Normally, the person shall be transported to Advocate Lutheran General Hospital. A patrol officer may be needed to assist in the transport. Contact the hospital prior to arrival, if possible.
 6. Proper documentation (General Case Report) of the mental health transport shall be made. Include specific details regarding the person's behavior. A referral to the police department social worker may also be made.
 7. When a person is transported to the hospital for a psychiatric evaluation and criminal charges are pending, an officer will remain at the hospital to provide security unless the person is admitted for further evaluation in the psychiatric ward. If admitted, a hold will be placed on the person with hospital staff. Staff will then notify the department when the person is to be released. Proper documentation of the specific details regarding the person's behavior, known illness(es) and any prescribed medication will be listed on the prisoner lockup report.

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V. OPTIONS FOR ADMISSION TO MENTAL HEALTH FACILITY

A. Voluntary admission of adults (405 ILCS 5/3-400)

A peace officer may ask the person whether he or she voluntarily wants treatment from a mental health facility, after the peace officer assesses that the person may be in need of mental health services.

B. Involuntary admission – immediate hospitalization (405 ILCS 5/3-600)

A person 18 years of age or older who is subject to involuntary admission and in need of immediate hospitalization may be admitted to a mental health facility pursuant to the following guidelines:

1. Peace officer petition (405 ILCS 5/3-606) When an officer suspects that a person is mentally ill, based on support material provided above, the peace officer may take a person into custody and have him transported into a mental health facility when:
 - a. As a result of personal observation, the peace officer has reasonable grounds to believe that the person is subject to involuntary admission and in need of immediate hospitalization.
 - b. To protect such person or others from physical harm.
2. Upon arrival at the facility, the peace officer shall complete the petition under section 405 ILCS 5/3-601.

C. Completing a petition (405 ILCS 5/3-601)

1. When it has been determined that a person is subject to an involuntary admission (in such a condition that immediate hospitalization is necessary for the protection of such person or others from physical harm) any person 18 years of age or older may present a petition to the director of a mental health facility in the county where the respondent resides or is present. The facility director may also prepare the petition.
2. The petition shall include the following:
 - a. A detailed statement of the reason for the assertion that the respondent is a subject to involuntary admission, including signs and/or symptoms of mental illness, descriptions of any acts, threats or behaviors supporting the declaration. The petition shall also include the time and place of occurrence.
 - b. Name and address of spouse, parent, guardian or substitute decision maker, if any, or close relative. If none, the name and address of any known friend of the respondent whom the petitioner has reason to believe may know of or have any other names and addresses of a decision maker for the respondent. If the petitioner is unable to supply any such names and addresses, the petitioner shall state that diligent inquiry was made to learn this information and specify the steps taken.
 - c. The petitioner's relationship to the respondent and a statement as to whether the petitioner has legal or financial interest in the matter or is involved in litigation with the respondent. If the petitioner has a legal or financial interest in the matter or is involved in litigation, a statement of why the petitioner believes it would not be practical or possible for someone else to be the petitioner.
 - d. The names, addresses and phone numbers of the witnesses by which the facts asserted may be proved.

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VI. AVAILABLE COMMUNITY MENTAL HEALTH RESOURCES

The following resources are available when dealing with persons with mental illness:

1. Police Department Social Worker
2. Maine Center
3. Maine Township Office
4. Advocate Lutheran General Hospital
5. Read Mental Health Facility (State Facility)

VII. TRAINING

In order to provide proper guidance and education for personnel in dealing with persons suspected of being mentally ill, the department will provide:

1. Training to all personnel on this policy, including legal review
2. Training to all newly hired personnel
3. In-service refresher training for all personnel at least every 3 years.

VIII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: AIDS and Infectious Disease	Number GO 14.5	Revised Date July 16, 2015	Effective Date May 1, 2015	Page 1 of 13
Index As: Communicable Diseases, Bio-Hazards			Approved By Frank Kaminski Chief of Police	

POLICY: The Department recognizes the possibility that its members may come into contact with persons suffering from communicable diseases. Such diseases include, but are not limited to, hepatitis and AIDS. The Department will strive, through preventive measures and proper procedural handling of persons, to lessen the risks of exposure to such diseases. The purpose of this General Order is to provide guidelines for the members of the Park Ridge Police Department in reducing the risk of exposure to blood borne pathogens and other infectious disease.

I. DEFINITIONS

- A. AIDS: Acquired Immune Deficiency Syndrome (HIV).
- B. BLOOD BORNE PATHOGENS: Pathogenic micro-organisms that are present on human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and the human immunodeficiency virus (HIV).
- C. CONTAMINATED: The presence or the reasonable anticipated presence of blood or other potentially infectious materials on an item or surface.
- D. DECONTAMINATED: The use of physical or chemical means to remove, inactivate, or destroy blood borne pathogens on a surface or item to the point where they are no longer capable of transmitting particles, and the surface of an item is rendered safe for handling, use, or disposal.
- E. EXPOSURE INCIDENT: Contact with a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material, that results from the performance of a member's duties.
- F. INFECTION CONTROL OFFICER: Member of the department who is responsible for the overall implementation and arrangement of the Blood Borne Pathogens Exposure Control Plan. The Infection Control Officer is designated by the Deputy Chief of Administrative Services.
- G. HBV: Hepatitis B Virus. A viral infection that can result in jaundice, cirrhosis and cancer of the liver. This virus may be found in human blood, urine, semen, cerebrospinal fluid, vaginal secretions, and saliva.
- H. HEPATITIS C: Viral infection parenterally transmitted, that causes abdominal discomfort, nausea and vomiting, and chronic liver disease.
- I. HIV: Human Immunodeficiency Virus (AIDS).
- J. TUBERCULOSIS: A communicable, bacterial disease, usually of the lungs, transmitted through coughing, sneezing, close personal contact, CPR, etc.
- K. PARENTERAL: Piercing mucous membranes of the skin barrier through such events as needle sticks, human bites, cuts and abrasions.
- L. PERSONAL PROTECTIVE EQUIPMENT: Specialized clothing or equipment worn by a member to reduce the risk of exposure to blood borne pathogens. General work clothes (e.g. uniforms, pants, shirts, or blouses) are not intended to function as protection against a hazard and are not considered to be personal protective equipment.
- M. POTENTIALLY INFECTIOUS MATERIALS: The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, and body fluid that is visibly contaminated with

Subject: AIDS and Infectious Disease	Number GO 14.5	Revised Date July 16, 2015	Effective Date May 1, 2015	Page 2 of 13
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blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

- N. SOURCE INDIVIDUAL: Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to a member.
- O. UNIVERSAL PRECAUTIONS: An approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

II. INFECTIOUS DISEASE PRECAUTIONS

- A. Common sense and caution should be used by members in limiting their exposure to infectious disease.
- B. Protective disposable gloves and other infectious disease control materials should be used by members to prevent transmission of infectious disease. Direct contact with blood and other bodily fluids should be avoided whenever possible. Members are required to carry issued gloves and masks (person protective equipment-PPE) while on their tour of duty and use this equipment to reduce the risk of exposure.

Replacement of used or contaminated personal protective equipment shall be made upon request.
- C. For the purpose of this General Order, there are 3 categories of exposure risk levels:
 - 1. Risk level I. Employees who may be ROUTINELY exposed to blood borne pathogens.
 - 2. Risk level II. Employees who may not routinely be exposed to blood borne pathogens, but may be exposed under certain conditions.
 - 3. Risk level III. Employees who, in the course of their normal employment, would not be exposed to blood borne pathogens.
- D. Classification of employees by position type are contained in Addendum A of this General Order.
- E. Members shall not eat, drink, smoke, apply lip balm or cosmetics, or handle contact lenses at crime scenes or other areas where body fluids are present or other contagious factors exist.
- F. Members should be aware that certain prescribed medications (e.g. steroids and asthma medications) suppress their immune system and make them more susceptible to infectious disease. Members should consult with their private physician if they are taking prescription drugs to determine if these drugs suppress their immune system.
- G. Pregnant members should be advised to report to their physician any direct contacts with bodily fluids during their tour of duty. Infectious diseases may cause severe problems in newborns.

III. INFECTIOUS DISEASE TRAINING

- A. The Deputy Chief of Administrative Services will ensure that training for all high risk employees (risk levels I and II) is conducted prior to their initial assignment to tasks where occupational exposure might occur. Employees in these categories will receive periodic refresher training.
- B. Their training will be documented on the individual employee's training record.
- C. Minimum topics for blood borne pathogen training are contained in Addendum B of this General Order.

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IV. SUPPLIES FOR INFECTIOUS DISEASE CONTROL

- A. The Deputy Chief of Administrative Services, or his designee, will ensure that adequate supplies are available for infectious disease control within the department.
 - 1. Personal protective equipment, exposure control materials, and disinfecting materials will be located in the following areas:
 - a. Prisoner processing area,
 - b. Forensic technician's room, and
 - c. Property/Evidence Room.
 - 2. A list of supplies to be kept in the above areas is contained in Addendum C of this General Order.
 - 3. Supplies kept in the prisoner processing area are to be used, as necessary, in that area only. Supplies stored in the forensic technician's room can be transported out to scenes as necessary.
- B. Individual members will be issued personal protective equipment kits based on exposure risk category. Addendum C of this General Order contains the contents of these kits by risk level.

V. CUSTODY PROCEDURES

- A. Subjects with blood or potentially infectious materials present on their person will be transported separately from other subjects. The transporting officer shall place an absorbent pad (Chux) on the car seat beneath the source individual prior to transporting the individual. In extreme situations where police have reason to believe the subject has AIDS or any other infectious disease and is bleeding or vomiting, and transportation to a health care facility is necessary, an ambulance shall be summoned.
- B. Members shall inform other support personnel (firefighters/paramedics) whenever change or transfer of custody of a subject occurs and the subject has blood or potentially infectious materials present on their person or if the subject has made a voluntary statement that they have a contagious or infectious disease.
- C. Persons taken into custody who are suspected or known AIDS carriers and have blood or potentially infectious materials on their person shall be taken to the police department and placed in a temporary holding cell. Members should wear the appropriate personal protective equipment and follow universal precautions any time they take a person into custody who has blood or other potentially infectious material on his person.
- D. Members shall indicate on the lockup sheets when a subject taken into custody makes a voluntary statement that they have an infectious disease. Verbatim narratives of these statements will also be included when preparing incident reports. A notation shall also be made when a subject has blood or potentially infectious material present on their person or clothing (i.e. "potentially infectious materials present").
- E. Members who have actual skin contact with blood or other potentially infectious material from a source individual shall, as a preventative and health measure, notify a supervisor who will complete the Blood Borne Pathogen Exposure Form prior to the employee going off-duty. Copies of these reports shall be forwarded to the infection control officer (see Addendum D).

VI. DECONTAMINATION

- A. Decontamination procedures shall be effected after a vehicle's interior, personal equipment, or a temporary holding cell has been exposed to blood or potentially infectious material discharges from a known or suspect carrier of the AIDS virus or any other infectious disease.

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- B. A supervisor shall ensure that the vehicle is brought to the City Garage for decontamination. A "Biohazard Warning" sign shall be clearly posted on the interior of the vehicle.
- C. Upon the release of a potentially infected prisoner, the holding cell shall be posted immediately with a "Biohazard Warning" sign and shall remain posted until properly cleaned and disinfected by Aftermath (866-942-6583) or an alternative company.
- D. If exigent or unusual circumstances occur requiring immediate decontamination, the recommended decontamination procedures are as follows:

1. Vehicles

- a. Proper personal protective equipment shall be worn during all phases of decontamination.

NOTE: A member should be aware that rings, jewelry of any kind, or fingernails may compromise the structural integrity of the disposable gloves. A member shall make certain that the gloves are not torn before attempting to begin any phase of the decontamination process.

- b. Any excess blood or potentially infectious materials shall first be wiped up with a disposable absorbent Chux or other approved absorbent material. Afterwards, the absorbent material shall be immediately put into a heavy-duty plastic bag and placed in a designated biohazardous waste receptacle.
- c. The infection control officer, or his designee, shall ensure that the disposable cleaning materials are destroyed, in accordance with applicable Federal and State Regulations.

2. Temporary holding cell

- a. Proper personal protective equipment shall be worn during all phases of decontamination.
- b. An employee shall make certain that the disposable gloves are not torn before attempting to begin any phase of the decontamination process.
- c. Any excess blood or potentially infectious material shall first be wiped up with a disposable absorbent Chux or other approved material. The absorbent material shall then be immediately put into a heavy-duty plastic bag and placed in a designated biohazardous waste receptacle.
- d. The contaminated area shall be sprayed with a virucidal/germicidal solution and allowed to air dry for 10 minutes.
- e. All disposable contaminated cleaning items shall be put in heavy-duty plastic bags and placed into a designated biohazardous waste receptacle.
- f. The infection control officer, or his designee, shall ensure that the disposable cleaning material is destroyed in accordance with applicable Federal and State Regulations.

VII. HANDLING AND STORAGE OF EVIDENCE

- A. Police department members will adhere to a precise regimen when handling, processing, and storing potentially infectious disease and/or contaminated evidence/property.
- B. All items of evidence/property covered with potentially infectious materials shall be treated as if they are contaminated.
- C. All items of evidence/property covered with potentially infectious materials and sacks containing these items shall be handled with the proper personal protective equipment.

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- D. Evidence technicians shall furnish protective disposable gloves to all members or others handling evidence/property that may be covered with potentially infectious materials while in the evidence technician's room.
- E. All non-biological evidence/property having potentially infectious materials on it will be placed in paper evidence bags, placed in a heavy-duty plastic bag, the bag sealed and labeled with a biohazard warning label.
- F. Wet clothing will be allowed to dry and be inventoried according to existing policy and procedures.

VIII. PROCEDURE FOR DISPOSAL OF BIOHAZARD MATERIALS

- A. When disposing of biohazard material, members should initially place the material in the appropriate red disposal bag located in the silver container outside of lock-up.
- B. Members will notify their supervisor whenever material is deposited into this container.
- C. Supervisors will ensure that the bag is secured and placed in the vendor provided container located in the police shed and that a new bag is placed in the container outside of lock-up.
- D. The department vendor, Med-pro, will make quarterly pickups for the material in shed.
- E. If a supervisor determines that a pick-up is required prior to the next scheduled date, he/she will advise the Deputy Chief of Administration or his designee who will request an earlier pick-up.
- F. Members should not deposit waste, other than biohazard material, in the aforementioned containers.

IX. CONTAMINATED DEPARTMENT OR PERSONAL PROPERTY

- A. When department issued or personal property is contaminated by potentially infectious materials in the line of duty, members will place the items in a sealed and clearly labeled plastic bag and submit them to property custodian technician for processing.

If it has been determined that the exposed material can be properly decontaminated, it shall become the responsibility of the property custodian to ensure that proper decontamination procedures shall be employed prior to returning any contaminated items to the proper owner.
- B. If an employee or supervisor determines that effective disinfection procedures are not practical for the contaminated items, they will be placed into a designated biohazardous waste receptacle for disposal.
- C. A memorandum will then be directed through the chain of command for equipment replacement. The correspondence shall include:
 - 1. The circumstances by which the property became contaminated.
 - 2. The name of the member or supervisor who confirmed that disinfection procedures were not practical.
 - 3. Whether any person was charged with destruction of public or private property due to the circumstances by which it became contaminated.

X. LINE OF DUTY EXPOSURE TO INFECTIOUS DISEASE OR CONTAMINATED MATERIALS

- A. For the purposes of this General Order, the Park Ridge Police Department recognizes 3 levels of exposure:
 - 1. Level I. Contact limited to merely being in the presence of a person suspected of having a communicable disease.

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Response. No special action required other than decontamination or disposal of affected personal protective equipment.

2. Level II. Exposure to healthy, intact skin from source individual's body fluids.

Response. Complete Blood Borne Pathogen Exposure Form and forward copies to the infection control officer.

3. Level III. Whenever there is contact with infected blood or body fluids through open wounds, mucous membranes, or parenteral routes. Any of the following is a Level III exposure:

- a. Contaminated needle stick injury,
- b. Blood or potentially infectious material in contact with member's mucous membrane or eye, nose, or mouth,
- c. Blood or potentially infectious material in contact with non-intact skin,
- d. Cuts with sharp instruments covered with blood or potentially infectious materials,
- e. Any injury sustained while cleaning contaminated equipment.

Response. In those instances in which transportation cannot be provided by a police vehicle, paramedics shall be called to transport to a medical facility for follow-up care. The following reports should be completed:

- 1) General Case Report
- 2) Blood Borne Pathogen Exposure Form
- 3) Incident report with the additional class of on-duty injury included in the report.

- B. The infection control officer, or his designee, shall ensure that all required follow-up work is completed in compliance with the Park Ridge Police Department's Blood Borne Pathogen Exposure Policy.

The infection control officer shall be responsible for securely maintaining all records regarding all exposure incidents in strict confidence, and in accordance with Occupational Safety and Health Administration (OSHA) Blood Borne Exposure Standards.

XI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

Addendum A

EXPOSURE RISK CATEGORIES

RISK LEVEL I:

Evidence Technicians
Major Traffic Accident Investigators

RISK LEVEL II:

Patrol Officers
Criminal Investigators
Watch Supervisors (Commanders & Sergeants)
Criminal Investigations Supervisor
Community Service Officers
Parking Enforcement Personnel
Social Worker
Division Commanders

RISK LEVEL III:

Chief of Police
Deputy Police Chief
Communications Personnel
Records Personnel
Administrative Staff
Crossing Guards

Addendum B

MINIMUM TRAINING STANDARDS

Training for high risk employees shall cover, at a minimum, the following topics:

1. The O.S.H.A. Standard for Blood borne Pathogens.
2. Epidemiology and symptomatology of blood borne diseases.
3. Modes of transmission of blood borne pathogens.
4. The Exposure Control Plan.
5. High risk activities which might cause exposure to blood or other potentially infectious materials.
6. Control methods which will be used to control exposure to blood or other potentially infectious materials.
7. Personal protective equipment available and who should be contacted for distribution of that equipment.
8. Post exposure evaluation and follow-up.
9. The use of biohazardous signs and labels.
10. Hepatitis B Vaccination Program.

EQUIPMENT/SUPPLY LISTS

RISK LEVEL I KIT:

1. P₂ latex gloves
2. Protective eye wear
3. Impervious gown
4. Shoe covers
5. Hair cover
6. Dust/mist mask
7. Disposable handiwipes
8. Red biohazard bag

RISK LEVEL II KIT:

1. Protective disposable gloves
2. Disposable handiwipes
3. CPR mask with check valve
4. Dust/mist mask
5. Protective eye wear

RISK LEVEL III KIT:

Protective equipment shall be issued upon request and/or demonstrated need.

Personal protective equipment to be stored in the prisoner processing area and the evidence technician room is as follows:

1. Risk Level I Kits -4
2. Heavy duty bags with ties
3. Spray bottles
4. Liquid germicidal/vermicidal cleaner
5. Disposable handiwipes
6. Absorbent Chux
7. Biohazard warning signs.

BLOOD BORNE PATHOGEN EXPOSURE INCIDENT INVESTIGATION

ORGANIZATION: _____

Employee Name: _____ Social Security No. _____

Occurrence Date: _____ Reported Date: _____

Description circumstances exposure incident (include route(s) of exposure):

Description of the employee's duties as they relate to the exposure incident:

The following contributed to the exposure incident:

_____ failure to follow prescribed work practice procedures

_____ lack of control by engineering or work practice controls

_____ other Describe: _____

Describe corrective or disciplinary action(s) taken (including education, personnel actions, implementation or new or additional engineering or work practice controls):

Infection Control Representative:

Signature

Date

BLOOD BORNE PATHOGEN EXPOSURE INITIAL MEDICAL EVALUATION

ORGANIZATION: _____

Employee Name: _____ Social Security No. _____

Occurrence Date: _____ Reported Date: _____

Description circumstances exposure incident (include route(s) of exposure):

Description of the employee's duties as they relate to the exposure incident:

The following information should be determined and documented and provided to the exposed individual UNLESS PROHIBITED BY STATE OR LOCAL LAW or unless it is infeasible to do so. If the information is given to the exposed individual, applicable State or Local laws regarding the confidentiality of such information should also be described.

Applicable State or Local law(s) regarding identification and testing of source individual AND feasibility or such identification and testing:

Name of source individual: _____

_____ Unknown

Status of source individual, if known or tested:

_____ HbSag _____ HIV

BLOOD BORNE PATHOGEN EXPOSURE INITIAL MEDICAL EVALUATION

ORGANIZATION: _____

Employee Name _____

Exposed employee:

Previous HBV vaccination: _____ No _____ Yes If yes, give dates of doses

_____ Dose 1 _____ Dose 2 _____ Dose 3

Other information: _____

Antigen or antibody testing results of exposed employee:

_____ HIV

_____ HBV

HEALTHCARE PROFESSIONAL RECOMMENDATIONS

Healthcare Professional Examination Date: _____

Indicated

Administered

_____ Hepatitis B vaccination

This patient has been informed of the results of medical evaluation and told of any medical conditions which result from exposure to blood or other potentially infectious materials which require further evaluation or treatment. A copy of this document has been provided to the patient.

Follow-up required: _____ No _____ Yes. If yes, date of next visit: _____

Healthcare Professional (signature)

Date

BLOOD BORNE PATHOGEN EXPOSURE MEDICAL FOLLOW-UP

ORGANIZATION: _____

Employee Name: _____ Social Security No. _____

HEALTHCARE PROFESSIONAL RECOMMENDATIONS

Healthcare Professional Examination Date: _____

Recommended

Administered

_____ Hepatitis B vaccination

This patient has been informed of the results of medical evaluation and told of any medical conditions which result from exposure to blood or other potentially infectious materials which require further evaluation or treatment. A copy of this document has been provided to the patient.

Follow-up required: _____ No _____ Yes If yes, date of next visit: _____

Healthcare Professional (signature)

Date

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Stress/Traumatic Incidents	Number GO 14.6	Revised Date	Effective Date May 1, 2015	Page 1 of 3
Index As: Employee Assistance Services, Remove from Duty, Traumatic Incidents			Approved By Frank Kaminski Chief of Police	

POLICY: The Department recognizes that members, by virtue of their profession, may encounter situations that require them to take a police action which can result in emotional and psychological trauma. It is the policy of the Department to provide professional counseling service to its members to assist them in coping with the impact of any such traumatic incidents as well as providing services for other personal and emotional situations that may impact them. Members may receive voluntary assistance or member may be mandatorily referred.

I. DEFINITIONS

- A. A traumatic incident is any action by any member (sworn or civilian) that results in a death or serious physical injury or any police incident or action (on or off duty) which may result in emotional and psychological anguish. A traumatic incident includes, but is not limited to, the following: police shooting incidents which result in injury or death; situations in which officers are fired upon; police vehicle accidents involving death or serious personal injury; extremely violent scenes, etc.
- B. Stress refers to any mentally or emotionally disruptive influence or distress to a member, on duty or off.
- C. Serious Physical Injury: Injury that creates a substantial risk of death, may cause serious permanent disfigurement, may result in long-term or permanent loss or impairment of the function of any bodily member or organ, or may result in prolonged hospitalization.

II. EMPLOYEE ASSISTANCE SERVICES

- A. The Department has services on a contractual basis with a private referral counseling service.
- B. The service provides services for a wide range of traumatic incidents and personal issues as well as consultation for a member's fitness for duty.
- C. The Department also provides Peer Support Services to all its members (sworn and civilian). (See the General Order about the Peer Support Program)

III. INITIATING SERVICES

- A. Any member of the Department, or their immediate family, may contact the service for information or for a counseling appointment.
- B. All command and supervisory personnel have the authority and the responsibility to recommend the programs to members under their supervision, when appropriate.
- C. Command staff members may require a member under their command to contact the service and to attend counseling sessions when there is reason to believe a traumatic or stress-related problem exists which currently is interfering, or may in the future interfere, with the member's job performance. The command staff member will initiate the appropriate referral and forward it through the chain of command to the Chief.

IV. REMOVAL FROM DUTY

- A. Any Department member (sworn or non-sworn, full or part-time) whose actions or use of force results in a death or serious physical injury will be removed from line duty assignment pending an administrative review. The administrative review will consist of three parts.
 - 1. Medical Examination/Drug Screening

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Physically injured members will not return to line duty assignment until a medical exam determines that the member is physically fit for such duty. Injured and uninjured members may be subject to mandatory drug screening as set forth in City policy, Department policy, or labor union agreement.

2. Psychological Examination

The member will not return to line duty assignment until an emotional stability and psychological fitness examination determines that the member is emotionally and psychologically fit for such duty. The exam will be conducted and assessed by the City's or Department's employee assistance programs or other qualified professional with experience treating law enforcement personnel involved in traumatic/stressful incidents.

3. Preliminary Investigation and Procedural Review

The member will not return to line duty assignment until authorized by the Chief of Police following a preliminary investigation and procedural review of the incident.

- B. A thorough investigation and procedural review of the incident will be conducted as directed by Department and City policy and procedures and/or as directed in writing by the Chief of Police.
- C. During the administrative review and investigation following removal from line duty assignment, the Chief of Police will determine and authorize the member's job status, such as temporary assignment to a staff or support position, administrative leave, or other status.
- D. For the good of an employee or the Department, and when authorized by the Chief of Police, the removal-from-duty policy may be applied to actions that result in less serious physical injury, to actions that result in emotional trauma, and to personnel who witness such actions or the aftermath of such actions.
- E. In addition to other required or necessary notifications, on-duty supervisors will consult with command level personnel to determine the applicability of this policy as soon as possible following such actions.

V. TRAUMATIC INCIDENT -- PROCEDURE

- A. The ranking member on the scene (or informed of a situation) will ensure that the ranking on-duty supervisor is promptly notified.
- B. The on-duty supervisor will take steps to ensure the proper care of the member. If there are obvious symptoms of traumatic stress, the member will be taken to the hospital for evaluation. The on-duty supervisor will assign a support person to the affected member to assist the member during the initial time after the incident.
- C. The on-duty supervisor will immediately notify the appropriate command level members and the Chief. If the incident involves a criminal investigation, the Commander of Investigative Services will be notified.
- D. The member will complete all investigative and procedural requirements relating to the incident if the member is physically and psychologically able.
- E. The member will be referred to the appropriate counseling/debriefing services as soon as possible after the event. After the member receives such services, the Chief of Police will determine the member's status.
- F. The Northern Illinois Critical Incident Debriefing Team provides assistance to emergency personnel coping with stressful experiences. The Command member in charge may authorize the call-out of this service.

VI. SUPERVISOR'S RESPONSIBILITY

- A. The procedures contained in this order do not abrogate the responsibility of supervisors to counsel members.

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- B. This program will not be used as a substitute for normal disciplinary processes or to delay the normal disciplinary processes.

VII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink, reading "Frank Kaminski", is written over a horizontal line.

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Key Boxes	Number GO 14.7	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Knox box			Approved By Frank Kaminski Chief of Police	

POLICY: The Department utilizes key boxes in order to gain entry into designated buildings in the City of Park Ridge. This order defines and explains procedures and guidelines when utilizing the key box.

I. DEFINITION

Knox Box: The Knox box brand "key box" is a small, wall-mounted safe that holds building keys for fire departments, EMS, and police departments that need to gain entry into designated buildings that require emergency services. *See attached photo of key boxes.

II. PROCEDURE

When the "Key Box" is to be utilized, the on-duty watch supervisor(s) or their designee will adhere to the following procedures:

- A. There will be a key box located in the trunks of both supervisors' squads. All supervisors will have their own key to gain access into the key box in the trunk. Supervisors will be responsible for gaining entry into the key boxes located in their trunks.
- B. The key boxes located in the supervisor's squads will contain the keys to gain access to the key boxes located at each individual building. There are a total of 3 keys in the key boxes located in the supervisor's squad trunks. Two gold keys that shall be used at any school location and one gold Medeco key that shall be used at any condo or business location.
- C. Once the key is obtained from the supervisor's squad, this key shall be used by any on-duty watch supervisor or their designee to gain access to the key box located at each individual building location.
- D. Upon gaining access to the key box at the designated building, there will be several sets of keys located in that key box that will be marked with their relevant location of use. That key shall be used to gain entry into the specified location into that building in case of an emergency situation.
- E. After the situation has been deemed safe, the key(s) shall be returned to the key box location at the designated building by the on-duty watch supervisor or their designee that has used that key.
- F. It will be the on-duty watch supervisor's responsibility to send notice via email to the Park Ridge Fire Department's Chief and Deputy Chief that entry was made into that specific key box along with time and date. This notification to PRFD will assist with the quality control checks that they will conduct on all key boxes.
- G. It will also be the responsibility of the on-duty watch supervisor to check the trunks of each supervisor squad weekly to ensure the key boxes contain the appropriate keys. After checking the key boxes, the on-duty watch supervisor will document the key box checks on the Squad Inspection Report.

III. INFORMATION

There will also be a key located in the key box at Post 1.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

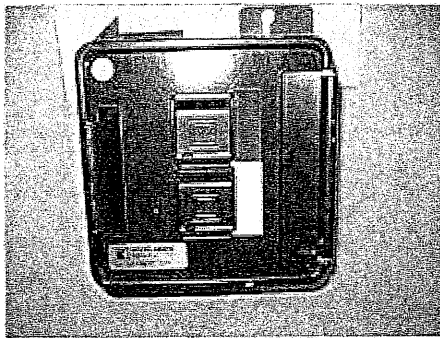


Frank J. Kaminski, Chief of Police

Knox Box

From Wikipedia, the free encyclopedia

A **Knox Box**, known officially as the **KNOX-BOX Rapid Entry System** is a small, wall-mounted safe that holds building keys for fire departments, Emergency Medical Services, and sometimes police to retrieve in emergency situations. Local fire companies can hold master keys to all boxes in their response area, so that they can quickly enter a building without having to force entry or find individual keys held in deposit at the station. Sometimes Knox Boxes are linked via radio to the dispatch station, where the dispatcher can release the keys with DTMF tones.



A Knox Box in an academic building.

Knox Boxes simplify key control for local fire departments. They also cut fire losses for building owners since firefighters can enter buildings without breaking doors or windows. The disadvantage of the system is that it provides a single point of failure for security. If the key to a district's Knox Boxes is stolen or copied, a thief can enter any building that has a Knox Box.^[1] Some

building managers wire Knox Boxes into their burglar alarm systems so that opening the box trips the alarm, negating their use in facilitating clandestine entry.



A Knox KeySecure, attached inside the cab of a fire engine, holds a high-security key to open Knox Boxes in the area

External links

- KNOX-BOX Official website (<http://www.knoxbox.com/>)

NOTE: There are **no independent citations** regarding the effectiveness or claims of this product. The only reference is the manufacturer's website.

- [^] <https://365.rsaconference.com/docs/DOC-2558>

Retrieved from "http://en.wikipedia.org/wiki/Knox_Box"

Categories: Security technology | Firefighting | Emergency services stubs

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DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Critical Incident Command System & Procedures	Number GO 14.8	Revised Date June 1, 2017	Effective Date May 1, 2015	Page 1 of 11
Index As: Critical Incident, Incident Command System, ICS			Approved By Frank Kaminski Chief of Police	

POLICY: It is the policy of the Park Ridge Police Department to provide for the safety and well-being of the community during critical incidents. This General Order serves to provide an effective Incident Command System (ICS) that will be utilized in the event of an incident (natural or man-made) that threatens the safety of the community. Critical incidents require extraordinary measures to protect lives, meet human needs, and achieve recovery. Accepting the theory that no two occurrences will be similar in nature, scope, and magnitude, it is necessary that this system be able to adapt to any emergency or incident in which public safety agencies would be expected to respond. Therefore, this system encourages organized preparedness by establishing command responsibility and tactical, operational, and reporting procedures to maintain control and the ability to expand in a rapid manner from crisis phase to scene management, and, if necessary, to the Emergency Operations Center (EOC) phase.

I. AUTHORITY

The Deputy Chief of Field Operations shall be responsible for the department having procedures for critical incident emergencies. However, the authority is delegated by the Chief of Police to the watch supervisor, and is incumbent upon the watch supervisor to initiate and implement the Incident Command System for a critical incident emergency.

The police department's responsibilities at an incident scene include determination of scope and severity, first aid, search and rescue of injured, evacuation, securing the scene, restoring order, protecting the public, and recording information and personnel concerns. Additionally, the department must provide police service to the rest of the community based upon priority needs.

II. DEFINITIONS

- A. **CRITICAL INCIDENTS** – Extraordinary events that place lives and property in danger and require the commitment and coordination of numerous resources to bring about a successful solution.
- B. **INCIDENT COMMAND SYSTEM (ICS)** – A system that provides an effective method of organizing and coordinating police services and facilitates the objective of scene management, personnel safety and control; as well as the systematic protection of life and property in an efficient and professional manner.

III. TYPES OF CRITICAL INCIDENTS

- A. **Natural Disaster**
 - 1. Fire
 - 2. Flood
 - 3. Tornado
 - 4. Severe damage from storm (rain, wind, snow)
 - 5. Earthquake
- B. **Transportation Accidents**
 - 1. Serious motor vehicle accidents
 - 2. Airplane crash

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3. Train derailment/collisions
- C. Criminal Activities
 1. Bombings/explosions
 2. Barricaded gunman/active shooter
 3. Hostage-taking incidents
 4. Civil disorders
 5. Complex/multiple crime scenes
- D. Fire/Hazardous Materials Accidents
 1. Hazardous chemical spills or explosions
 2. Industrial fires/accidents
 3. High-rise and multiple dwelling fires
 4. Arsons (major fire or explosion)
- E. Terrorist Activities and Weapons of Mass Destruction
 1. Chemical
 2. Biological
 3. Radiological
 4. Nuclear
 5. Criminal actions for political purpose
- IV. TYPES OF OPERATIONS
 - A. Single jurisdiction/single agency
 - B. Single jurisdiction/multi-agency involvement
 - C. Multi-jurisdictional/multi-agency involvement
- V. IMPLEMENTING THE INCIDENT COMMAND SYSTEM
 - A. The Incident Command System is to be implemented during any one or more of the five (5) critical incidents listed under Section III or any other incident where the responding supervisor determines the activation of the Incident Command System would be beneficial in gaining and maintaining control of a situation.
 - B. Emergency dispatch personnel, upon receipt of a notification of a critical incident, must notify the following:
 1. The watch supervisor, patrol units, and Post 1
 2. Fire Department and fire supervisor
 3. Dispatch supervisor
 - C. Post 1 Personnel
 1. Upon request by the watch supervisor, Post 1 personnel will notify:
 - a. The Chief of Police, Deputy Chief of Administrative Services, Deputy Chief of Field Operations, and Administrative Services Supervisor; and
 - b. Any other personnel designated by the watch supervisor.
 2. Use Communications of the City of Park Ridge Emergency Preparedness Plan.

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3. With information provided by the Police or Fire Incident Commander, Post 1 personnel will complete an Emergency Management Incident Flash Report (see attached).
 - a. The purpose of the Flash Report is to notify the Cook County Emergency Management Agency of a disaster situation within the City of Park Ridge.
 - b. The Report should contain:
 - 1) A brief description of the incident
 - 2) A preliminary casualty report
 - 3) Initial damage assessment
 - 4) List of anticipated needs
 - c. The Report will enable County emergency managers to review all reports and better assess the impact of the disaster on the entire County, to begin coordinating resources.
 - d. The information provided by the Incident Commander will be as accurate as possible, based on the data he has at the time. Subsequent reports may be needed as further information is developed.
 - e. Once completed, the Report will be faxed to the Cook County Sheriff's Emergency Management Agency. The original will be held for the City's Emergency Services Disaster Agency (ESDA) Coordinator.

VI. RESPONSIBILITIES

A. Initial Officers at the Scene

1. The first officer at the scene will:
 - a. Observe and evaluate the scene, and then provide an appraisal of the situation to the watch supervisor,
 - b. Clear the primary radio frequency, and
 - c. Provide communications with a safe entry route for all responding personnel.
2. Additional officers are to begin any appropriate first aid and rescue work. At this time, crowd and traffic control may be required to prevent additional injury, damage, or related police problems.
3. Although initially involved in emergency operations, the duties of these officers can change rapidly upon the arrival of a supervisor or when the fire department assumes responsibility for rescue and first aid operations.

B. First Supervisor at the Scene

1. Assume and announce command of the incident scene
2. Establish a temporary command post
3. Verify the observations and evaluations made by the first officer at the scene
4. Coordinate efforts with the ranking fire department officer and/or other public safety agencies at the scene
5. Advise the available ranking police official of all developments
6. Assess the manpower, equipment, and evacuation needs of the situation, including ensuring that any necessary additional equipment is provided for on-scene officers

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7. Establish an inner and outer perimeter

C. Field Command Post

1. A field command post should be established and announced as soon as practical by the supervisor at the scene.
2. The command post should be located inside the perimeter of operations, but not too close to the incident to avoid interference.
 - a. Should be located in such a manner as to easily be found by mutual aid agencies
 - b. Should have ample adjacent parking space to accommodate responding vehicles
3. The command post should be equipped with all lines of communications used in the incident. All radio traffic directed to command post may use the identification prefix "command".
 - a. Radio frequencies used:
 - 1) Elmwood Park/Park Ridge Police channel one,
 - 2) Park Ridge Police channel two,
 - 3) Park Ridge Public Works channel,
 - 4) ISPERN
 - 5) IREACH
 - 6) NIPAS channels,
 - 7) IWIN terminal, and
 - 8) Land line and/or cellular telephone.

D. Command Protocol

1. The first supervisor on the scene is designated the Incident Commander and remains the Incident Commander until the incident is resolved or a superior ranking officer officially assumes and announces command.
2. The Incident Commander shall have complete authority and responsibility for conducting police operations, unless relieved.
3. The Incident Commander may request another supervisor to assume command.
4. Incident command should not be passed to personnel not on the scene.
5. The Incident Commander being relieved shall provide all pertinent information of the incident to the person assuming command.

E. Command Structure Design

Depending upon the size, scope, and seriousness of the incident, it may become necessary for the Incident Commander to activate the Emergency Operations Center (EOC) and/or any of the following specific command staff positions:

1. Deputy Incident Commander
 - a. Assists the Incident Commander during the critical incident.
 - b. Assumes interim command in the absence of the Incident Commander.
2. Incident Personnel Officer
 - a. Responsible to supply the Incident Commander with manpower to meet

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operational needs, assist in briefing and assigning personnel.

- b. Maintains a record of assignments.
 - c. Ensures personnel assigned have the equipment necessary for the assignment.
 - d. All officers directed to report to the scene must check in with the Incident Personnel Officer.
3. Incident Log Officer – Maintains a log documenting all activities initiated through the Incident Command System.
- a. The date and time the log becomes operational.
 - b. The time of each entry shall be recorded.
 - c. If the activity involves an order or directive, record the name of the supervisor who gives the order and the officer to whom it is directed.
 - d. Record the activities in sufficient detail as to accurately reflect what took place.
 - e. Maintain an updated map of the location or area.
4. Public Information Officer – The Chief of Police or his designee formulates informational releases for the news media and is the designated spokesperson for the release of such information.
5. Operations Section Supervisors – Manages operational units under the direction of the Incident Commander related to stabilization and resolution. These units could be:
- a. Tactical operations
 - b. Inner perimeter
 - c. Outer perimeter
 - d. Traffic and/or crowd control
 - e. Staging area security
 - f. Support personnel

F. Additional Manpower Needs

- 1. A critical incident will usually exceed the physical and organizational capabilities of the police personnel on duty. To supplement the police personnel, the Incident Commander should consider requesting mutual aid from outside agencies, i.e. Northern Illinois Police Alarm System (NIPAS) and/or the Illinois Law Enforcement Alarm System (ILEAS). NIPAS has ten levels with a response of up to fifty (50) officers with fifty (50) squad cars, in addition to the NIPAS Emergency Services Team (EST) for special threat situations, evacuations, searches, and large scale perimeter duty. The NIPAS Mobile Field Force (MFF) can be utilized for civil disturbances and large crowd control. Also, other off-duty sworn and on/off duty non-sworn personnel and Park Ridge Citizens Patrol may be utilized.
- 2. Alert Stages
 - a. The highest ranking officer available, within a reasonable period of time, will issue orders placing members of the department on alert in cases of pending need, or activate all members as the situation requires.
 - b. In cases of immediate recall, the watch supervisor or Post 1 will

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immediately contact as many officers as ordered by the watch supervisor by the most expedient means available, and order them to report for duty.

- c. In cases of staggered recall, members will be contacted by Post 1 and notified when and where to report for duty and any shift schedule changes.

3. Response Locations

- a. Responding personnel from outside agencies should be directed to respond to a primary assembly location near the command post with their vehicles. An alternate assembly location should also be designated in the event it is needed.
- b. On-duty personnel should respond to the scene in their assigned vehicle.
- c. Off-duty police personnel that are called in should respond to the Park Ridge Police Department for briefing and transportation to the scene unless otherwise instructed when called to report.
- d. The Incident Commander will immediately assess the transportation needs of the situation and take what action is necessary to secure the required transportation.

G. Unified Command Structure

1. The concept of "unified command" simply means that all agencies that have a jurisdictional responsibility for a multi-jurisdictional incident will contribute to the process of:
 - a. Determining an overall incident action plan with objectives
 - b. Selection of strategies
 - c. Ensuring that joint planning for tactical activities are accomplished
 - d. Ensuring that integrated tactical operations are conducted
 - e. Making maximum use of all assigned resources
2. The proper selection of participants to work within a unified command structure will depend upon:
 - a. The location of the incident (which political or geographical jurisdictions are involved), and
 - b. The type of incident (which functional departments of the involved jurisdiction(s) are required).
3. A unified command structure should consist of a key responsible official from each functional department of each jurisdiction involved.
4. Common objectives and strategies for critical multi-jurisdictional incidents should be written. The objectives and strategies (Incident Action Plan) then guide the mission of the incident command system.

H. Action Plan

1. Every incident requires some form of an action plan. The plan does not need to be written for small incidents of short duration. The following are examples of when written action plans should be used:
 - a. When several jurisdictions are involved,
 - b. When the incident will require change in shifts of personnel.

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2. The Incident Commander will establish goals and determine strategies for the incident, based upon the size, seriousness and scope of the incident.
3. When a unified command structure has been implemented, incident objectives must adequately reflect the policy and requirements of all jurisdictional agencies involved.
4. The action plan for the incident should cover all tactical and support activities for the operational period.
5. All supervisory personnel involved in the operations of the incident will ensure that the action plan is utilized for all personnel under their span of control.

I. Emergency Operations Center

The Emergency Operations Center (EOC) is located in the lower level of the Park Ridge Fire Station #36.

1. The Emergency Operations Center personnel should only contain necessary command staff and supervisory personnel directly involved in the coordination of the incident. This will help to reduce confusion and congestion. To achieve an effective and efficient command of the incident, the EOC personnel should include, if appropriate, the following:
 - a. Chief of Police
 - b. Fire Chief
 - c. Director of Public Works
 - d. City staff
 - e. City and/or State's Attorney
 - f. Park Ridge Emergency Management Agency (EMA) Assistant Coordinator
 - g. State of Illinois Emergency Management Agency (EMA) Coordinator
 - h. Other local or outside personnel integral to the command of the incident.
2. During a critical incident, all news media bulletins and releases, public information or casualty information will be released by the Chief of Police, a Deputy Police Chief, or the Public Information Officer.
3. In the event rumor control is necessary, the Chief of Police or his designee will be responsible for comparing unsubstantiated reports with known facts so only accurate information will be disseminated.
4. A supervisor with the rank of sergeant or above will be designated by the ranking police official as a liaison officer with other law enforcement agencies.
5. Legal considerations should be made at the Emergency Operations Center or Field Command Post with advice from the State's Attorney or City Attorney.

J. Management Control Measures

1. Depending on the nature of the mobilization and duration of manpower commitment, personnel in all components may be temporarily reassigned.
2. The watch supervisor or the Deputy Police Chief may restrict the type of calls that will be responded to by the police department in an emergency situation. An example of this would be holding non-priority calls for a period of time while a tactical emergency or citywide emergency is handled.
3. The Dispatch Center is responsible for keeping the watch supervisor aware of

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call load status. The watch supervisor is responsible to decide when calls will be held and when normal operations will resume.

4. The Incident Commander, in coordination with the Incident Personnel Officer, will plan for adequate and timely relief to personnel assigned to the mobilization. The establishment of a relief area may be considered.
 - a. The relief locations should be in close proximity to the incident site.
 - b. The location should be out of view of the scene and out of view of the public and/or media.
 - c. The relief area should be supplied with water and healthy food, such as fruit, protein bars, etc.

K. Secondary Responsibilities for Police Personnel

When the fire department assumes responsibility for rescue and first aid operations, a command post is set up, and enough officers are present to control/contain an incident, the Incident Commander must assure that other secondary responsibilities are attended to. This includes but is not limited to the following:

1. Traffic control – establish and control traffic patterns around the incident scene through the use of street barricades and/or police officers or community service officers directing traffic.
2. Crowd control perimeters – establish natural or artificial barriers around the incident site to prevent onlookers from entering the area for their own safety and for the effectiveness of operations. Police officers given this assignment could be supplemented by community service officers, parking enforcement officers, citizen patrollers, and/or police explorers. A pass system can be initiated to control entry into the area.
3. Evacuation – the Incident Commander in consultation with the fire department commander, government officials or other appropriate persons will decide if, when, and to what extent evacuation procedures need to be executed.
 - a. An evacuation shelter needs to be designated and names of all persons evacuated should be logged for accountability purposes.
4. The Incident Commander should assign police officer(s) as security to the incident area if needed for public safety reasons, to prevent looting and/or to protect evidence.
5. The Incident Commander should assign police officer(s) to security of public facilities if, as a result of the disaster, the public facility's security has been compromised, the facility has become hazardous, or the public facility is identified as a possible target for civil disturbances or criminal sabotage. Public facilities include: telephone, electric, and natural gas companies, as well as government property generally accessible by the public.
6. All department members handling juveniles as offenders and/or victims during a major incident will follow the Park Ridge Police Department policy and procedures concerning juvenile matters contained in the General Order regarding juvenile offenders and victims, within the parameters of the Juvenile Court Act, Chapter 705, Act 405, Illinois Compiled Statutes.
7. The Park Ridge Police Department policies and procedures concerning processing arrested persons will be followed when arresting a person during a major incident. See the General Orders on mass arrest procedures and prisoner transportation.

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8. In a situation where the watch supervisor assumes the duties of the Incident Commander, he will ensure that an adequate number of sworn police personnel including a supervisor are available to handle normal police calls through assignment.

L. Post Incident Responsibilities

1. The Incident Commander will be responsible for procedures used during the de-escalation of an incident. All police personnel will continue their assignment or stay at their assigned location during the de-escalation until ordered otherwise by the incident Commander or other supervisor acting under the Incident Commander's control.
2. Reports
 - a. Responsibility for preparing the original report of the incident will rest with the officer first assigned to the call. Supplemental reports will be made by any officer who took action during the incident that was relevant to the operation. Supervisors will be responsible for seeing that their subordinate members who should file reports actually complete their reports. Any logs, diagrams, notes, etc., used by personnel during the operation will be included with the reports.
 - b. The officer first assigned to the call will also be the liaison to the court, the State's Attorney's Office, or the City Attorney, if a case is brought to court as a result of the incident unless another officer is designated by command staff.
3. When evidence is found at an incident scene, the evidence should be protected and an evidence technician called to collect the evidence. Although other police department personnel can assist in searching for evidence, one (1) assigned evidence technician should record and collect all evidence.
4. The Incident Commander will be responsible for setting up post-incident security for the incident area. The length of the post-incident security will be determined by the Deputy Police Chief.
5. The Incident Commander will conduct a critique after the termination of the incident and complete an after-action report.

VII. LEGISLATION ADDRESSING EMERGENCY SITUATIONS

In dealing with emergency situations, all officers should be aware of state and local laws which give additional powers to law enforcement officials for dealing with these circumstances. City Ordinance 3.1.8, Emergency Powers of Mayor, gives the Mayor the authority to proclaim a state of emergency during disasters or civil disturbances.

- A. By written order, the Mayor can restrict access to affected areas, and establish curfews.
- B. Illinois Compiled Statutes enable the Governor to mobilize the National Guard to assist local law enforcement agencies during disasters or civil disturbances. This requires a Proclamation of State Emergency by the Mayor, and a Request for Assistance from the Mayor or the City Manager.

VIII. LIAISON WITH EMERGENCY MANAGEMENT AUTHORITIES

As part of the City of Park Ridge's bi-annual review of the City's Disaster Plan, the designated Deputy Emergency Services Director will make contact with the Illinois Emergency Management Agency (EMA). This will permit coordination and input with state and federal disaster agencies.

IX. TRAINING AND EVALUATION

- A. Training for ICS and critical incident response procedures will be conducted annually for

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all personnel.

1. The Deputy Chief of Field Operations shall review and discuss the policies and procedures with all supervisory personnel.
 2. Supervisory personnel shall then ensure that a review of the policies and procedures is conducted with all subordinates under their command.
 3. Training involving tabletop, actual exercises, and/or multiple agency involvement should include as many supervisory personnel as feasible.
- B. An analysis of incidents and training effectiveness shall be completed by the Deputy Chief of Field Operations or a designated commander, and forwarded to the Chief of Police at a minimum of every three (3) years.

X. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

**EMERGENCY MANAGEMENT
INCIDENT
FLASH REPORT**

FOR EMA USE ONLY

DATE RECEIVED:

RECEIVED BY:

TIME RECEIVED:

NAME OF LOCAL JURISDICTION:

FORM COMPLETED BY:

TITLE:

CALL BACK PHONE NUMBER:

DATE:

TIME:

1. Type of condition, emergency, or disaster:
2. Date and time of occurrence:
3. Describe the affected area of the jurisdiction:
4. Describe road conditions including roadways and highways that are impassable:
5. Estimated number of casualties:
A. Deaths _____ B. Injuries _____ C. Homeless/Stranded _____
6. Estimated number of homes damaged:
7. Estimated number of homes destroyed:
8. Estimated number of businesses/industries damaged:
9. Estimated number of businesses/industries destroyed:
10. Briefly describe the damage to public buildings (i.e., extent of damage, service disruptions, estimated cost – if known)
11. Briefly describe the damage to utility system (i.e., extent of damage, service disruptions, estimated cost – if known)
12. Describe local actions taken or to be taken:
13. Describe outside assistance needed or requested:
14. Has a disaster declaration been made? ☐ Yes ☐ No
15. Comments:

INSTRUCTIONS

1. This information should be faxed to Cook County Emergency Management Agency as soon as possible.

COOK COUNTY EMA FAX NUMBER: 708-681-0504

2. Update the information (whether situation either deteriorates or improves) as necessary.

COOK COUNTY SHERIFF EMERGENCY MANAGEMENT AGENCY

TELEPHONE NUMBER: 708-865-4766

FAX NUMBER: 708-681-0504

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Scavenger/Junk Hauler License Procedure	Number GO 14.9	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Junk Hauler, Scavenger			Approved By Frank Kaminski Chief of Police	

POLICY: The City of Park Ridge Municipal Code, Article 12, Chapter 18 governs the procedure for scavengers/junk haulers. The Park Ridge Police Department will enforce this ordinance, and this Order serves to provide information on the ordinance, as well as procedures to follow.

I. INFORMATION

A scavenger/junk hauler is a business that partakes in the collection, handling, delivery, carrying and removal of residential or commercial garbage, refuse, junk, trash, rubbish, debris, wood, oil, grease, paper, metal, bricks, clothes, furniture, bottles or glassware for disposal, sale, or otherwise by a motorized vehicle. It is unlawful to engage in the business of scavenger/junk hauler without first securing a license from the City, specifically the Park Ridge Police Department.

II. PROCEDURE

- A. Persons seeking a license from the City can obtain an application from the police department, and the application will be processed by the police department.
- B. The applicant shall agree to a background check, which will be completed the current City-contracted business. Once the police department receives the results of the background check, the department will then approve or disapprove the license.
- C. Once the license is approved, the Park Ridge Police Department will contact the applicant. The applicant will be required to pay an annual fee of \$50.00.
- D. The applicant will provide information about each vehicle to be used. Any vehicle used for scavenging and hauling shall be equipped with a cover or covers that may be securely fastened to prevent refuse from coming loose or leaking. All vehicles, boxes or containers used or leased by a scavenger shall be kept securely closed during hauling.
- E. Each scavenger must have its license when engaged in the activities of scavenging or junk hauling and shall produce the license upon request to any law enforcement officer or inspector from the City. The police department issues the license which is a different color each year. The license has a number and sticker on the permit only available at the police department.
- F. The license will not be issued to anyone who has a warrant outstanding for any criminal offense or who has been found guilty of any felony or of a misdemeanor involving theft within 5 years prior to application.
- G. After one year the license can be renewed by signing an affidavit stating that information provided previously has not changed. The licensed scavenger/hauler would be charged the annual fee of \$50.00.
- H. Officers should remember that without probable cause or reasonable suspicion present, there is no authority to stop or detain.
- I. If an officer responds to a call regarding a scavenger/junk hauler or probable cause or reasonable suspicion exists for any other type of violation, they may stop and conduct a preliminary investigation as they would normally do. Whatever the results of the stop, officers should educate the subject on the City Ordinance.
- J. After a scavenger/junk hauler has been provided with the information, officers should provide Post 1 with the license plate and name of the driver if possible. Post 1 will maintain a log as a reference.

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III. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

A handwritten signature in black ink, reading "Frank Kaminski", written over a horizontal line.

Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Animal Services	Number GO 14.10	Revised Date June 18, 2020	Effective Date May 1, 2015	Page 1 of 9
Index As: Animal Commission, At-Risk animals, Dangerous animals, injured animals, wildlife			Approved By Frank Kaminski Chief of Police	

POLICY This department has the responsibility for animal control and enforcement of animal control ordinances. It is also the responsibility of every member to issue citations for "on view" violations and to investigate reports of animal cruelty crimes as cited in the Illinois Compiled Statutes. This General Order outlines policies and procedures for handling complaints regarding animals.

I. DEFINITIONS

- A. STRAY ANIMALS are those which are running at large in the public way or on private property other than that of their owner's or keeper's.
- B. AT LARGE means to be off the premises of the owner, not confined or under control of the owner or a member of the immediate family over 12 years of age. The animal must be on a leash if off the owner's property. (Note that there are additional restrictions for dangerous animals when on the owner's property.)
- C. LEASH means cord, rope, strap, or chain not over 10 feet in length which shall be securely fastened to the collar or harness of a dog or other animal, and shall be of sufficient strength to keep such dog or animal under control except for at-risk animals and dangerous animals.
- D. A BITE is any occurrence where a person or animal has been seized by the teeth or jaws of an animal so that the person or animal seized has been wounded, pierced, or has incurred a break or abrasion of the skin and further includes contact of saliva with any break or abrasion of the skin.
- E. DANGEROUS ANIMAL:
 - 1. Any animal that has inflicted an unprovoked bite or attack on a person resulting in injuries that include, but are not limited to broken skin, or that has bitten, attacked or mauled another domestic animal, and has inflicted an injury greater than that described in F.2. of "At Risk Animal"; or
 - 2. Any dog which has been trained as an attack dog or guard dog, except such dogs which may be used by or at the direction of the Park Ridge Police Department; or
 - 3. Any animal which has been declared by the Animal Commission, upon consultation with the Health Authority, to have exhibited any of the traits or behaviors described in E.1. above; or
 - 4. Notwithstanding anything to the contrary contained in Chapter 8 of Article 5 of the Municipal Code, no animal shall be deemed Dangerous solely on the grounds that it (1) bites, attacks, or menaces a trespasser on the property of its owner, (2) harms or menaces anyone who has tormented or abused it, or (3) bites, attacks or menaces (but does not maul) another domestic animal in a dog park owned by a park district organized under the laws of the State of Illinois; or
 - 5. Any individual animal with a known propensity, tendency, or disposition to attack without provocation, to cause injury or to otherwise endanger safety of persons or other animals.
- F. AT-RISK ANIMAL:
 - 1. Any animal that has inflicted a single unprovoked bite or nip on a person's extremity without abrading the skin; or

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2. Any animal that has inflicted an unprovoked single bite on another domestic animal and did not maul the other animal; or
 3. Any individual animal that has a trait, characteristic, or generally known reputation for viciousness, dangerousness, or unprovoked attacks upon persons or other domestic animals; or
 4. Any animal which has been declared by the Animal Commission, in consultation with the Health Authority, to have exhibited any of the traits or behaviors described in 1-3 above; or
 5. Notwithstanding anything to the contrary contained in Chapter 8 of Article 5 of the Municipal Code, no animal shall be deemed At-Risk solely on the grounds that it (1) bites, attacks, or menaces a trespasser on the property of its owner, (2) harms or menaces anyone who has tormented or abused it, or (3) bites, attacks or menaces (but does not maul) another domestic animal in a dog park owned by a park district organized under the laws of the State of Illinois.
- G. **PROPER CONTROL:** On the enclosed premises of its owner or on a leash and under the control of a person of age and capacity to restrain the animal in a reasonable and responsible manner.
- H. **MAUL:** To injure (1) due to failure to release upon submission; (2) by inflicting multiple bites that break the skin in multiple places; or (3) by shaking and/or pulling of bitten animal or person that exacerbates damage to animal or person or otherwise inflicting similar, serious injuries.
- I. **ATTACK:** This term is not limited to an actual physical attack and includes aggressive, threatening or menacing behavior that does not result in a bite or other physical injury. For example, if an animal charges a person with the apparent intent to harm or threatens to bite or pounce, the animal has attacked the person.

II. ANIMAL COMPLAINTS – RESPONSIBILITIES

- A. Animal calls are the responsibility of the police department. The City's Environmental Health Division will assist when necessary.
- B. Community Service Officers (CSOs) will have the primary responsibility for handling animal complaints. When they are unavailable, police officers will handle the complaints.
- C. It is the responsibility of every member (CSOs and sworn officers) to issue citations for "on view" violations, as well as for violations pertaining to specific complaints.
- D. **Dangerous Animal/At-Risk Animal Calls**
 1. When the department receives notification or has knowledge of a dangerous animal or at-risk animal situation, police personnel will respond.
 2. All personnel should be very cautious when arriving on the scene of this type of call. If it can be done in a safe manner, and as a last resort, a sworn officer should be prepared to destroy the animal in the event the animal charges someone in an aggressive, menacing manner, or has bitten someone and is continuing to exhibit dangerous behavior and is presenting an immediate danger to the public. Any use of force must comply with department guidelines.

III. INJURED/SICK ANIMALS & ANIMAL DESTRUCTION

A CSO, or responding member, will determine whether an injured or ill animal will be transported to a veterinarian or euthanized using humane means by the CSO or by an officer's firearm.

- A. The decision to euthanize an animal shall only be exercised when all reasonable alternatives have been exhausted and in accordance with departmental procedures. In making the

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decision, factors such as location of the animal relative to people, homes and businesses, time of day, audience/bystanders, and bullet ricochet concerns will be considered.

- B. Officers are permitted to fire their weapons at an animal under the following circumstances and taking in to consideration the factors listed in III.A.:
 - 1. In order to destroy any animal that is suffering from an apparent fatal injury, wound or illness, but only after making every reasonable attempt to contact the animal's owner (in the case of a domesticated animal) and only after obtaining authorization from a supervisor. All safety precautions should be taken to avoid injury to any person or other domestic pets.
 - 2. If the animal is to be tested for rabies, whenever possible every precaution to preserve the head of the animal will be taken.
 - 3. If the animal is obviously dangerous or vicious and cannot otherwise be prevented from killing or seriously injuring any person. All safety precautions should be taken to avoid injury to any person or other domestic pets.
- C. When using firearms to euthanize animals in situations where the circumstances allow the use of protective equipment, officers will make every effort to protect their hearing.
- D. The Park Ridge Police Department has recently experienced an increase in calls for service regarding raccoons with the distemper virus. The most common and effective response to these calls is to euthanize the raccoon at the scene. Officers have utilized both their hand gun and department rifles in the past to effectively kill the raccoons; however, concern of public perception and loud noise from the weapons has become a concern.

The police department has therefore purchased a Smith & Wesson .22 Cal. Semi-automatic pistol specifically for the use in euthanizing small animals when necessary, including "zombie raccoons". Ammunition has also been purchased for use with the .22 Cal. Semi-automatic pistol. The weapon and ammunition will be stored in the gun locker located near the radio charging station in the roll call area.

The deployment of the small animal gun must be approved by the on duty patrol supervisor and may only be utilized by a sworn officer. Consideration of the immediate environment and safety of the scene will be taken into account prior to the use of the weapon

- E. Officers will be required to fill out a General Case Report explaining the situation, reason for the use of their weapon, as well as the number of shots fired, and include all available animal information. Also document foaming or other symptoms of illness present, but do not state, conclude, or speculate about the cause of illness, such as rabies. Follow policy procedures for discharging a weapon.

IV. HANDLING ANIMAL COMPLAINTS – GUIDELINES AND PROCEDURES

- A. Stray or off-leash – Domestic Animals (e.g. dogs)
 - 1. Domestic animals are required to be on a leash while on the public way. Domestic animals are not allowed to run at large in the public way or on private property other than that of their owners.
 - 2. If a member responds to a call for service regarding an animal running at large, the owner is in violation of Section 5-8-7 of the Park Ridge Municipal Code, except for cats. Cats at large must be neutered, inoculated against rabies, licensed for the current year, and be wearing a tag identifying its owner. Additionally, if a cat owner receives notice pursuant to City Code requiring that a cat be confined, the owner must comply with such an order.
 - 3. The member may issue a ticket to the owner for an animal being off-leash in the public way or running at-large (either on public or private property). If the animal is

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running at-large on private property, a complainant is required. The ticket will properly articulate the violation that occurred.

4. If an owner is not immediately available or known, the member will apprehend the animal. If the animal has tags, an attempt should be made to identify the owner through records at Post 1. If this is not available, the animal will be impounded.
5. Whenever a stray animal is located, the member should check with Post 1 to determine if it has been reported as missing.
6. Animals brought in the station will then be taken to the City-contracted animal hospital if the owner is unable to be located within a reasonable time. The Department will maintain a temporary holding cage for animals.
7. If a stray animal is injured, attempts will be made to identify the owner or a responsible party. If no one is available, the member will contact the on-duty supervisor to determine if the animal should be taken to a medical facility.
8. The Department will maintain equipment to be used in the capture of stray animals to include nooses, snares, and other items. CSOs maintain this equipment in their vehicles.

B. Animal Bites/Attacks

1. A police officer will respond to animal bite/attack calls. The victim will be provided with medical attention, and, if possible, the offending animal will be secured and the owner identified.
2. The officer will conduct an investigation into the bite/attack to determine how the bite/attack occurred. A General Case Report will be completed. The narrative section of the General Case Report shall contain the following:
 - a. Whether the bite/attack was provoked
 - b. Description of the wound
 - c. Description of the animal
 - d. Names, addresses and telephone numbers of any witnesses
 - e. If applicable, the citation numbers, charges, date, and hearing information.
 - f. Name and address of the owner, if known
 - g. Name and city of the veterinarian, if known
 - h. The location at which the animal was last seen if the animal's owner or keeper is not known and the animal was not apprehended
3. The police officer will also complete a Cook County Department of Animal Control Animal Bite Record. This is only completed for bites.
4. Enforcement action – if the animal bites or attacks another person or animal, the owner may be cited under 5-8-10M of the Municipal Code.

If the animal was in any way told to attack/bite another person or animal, the potential for criminal charges should be reviewed.

In addition, the officer will also determine if any citations are appropriate. For example, the owner may be cited for failure to register the animal, failure to have the rabies inoculation, or for the animal being at-large.
5. If the owner of the offending animal is available, the responding officer will inform the owner (or keeper) that per City Code, the offending animal must be examined by a private licensed veterinarian within 24 hours and confined for a period of 10 days.

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6. After being examined by the veterinarian, the animal must serve a period of confinement for 10 days, either at home or in a designated location approved by the department.
 - a. Home Confinement
 - 1) If the animal has current rabies vaccinations, the veterinarian may recommend home confinement for 10 days. After 10 days, the animal must be re-examined by the veterinarian.
 - 2) If the animal does not have current rabies vaccinations and a licensed veterinarian determines that the animal may be confined at home, the animal will serve a 5-day home confinement period and then be re-examined by the veterinarian. The animal will then serve an additional 5-day home confinement period.
 - 3) If during the 10-day confinement period, the animal bites or attacks another person, the owner shall be required to immediately place such animal in a duly licensed veterinary hospital where such animal shall be confined for 10 days.
 - b. Confinement – Designated facility

If home confinement is not recommended, the animal will be confined to a facility designated by the Department. Home confinement is not authorized when the animal has caused significant harm and/or is a threat to the public and/or there is a concern the animal cannot be controlled by the owner.
7. If the offending animal is deceased or must be destroyed, every effort should be made to not damage the head. The brain area needs to be tested by the Cook County Rabies Control Department. The City-contracted animal hospital will inventory the animal's head in these cases.
8. Destruction of Animals for Bite Incidents (see Municipal Code Section 5-8-10, Sections G & H)
9. Records Bureau responsibilities regarding animal bites include the following:
 - a. Fax the Cook County Department of Animal Control on the next business day giving them the information on the bite.
 - b. Forward the Cook County Department of Animal Control Animal Bite Record and/or rabies specimen card after making two (2) copies for record-keeping.
 - c. One (1) copy of the animal bite record shall be filed with the General Case Report and the other will be maintained by the CSO Manager.

C. Impounding Animals

1. Dogs shall be impounded when the apprehending officer is unable to return the animal to its owner/keeper, or if circumstances dictate that the health and/or safety of the community will be best served by impounding the animal. Impoundment will abide by applicable laws and ordinances.
2. Cats, including those with collars and tags and feral will not be impounded but will be released at the locations of the trapping. Exceptions to impounding include the case of bite or condition/behavior of the cat indicates that the safety and or health of the community would be better served by impounding the animal. Cats so impounded must be in a secure container. Impounded cats should be left in the container for hospital staff to remove. Being possibly feral, regardless of age, is not cause for impoundment.

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3. Impounded animals will be taken to Golf Rose Pet Lodge or Golf Rose Animal Hospital, 1355 N. Roselle Road, Schaumburg.
 - a. Members must complete a Park Ridge Police Animal Impound Release form. Forms will be kept at the hospital, but members should have additional forms in case the animal hospital is out.
4. If it is necessary to hold an animal for a short period of time prior to release to the owner/keeper, the animal may be held in one of the cages located in the evidence building. Supervisors will ensure that these animals are cared for (fed, allowed to relieve themselves, etc.) until such time as they are released to their owner or taken to an animal hospital. Completed impound cards will be required for animals held at the police station.
5. Impound cards must be completed for each animal impounded.
 - a. The impound card must state the location and time the animal was picked up, the type/breed and color of the animal if known, and should indicate the type of any identifying tags on the animal. If there are identifying tags, an attempt should be made to contact the owner and then be noted on the impound card. If the animal does not have any tags, indicate "no tags" in the remarks section of the impound card.
 - b. The second copy (hard copy) of the impound card shall be left at Post 1 for tracking and billing purposes.
6. When a dog is impounded by the police department, a General Case Report will be completed and the appropriate citations should be issued and attached to the hard copy of the impound card.
7. The impound information will be given to Post 1 personnel for entry on the animal record sheets located at Post 1. Post 1 personnel will attempt to contact the owner, if known, and will note such attempts in the stray animal log.
8. Animals held short term at the Department may also pay the release fee.
9. Animal Hospital – Release

The animal hospital will not release an animal without a Park Ridge Release Form completely filled out to include name, complete address, telephone and a dog's name.

Animal owners may obtain a release from the Post 1 personnel upon payment of the appropriate release fee. At this time, the owner will also be given any citations issued. If citations have not yet been issued, the watch supervisor will ensure that the appropriate citations are written before release is given. The name and address of the owner will be written on all copies of the citations.

D. Animal Abuse or Neglect

1. If a CSO is dispatched to a report of abuse/neglect, he/she will make an initial assessment of the situation. If the situation requires action beyond a warning notice or city ordinance enforcement, a police officer will be dispatched to handle the investigation. Whenever possible, a Humane Investigator will be dispatched on animal cruelty incidents. However, it will be the responsibility of all sworn members to investigate reports of misdemeanor and felony incidents.
2. Officers dispatched to a report of animal cruelty should investigate the situation as one would any other crime. Officers should refer to the proper statutes to identify the elements of the offense and determine if a crime has been committed. Established protocol for the recovery of evidence should be followed, and it should be noted that

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in these incidents, the animal itself is considered evidence. If an arrest is to be made and/or animal seized, the following steps should be taken:

- a. The CSO or police officer should provide transportation for the animal requiring medical attention. During their business hours, Monte Clare Animal Hospital (6854 W. Grand Avenue, Chicago) will be utilized. When Monte Clare is closed, animals should be transported to Golf Rose Animal Hospital or Pet Lodge (1355 N. Roselle Road, Schaumburg). Personnel at these facilities should be advised that the animal is part of a police investigation.
- b. If an officer elects to transport an animal and the animal fits in a carrier, it should be transported in the carrier. These will be maintained in the Evidence Building.
- c. Under no circumstances will an animal seized as a result of an animal cruelty investigation be placed in a cage at the animal shelter without first receiving veterinary care.
- d. Any follow-up necessary on reports of animal cruelty will be handled by a Humane Investigator or the Investigative Services Division. All misdemeanor and felony incidents will be investigated by sworn members. A CSO may follow-up on city ordinance violations.

E. Wild Animals

1. Calls for wild animals will be handled on a case-by-case basis. The department will generally not attempt to trap or apprehend wild animals on public or private property unless it is an emergency or threatening situation. Members may assist in the removal with wild animals in the inhabited area of a dwelling.
2. Animal removal will not be attempted if the removal cannot be accomplished without undue danger of injury to the member or others and/or danger of damage to property.
3. Property owners are generally responsible for wild animal complaints on their property. Members should advise the complainant to contact a private firm to address the animal issue.
4. Wild animal complaints in inhabited areas will be handled by either a police officer or CSO. Each call will be assessed on a case-by-case basis. Inhabited areas are those where people actually live in. Some of the options available to the member are as follows:

- Chase the animal outdoors
- Isolate the animal in one room or location
- Noose and release the animal (DO NOT NOOSE SKUNKS)

If the attempt to remove the animal is unsafe, the member should advise the resident to seek a private contractor.

NOTE: Animals stuck in outside window wells can be freed by placing a board in the window well so they can climb out.

5. If CSOs or police officers are unable to remove the animal, the resident should be advised to contact a private animal removal service at their own expense.
6. Cleanup and removal of dead animals on residential property is the resident's responsibility.
7. Questions regarding wild animal issues may be referred to the City's Environmental Health Department.

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8. If assistance is needed from Cook County Animal Control, you may submit a request online. Instructions are located in the Post 1 Resource Book.
- F. The City manages a Skunk Trapping Program, which will generally run until consistently colder weather arrives in the fall. Post 1 will handle all inquiries and reports of trapped animals. Residents will be instructed to contact Post 1 should an animal be found in a trap.
 1. Should the Post receive a call:
 - a. If called by a resident that an animal has been trapped (skunk or anything else), the call taker will take the caller's name, address, phone number, location of the trap and type of animal in the trap.
 - b. Advise the caller that ABC Wildlife will be the company who will remove the animal and that they generally respond between 1100 – 2000 hours.
 - c. If the caller calls the Post after 0800 hours, advise the caller it is possible that ABC Wildlife may not be out until the following day. If necessary, explain that when to respond is ABC Wildlife's decision based on their call volume. ABC Wildlife does pick up animals 7 days a week, 365 days a year.
 - d. After gathering the required information from the caller, the call taker will contact ABC Wildlife at 847-870-7175 to pass on the necessary information and document in the Red Book.
 2. Inquiries about the program or trap setting, baiting or availability will be forwarded to the Health Department at 847-318-5281.
 3. It will be the policy of the Park Ridge Police Department that we will not respond in person to animals caught in a trap. The above policy dictates our procedure.
- G. Raccoons and opossums are nocturnal animals. If a citizen reports a daytime sighting of a straying nocturnal animal, CSOs, or in their absence a police officer, will respond and attempt to determine if the animal is sick or dangerous. Police will respond appropriately according to the circumstances.

For clarification, a nocturnal animal that is trapped in a window well or a garage in the daytime almost always became trapped during the nighttime foraging activity, and should not be considered as a straying nocturnal animal.
- H. Further questions regarding skunks or other wild animals should be forwarded to the City Environmental Health Division at 847-318-5281 during regular business hours.
- I. If bats are located in the inhabited area of the dwelling or business, a CSO or, in their absence, a police officer will be dispatched and every attempt will be made to catch the bat.
 1. Bats will be secured in a box or a container. An impound card will be filled out with the Park Ridge Health Department as the impounding agency.
 2. The secured bat and the impound card will be taken by Cook County Animal Control for rabies testing per the Park Ridge Health Department.
 3. Due to the danger of rabies contamination, removal of bats shall be handled with the utmost care.
- J. Dead Animals – Private/Business Property

Cleanup and removal of dead animals on residential or business property is the resident/owner's responsibility.
- K. Dead Animals – Public Property
 1. If an officer observes or receives a complaint of a dead animal, he will notify Post 1 of the exact location of the animal. Post 1 will notify Public Works to remove the dead animal if on public property.

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2. The watch supervisor may authorize his own members to remove or relocate a dead animal if he determines that it is a health or safety hazard.
3. No police department employee should dispose of a domestic animal, i.e. a cat or a dog, without first scanning for a chip and without taking a photograph of the animal. The photograph should be kept in the "Domestic Critters" book in Post 1.

V. ANIMAL COMMISSION

- A. The City has an Animal Commission that is responsible for reviewing animals that may exhibit behavior that falls into one of two categories: At-Risk or Dangerous. (See I. Definitions). The Commission consists of three civilians appointed by the Mayor.
- B. The CSO Manager will be a liaison to this Commission. The CSO Manager will bring cases to the Commission for review whenever warranted.
- C. If the Commission determines that an animal fits the criteria to be classified as either Dangerous or At-Risk, the owner of the animal is required to follow several restrictions. The CSO Manager will notify Post 1 and the Finance Department of any animal that the Commission designates as either Dangerous or At-Risk.
- D. Restrictions for Dangerous Animals – See City Municipal Code Section 5-8-20, Dangerous Animals
- E. Restrictions for At-Risk Animals – See City Municipal Code Section 5-8-26, Animals
- F. Member may cite the owners of either a Dangerous or At-Risk animal for violating any requirements under Section 5-8-20 or 5-8-26.
- G. Any violation committed by Dangerous or At-Risk animals will be reported to the Animal Commission.
- H. Post 1 will maintain a list of animals classified as At-Risk or Dangerous. Whenever a member encounters an animal, they will check with Post 1 to determine if the animal is At-Risk or Dangerous.

VI. CUSTODIAL ARRESTS

Members should refer to the Humane Care of Animals Act, 510 ILCS 70 for appropriate charges. Additional charges are located under 720 ILCS 5/12-35 and 720 ILCS 5/26-5.

VII. HUMANE INVESTIGATORS

The Department trains officers as Humane Investigators. The Department's Post List identifies those trained as Humane Investigators.

VIII. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Hazardous and Radioactive Materials	Number GO 14.11	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index as: Hazardous Materials, Radioactive Materials			Approved By Frank Kaminski Chief of Police	

POLICY: The Park Ridge Police Department will maintain liaison with appropriate local, state, and federal agencies to provide safe and immediate response to incidents involving hazardous or radioactive materials.

I. DEFINITIONS

- A. **HAZARDOUS MATERIAL (HAZ-MAT):** is any element, compound, or combination thereof, which is flammable, corrosive, detonable, toxic, radioactive, an oxidizer, an etiological agent, or is highly reactive and which, because of handling, storing, processing, and packaging may have detrimental effects on operating and emergency personnel, the public, equipment, or the environment. Hazardous materials are transported throughout the state every day. While many of these are in common use, accidents or spills present a serious threat to the health and safety of the community, especially to the officer who is the first responder on the scene.
- B. **WEAPON OF MASS DESTRUCTION (WMD):** is any weapon that can kill or bring significant harm to a large number of people, and/or cause mass damage to property by use of chemical, biological, radiological, or nuclear technologies.
- C. **EMERGENCY RESPONSE GUIDEBOOK (ERG):** is a resource for first responders which provides information regarding hazardous materials.
- D. **INCIDENT COMMAND SYSTEM (ICS):** is a set of personnel, policies, procedures, facilities, and equipment integrated into a common organizational structure designed to improve emergency response operations. ICS is a subcomponent of National Incident Management System (NIMS), created by the United States Department of Homeland Security.

II. PROCEDURES

- A. When a police officer responds to an incident and suspects that radioactive or hazardous materials are involved, he/she will:
 - 1. Immediately notify dispatch of the situation, and
 - 2. Immediately notify the on-duty watch supervisor.
- B. Dispatch will immediately contact the Fire Department.
- C. The on-duty watch supervisor will assess the situation, and upon consultation with the on-duty Fire Department supervisor, determine if the Incident Command System (ICS) is needed.

If the on-duty watch supervisor determines that the use of the ICS would be beneficial to the successful remediation of the incident, the on-duty watch supervisor shall direct Post 1 personnel to implement the ICS, outlined in the General Order on the Critical Incident Command System.
- D. The on-duty watch supervisor shall direct officers on the scene to secure the area and establish both an inner and outer perimeter. Guidelines regarding evacuation and perimeter distances are contained in the ERG.
- E. Officers on the scene will not attempt to handle any suspected hazardous materials.
- F. Police units on the scene shall provide assistance to the local, state, and federal agencies on the scene.

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III. CONSIDERATIONS FOR VARIOUS HAZARDS

A. Hazardous Materials

1. All information concerning any hazardous materials will be forwarded to dispatch for dissemination as soon as possible. This information should include:
 - a. Type of incident (railway spill, highway spill, industrial accident),
 - b. Basic description of incident (fire, explosion, etc.),
 - c. Exact location, and
 - d. If possible, obtain information from Department of Transportation (DOT) hazard placards or Interstate Commerce Commission (ICC) label or labels.
 - e. If information is not readily available regarding the type of hazardous material from either the driver, shipping papers, bill of lading, or DOT hazard placards, the on-duty watch supervisor shall direct either dispatch or Post 1 to contact the Chemical Transportation Emergency Center (CHEMTREC) at 1-800-424-9300. CHEMTREC provides information to first responders for handling hazardous materials emergencies.
2. Dispatch shall forward this information to all responding local, state, and federal agencies that are on the scene or responding to the scene.
3. Responding officers should have minimal contact with any type of hazardous material. Any contact with hazardous materials should be reported, and medical evaluation is mandatory.
4. Responding officers should practice hazardous materials safety protocols when feasible, which include remaining up hill and upwind from any type of hazardous material incident scene.
5. Responding officers should attempt to segregate and detain any persons who may have been in contact with suspected hazardous materials until they are examined. Responding officers should also attempt to obtain identifying information.
6. Responding officers should attempt to remove any injured parties from the area with as little physical contact as possible. Take any measures necessary to save lives, but carry out the most minimal first aid procedures possible until help is obtained from medical personnel familiar with the hazardous materials protocols.
7. Responding officers should not handle any material they suspect to be hazardous. No items or souvenirs shall be removed from the scene for any reason.
8. In the event of a vehicle crash involving any type of hazardous material, all vehicle traffic should be detoured around the scene.

B. Weapon of Mass Destruction (WMD)

When it is believed that an accident or incident has occurred involving a weapon of mass destruction, the on-duty watch supervisor shall direct dispatch to notify all pertinent local, state, and federal agencies. These would include, but are not limited to: NIPAS, Illinois State Police, Cook County Sheriff's Police, ILEAS, FBI, and DHS.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Outdoor Warning Siren System	Number GO 14.12	Revised Date August 9, 2021	Effective Date August 9, 2021	Page 1 of 2
Index As: Tornadoes			Approved By Frank Kaminski Chief of Police	

POLICY: The City of Park Ridge operates an Outdoor Warning Siren System to provide our citizens with early warning of impending severe weather conditions or notification that the country is under attack. The following policy and procedure is established for the activation of this system.

I. OUTDOOR WARNING SIREN SYSTEM

A. Five (5) siren sites atop fifty (50) foot wooden poles located at the following locations:

Site 1. City Hall - Rear parking lot

Site 2. Fire Station #35 - 901 West Devon

Site 3. Fire Station #36 - 1000 North Greenwood

Site 4. Maine East High School - parkway on Farrell, west of Vernon

Site 5. Carpenter School - parkway on Elm, west of Hamlin

B. Activation Site. Primary site is located at Park Ridge Police Department Post 1.

II. DEFINITIONS

TORNADO WATCH – Be prepared. To be issued when weather conditions exist that can cause a tornado to develop.

TORNADO WARNING – Take Action. To be issued when a tornado funnel is sighted or indicated by the weather radar.

III. PROCEDURES

A. Tornado

1. Post 1 will activate the siren system based on the following conditions:
 - a. A funnel cloud or a tornado has been sighted or confirmed by a local law enforcement official or a trained weather spotter and reported to Post 1, or
 - b. A tornado warning has been issued by the National Weather Service that includes Park Ridge and surrounding communities.
2. The on-duty supervisor will notify Post 1 when the siren will be activated. Post 1 personnel will never activate without prior supervisor approval.
3. The on-duty supervisor may assign additional manpower to assist Post 1 if needed to help with telephone inquiries. The on-duty supervisor will notify the command staff.
4. Prior to activating the siren for Tornado Warning, the supervisor will validate that a Tornado Warning is in effect for Park Ridge. The on-duty supervisor will:
 - a. contact Cook County Dispatch and verify that a Tornado warning is issued for Park Ridge and for the surrounding area, or
 - b. monitor the Accu-Weather App on the Department issued cell phone and verify that Park Ridge is in the Warning area, or
 - c. check with neighboring jurisdictions, e.g. Rosemont, Niles, Des Plaines.

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d. When in doubt, contact the Commander, Deputy Chief, Executive Officer or Chief for consultation.

B. Other activations:

1. Activation of the siren system will only be authorized for other purposes with the approval of the Chief.
2. The siren system will be activated through Post 1.

III. SIREN ACTIVATION PROTOCOL - INSTRUCTIONS

A. If a member has to activate the siren, the steps are as follows:

1. Obtain police supervisor approval.
2. Set key switch to UNLOCK position to unlock encoder. The key is permanently kept in the lock.
3. Select desired activation mode (i.e. SEVERE WEATHER ALERT, OR MONTHLY SYSTEM TEST, etc).
4. Depress SEND button to initiate wireless transmission to sirens. *Sirens clear automatically when complete*
5. Place key back to LOCK position.

B. Activating Individual Sites

This system does not have the capability to activate individual sites.

C. System Specifications

1. Radio controlled electronic "Federal" brand model #2001 1276db, installed by Braniff Communications located in Crestwood, Illinois (708-597-3200).
2. Rotate 360 degrees atop fifty (50) foot wooden poles.
3. Battery powered (trickle charged) with emergency shut off and battery warmers.
4. Failure indicator lights at each site for power and malfunction.
5. Each siren has a disconnect switch to shut down a malfunctioning siren. These switches are located in a locked component box. The keys will be kept at the following locations:
 - a. Fire Station 35, 901 W. Devon,
 - b. Fire Station 36, 1000 N. Greenwood,
 - c. Post One,
 - d. Police Watch Supervisor's squads, and
 - e. Fire Shift Commander's vehicle.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Disasters/Unusual Occurrences	Number GO 14.13	Revised Date	Effective Date May 1, 2015	Page 1 of 8
Index As: disasters, lockdowns, unusual occurrences			Approved By Frank Kaminski Chief of Police	

POLICY This order is intended to cover (1) natural and man-made disasters, and (2) civil disturbances. Police responses to these types of incidents often overlap and, indeed, are quite similar. Both require a degree of preparation and planning to achieve the most effective disposition of the incident. Both require the quick mobilization of people and resources to insure that the danger and damage be minimized. The Department will maintain a state of preparedness for managing these situations, and will work in conjunction with other city, state and federal efforts to manage them.

I. DEFINITIONS

- A. Unusual Occurrences. As used in this order, this term refers to any situation of an emergency nature which is outside the normal police service and which requires extraordinary methods of resolution. Examples include, but are not limited to, floods, tornadoes, fires, storms (rain, wind, snow), major accidents (transportation, industrial, chemical, radiological), civil disturbances, and epidemics.
- B. Community Emergency Response Team (CERT). CERT members can assist others in neighborhoods or workplaces following an event when professional responders are not immediately available to help. They are a group of citizen volunteers who have received training in traffic control, dissemination of information, and grid searches.
- C. Resource Manual. This refers to the manual which provides a listing of available resources during emergency situations. Manuals are located at Post One and the Watch Commander's Office.
- D. Officer in Charge (OIC). This term refers to that commander or designee assigned to be in charge of the operation. Most unusual occurrences will be handled by the Deputy Chief of Field Operations, or his/her designee.
- E. Civil Disturbances. This term refers to riots, disorders, and violence arising from dissident gatherings and marches, rock concerts, political conventions, and labor disputes.

II. ADMINISTRATION

- A. The Deputy Chief of Field Operations is responsible for planning and coordinating the Department's response to unusual occurrences. The Deputy Chief of Field Operations or a designee will serve as the Department's liaison with the CERT Coordinator.
- B. The Chief, in conjunction with the Deputy Chief of Field Operations, will be responsible for issuing procedures and plans regarding unusual occurrences. These plans will be reviewed and updated as needed. Specific unusual-occurrence plans, if appropriate, also will fall within this responsibility, and will be reviewed and updated annually.
- C. Command and supervisory personnel are expected to have a working knowledge of these plans and procedures.

III. AUTHORITY

- A. The nature of the police effort dictates that, in most instances, the police will arrive first on the scene of unusual occurrences. Because of this inherent tendency, the Department is charged with the overall authority and responsibility for providing the initial response to the scene, unless otherwise directed.
- B. The authority for all outside resources remains with the Department, unless superseded in cases of declared martial law.

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C. By city ordinance and state statute, the Chief of Police is in charge of any unusual occurrence, except in cases where authority is assumed by military forces in the face of insurrection or declared martial law.

D. The normal chain of command will be followed, unless changed by a higher authority.

IV. OPERATIONAL PLAN

The Department's responsibilities at an unusual occurrence can be divided into four stages: initial response stage, execution stage, de-escalation stage, and aftermath stage. The initial response stage begins with the notification of the event to the Dispatch Center. During this period, police duties include determination of the scope and severity of the scene, first aid, search and rescue of the injured and the initiation of other plans. The execution stage includes all other emergency service operations needed, including resident evacuation, securing the disaster site, rumor control/public information, establishing traffic parameters and evacuation routes, crowd control, body identification, and to prevent looting. The de-escalation stage includes the systematic releasing of committed resources from the scene, once the situation is under control, and providing minimum resources until the situation is totally terminated. The aftermath stage includes critiquing the entire situation.

NOTE: The Department must provide police service to the rest of the community, based on priority needs. These would include emergency and immediate response calls for assistance.

A. Initial Response Stage

1. The first responding officer will:

- a. Determine and communicate to the watch commander the type and location of the disaster or unusual occurrence.
- b. Render emergency medical assistance.
- c. Organize volunteer self-help at the scene, if necessary.
- d. Assume interim command at the scene, and direct the activities of second and subsequent officers to arrive.
- e. Stay available for radio communications at all times.
- f. Relinquish command, and give a situational briefing, to the first supervisor to arrive.

2. The second officer at the scene of a disaster will perform the following duties:

- a. Under the direction of the first officer on the scene, determine and communicate to the watch commander the range of the unusual occurrence.
- b. Determine and communicate the exact type and location of the following hazards: power lines down, broken water mains, escaping vapors, blocked streets, fires, structural damage, crowd or panic conditions, and traffic congestion.

3. The first supervisory or command person to arrive will:

- a. Assume interim command of the situation.
- b. Assume and inspect all duties executed by the first officer at the scene.
- c. Establish a command post at the scene.
- d. Advise Dispatch/Post One of probable staffing requirements, need to cordon off the area, traffic control problems, and equipment or materials needed.
- e. Advise Post One to make the following notifications:
 - Chief;
 - Deputy Chief of Field Operations;

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- Deputy Chief of Administration;
- Fire Department (if applicable);
- CERT Coordinator (if applicable);
- Citizens Patrol (if applicable)

- f. Appoint a supervisor to serve as the Communications supervisor, if none is on duty.
 - g. Advise Dispatch Center to make the necessary notifications to other agencies, appropriate city departments, such as hospitals, Public Works, etc., and mutual aid, if applicable.
 - h. Establish safe routes to and from the scene.
 - i. Mobilize existing Departmental personnel from all divisions.
 - j. Maintain perimeter control.
 - k. Coordinate efforts with the ranking Fire Department officer at the scene.
 - l. Assume the role of Personnel and Equipment Officer.
4. Dispatch/Supervisor in Charge
- a. Dispatch necessary police equipment and personnel.
 - b. Notify other agencies and departments, as directed.
 - c. Keep lines of communication open between the Dispatch Center and command post.
 - d. Prioritize other calls and advise citizens.
 - e. Work with Post One to assure that desk telephones are adequately staffed, and prepare a response for possible incoming calls.
 - f. Notify all on-duty personnel of the emergency standby, and prepare them for assignment.
 - g. Maintain current information as to vehicular movement, to facilitate rapid handling of casualties and the reactivation of equipment.

B. Execution Stage

1. The Chief of Police or a designee will appoint an Officer in Charge (OIC) of the situation. If possible, this should be someone of the rank of Commander or higher.
2. The OIC will assume overall command of the situation and direct operations from the command post. The OIC will keep lines of communication open with the Dispatch Center. The OIC will staff the command post with the appropriate personnel.
3. The OIC will immediately evaluate the situation, and will determine the appropriate course of action.
4. The OIC will coordinate news releases with the Public Information Officer.
5. The OIC will assign a person to log all events of the disaster.
6. The Forensic Technician Coordinator may be called to the command post by the OIC to assist in the direction of FT activities.

The on-duty forensic technician will make a photographic log of the situation, at the direction of the OIC, and be responsible for any evidence-collection efforts.
7. The OIC will keep the Chief of Police informed of the status of the situation.
8. All assignments of personnel and supervisory responsibility will be directed from the OIC with the assistance of the Personnel and Equipment Officer.

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9. If necessary, the OIC will detail personnel to area hospitals or other facilities for assistance, e.g. traffic control, security.

10. The OIC will designate a security officer for the situation.

C. De-Escalation Stage

1. The OIC is responsible for dismissing personnel in an orderly manner, once the OIC feels the situation no longer poses a threat.

2. Clean-Up

a. Clean-up should be handled as expeditiously as possible following the conclusion of an emergency.

b. Machinery and personnel used in clean-up should be obtained from the following:

-Fire Department;

-Public Works;

-Authorized vendors, e.g. ARC, Waste Management.

3. The OIC will provide security and traffic control for all de-escalation activities.

D. Aftermath Stage

The OIC will submit a written summary report to the Chief of Police after the situation has been concluded. This report will be submitted within 48 hours after the incident.

V. COMMUNICATIONS

A. Frequency 1 (the regular transmitting channel) will be the radio channel used during an unusual occurrence.

B. In the event the primary console frequently fails to operate, a channel approved by the Cook County Sheriff's Police will be utilized.

C. In the event the console totally fails, personnel will use portable radios to relay calls. In addition, runners may be assigned, if needed.

D. A telephone communication should be established and kept open between the command post and Post One.

VI. COMMAND POST

A. Command post criteria should include a suitable location (near the scene, but not so close as to be unable to coordinate the activities, media, arrival of support personnel, etc.), communications access (telephones), electricity, shelter, and toilet facilities.

The Fire Department's mobile command van may be available as a command post.

B. The scene supervisor or OIC will select an appropriate command post.

C. Command Post Staffing

1. The OIC will assign personnel to fulfill the following functions, as appropriate:

a. Security Officer: Responsibilities include assigning and coordinating individual personnel to:

1) Issue "disaster passes" to authorized officials from outside agencies;

2) Restrict unauthorized personnel from the command post;

3) Inner perimeter security;

4) Outer perimeter security;

5) Command post security;

6) Mass arrest security.

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- b. Personnel and Equipment Officer. May be assigned to a staging area. Responsibilities include:
 - 1) Authorizing and coordinating arrival of outside support personnel. (Responding mutual aid and NIPAS personnel would initially be logged in by this officer, who then would turn them over to the Security Officer for actual assignment.)
 - 2) Making recommendations for, identifying sources of, and procuring needed equipment.
 - c. Transportation Officer. Responsibilities include:
 - 1) Procuring and coordinating transportation of injured, deceased, or arrested personnel from the scene.
 - 2) Coordinating transportation and distribution of food, special equipment, and other personnel-related items to the scene of an incident.
 - 3) Coordinating transportation of other public service personnel to the scene.
 - 2. The Public Information Officer will maintain contact with the command post and be responsible for:
 - a. Preparing media releases and public information, including media briefings.
 - b. Control of media access passes and pass lists.
 - c. Preparing casualty lists.
 - d. Community relations and information releases.
 - e. Rumor control.
 - D. All personnel will be advised of the location of the command post. All radio traffic directed to the command post will use the identification prefix "Command." (Example: "205 to Command," rather than "205 to 210.")
 - E. When setting up the command post, equipment is available in the armory and watch commander's closet.

VII. SPECIAL CONSIDERATIONS

- A. Security Guidelines
 - 1. Perimeter security generally should be an adjunct to traffic control.
 - 2. Site Security
 - a. Rope it off, if possible.
 - b. Assign guard personnel.
 - c. Photograph everything in place, if possible.
 - 3. Initiate Property Control Methods
 - a. Rope it off, if possible.
 - b. Assign guard personnel.
 - c. Photograph everything in place, if possible.
 - d. Establish a grid with a total station, if possible.
 - 4. Public Facility Security
 - a. Assign a monitor.
 - b. Provide for facilities in use.
- B. Traffic Control

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1. Traffic control in to a disaster area must be restricted to emergency vehicles.
 - a. Traffic control generally will consist of perimeter control.
 - b. The Personnel and Equipment Officer makes assignments to control traffic.
 - c. Officers from outside agencies should be assigned to traffic control by the Personnel and Equipment Officer.
 - d. Personnel assigned to traffic control duties are expected to remain on post until specifically relieved.
2. Traffic control out of a disaster area should be considered only in the event of an evacuation.
 - a. Lanes of traffic away from the scene should be increased by reversing lanes, if necessary.
 - b. If lane reversals are ordered, one lane must be preserved to allow access to the scene.
- C. Equipment requirements may vary, depending on the type of situation.
- D. Food Service
 1. The Personnel and Equipment Officer will arrange for food, water, and sanitation needs for:
 - a. On-duty personnel
 - b. Victims placed in temporary shelter
 - c. Violators in custody
 2. Suggested sources: see Resources Manual.
 3. Coordinate with the Fire Department Deputy Chief.
- E. Medical Needs
 1. Medical needs will be coordinated with the Fire Department, which already has several systems in place as part of the EMT system for additional medical aid.
 2. Emergency morgue sites will be established through the Cook County Medical Examiner's Office.

VIII. CIVIL DISTURBANCES

- A. Arrest Guidelines
 1. Due to the possibility of aggravating a situation, mass arrests should be avoided when possible.
 2. If necessary to preserve order, efforts may be initiated to arrest ONLY on authorization from the OIC.
 3. Prisoners should be removed from the front lines of any civil disorder and transported as soon as possible to the designated detention area.
 - a. Outside-agency police personnel should be used to transport prisoners to detention if Department personnel are not available.
 - b. Magic markers should be used to indicate charges and the arresting officer's name by writing that data on the prisoner's wrist, arm, or back of the hand.
 - c. The arresting officer should be photographed with the prisoner prior to the prisoner's being transported from the scene, if possible. The forensic technician should perform this function.
- B. Tactical Guidelines

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1. Police lines and other similar formations should be used to turn crowds toward open field areas.
 2. To reduce problems of vandalism and looting, crowds should NOT be turned toward business areas.
 3. Formal orders to disperse should be announced.
 4. Informal negotiations between police and crowd leaders may be initiated if authorized by the OIC. This entails bringing such persons to the command post.
- C. Martial Law
1. Authority to establish martial law requires authorization from the Governor's Office.
 2. In the event martial law is declared, police are an adjunct to the military in the face of a legally declared state-of-emergency.
- D. Looting Prevention: Special Security Guidelines/Considerations
1. Establishing a curfew:
 - a. Requires a formal statement of emergency status.
 - b. Requires notice to the affected area.
 2. Public Building Security
 - a. It is essential to assure continued governmental functions.
 - b. Public building security should be coordinated by the Security Officer, with personnel assignments by the Personnel and Equipment Officer.
- E. Liquor Control
- The Mayor has authority to close down all sale of alcohol.
- F. Multiple Arrest Processing
1. The OIC will designate a holding and processing area. If this is done in the field, it should be at least one block away from the command post. An alternate site is the sheriff's facility in Skokie. Site selection should take into consideration security concerns.
 2. Juvenile holding and processing will be done separately from adults.
 3. Consideration should be given to calling the Cook County Sheriff's Police Mass Arrest Processing Team and Mobile Field Force.
- G. Detention Facilities
1. The cellblock areas will be used first.
 2. If necessary, the sheriff's facility in Skokie should be used, and consideration should be given to requesting a sheriff's prisoner bus for transportation and temporary detention.
 3. Through our mutual aid agreements, detention facilities at other surrounding departments are available.
 4. Visitation by counsel will be restricted to approved areas available at the temporary detention facility.
- H. Liaison with the State's Attorney's Office
1. The OIC or a designee will establish a liaison with the State's Attorney's office:
 - a. For assignment of a prosecutor to the field booking facility.
 - b. For assignment of a prosecutor to the field court site(s).
 2. Court liaison in mass arrest situations:

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- a. Court hearings should be limited to setting bond and establishing hearing or probable-cause court dates.
- b. The OIC will establish a liaison with the local courts to establish a field-court system.
- c. Suggested sites:
 - 1) Skokie Court (District 2)
 - 2) City Council Chambers

IX. SEARCH/RESCUE

- A. Search and rescue operations (e.g., body in the lake, trapped victims) are the responsibility of the Park Ridge Fire Department.
- B. The Department will support the Fire Department in any search and rescue operation.
- C. When called to a search and rescue operation, the following procedures will be followed:
 1. The on-duty shift commander will establish a liaison with the Fire Department.
 2. Secure the scene and perimeter.
 3. Establish entry and exit points to the area.
 4. Provide assistance as directed by the Fire Department.

X. LOCKDOWNS

- A. Soft Lockdown

A soft lockdown is primarily used in two different scenarios. The first is when conditions exist outside the entity or school that could potentially present a threat to the safety of employees, students or staff. The second is a situation inside a building where the entity, school, or emergency responders need to keep employees, students and staff inside their offices or classrooms, away from the incident or activity. During a soft lockdown, employees, students, and staff can continue normal office or classroom activities.
- B. Hard Lockdown

A hard lockdown is used when a serious/volatile situation exists that could jeopardize the safety of employees, students, and staff. No one should leave their office or classroom until given verbal instruction from first responders or school staff (unless the conditions warrant evacuation or relocation, fire, structural damage, etc.).
- C. If a crisis situation occurs at any entity or school, private or public, it is the responsibility and of the authority of the entity or school to determine if a lockdown is appropriate according to their policies and procedures. The Park Ridge Police Department may request or recommend a lockdown depending on the totality of the circumstances, but the ultimate decision to lockdown rests with the entity or school.
 1. The on-duty supervisor will make the determination to recommend or to request the entity or school to lockdown. An officer may request or recommend a lockdown to the on-duty supervisor. The on-duty supervisor will forward the information on the lockdown up the chain of command as soon as practical.
 2. At the direction of the on-duty supervisor, Post 1 personnel will be responsible for contacting the affected entity or school. The on-duty supervisor may override Post 1 and contact the affected entity or school at his or her discretion.

XI. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Bomb Threats	Number GO 14.14	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Bombs, Explosive Devices			Approved By Frank Kaminski Chief of Police	

POLICY: A call of a bomb or a bomb threat may arise at any time. Because of this potential danger to the public, it is imperative that each member of the Department handle the situation in the safest and most efficient manner. Members of the Department should never consider a bomb threat to be false until all applicable action has been taken to establish the validity/invalidity of the call. Therefore, it is necessary that the following procedures be carefully followed.

I. PROCEDURES

A. Dispatcher Responsibilities

1. The dispatcher shall dispatch the beat car to the scene of the alleged bomb. The dispatcher will also notify the watch supervisor.
2. When using the radio frequencies to dispatch or transmit information regarding bomb threats the code 10-89 is to be used.
3. The fire department should be notified if they are not already aware of the situation. The fire department will not respond at this time, but will be on alert.

B. Reporting Officer Responsibilities

1. Units responding to the scene will not use emergency lights or siren unless there is some other compelling reason for their use.
2. There is always a possibility of an electronic detonating device. The squad radios, portables, in-squad computer terminals and portable phones should not be used in the immediate area.
3. The reporting officer at the scene will contact the person in charge of the premise.
4. The reporting officer will inform this person that our department will assist them with activities such as a search of the premise or evacuation if deemed necessary.
 - a. The decision to evacuate the premise will be made by the person in charge of the premise, such as a school principal or store manager, and not the police department.
 - b. It is the responsibility of the person in charge of the premise to conduct the actual search.
5. The reporting officer will try to obtain a land phone line for use by the police and fire departments.
 - a. If possible, the phone line should not be the main business phone number.
 - b. If possible, the phone should be located in an area that can be used as a command post for those conducting the search and/or evacuation to report.
6. The final report of the incident will be made by the beat car assigned to the call.

C. Supervisor Responsibilities

1. The on-duty patrol watch supervisor, or his designee, is responsible for coordinating all activities relating to the incident.
2. The police supervisor will evaluate the situation and determine if the fire department, detectives, or additional assistance is needed. This supervisor will contact Post One who will notify the needed units.

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3. Any officer assigned to the call will be directed by the on-scene supervisor as to their duties at the scene.
 4. If a possible explosive device is located:
 - a. The on-scene supervisor will notify the person in charge of the premise.
 - b. The Chief of Police and the Deputy Police Chiefs should be notified at this time of the situation.
 - c. At the present time, there are several agencies in our area that have personnel and equipment to handle bombs. If assistance is needed, the on-scene supervisor will notify Post One to contact one of these units in the following order:
 - 1) Cook County Sheriff's Police Department Bomb Unit.
 - 2) Chicago Police Department Bomb and Arson Unit.
 - 3) Chicago Fire Department Bomb Arson Unit via main telephone listing.
 5. The telephone numbers of these agencies are in the General Resource Directory located at Post One.
 6. In the event a bomb detonates, except a controlled detonation by a bomb squad technician, the Critical Incident Command System should be activated.
- D. Post One Responsibilities
- When notifying any of the above agencies, the following information should be given to them, to assist them in evaluating the situation:
1. Location, clear and exact directions to the scene, and command post location;
 2. Description of the bomb;
 3. If in a box or container, give size of box or container;
 4. If possible detonation time is known, tell them;
 5. Phone number where the supervisor can be reached;
 6. Any information that may assist them.
- E. The response plan to bomb threats or bomb emergencies will be reviewed annually by the Deputy Chief of Field Operations.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Rapid Deployment	Number GO 14.15	Revised Date	Effective Date May 1, 2015	Page 1 of 4
Index As: command post, rapid deployment,			Approved By Frank Kaminski Chief of Police	

DEFINITION: Immediate rapid deployment may be defined as “the swift and immediate deployment of law enforcement resources to on-going, life-threatening situations where delayed deployment could result in death or great bodily injury.”

I. WHEN TO DEPLOY

A. Aggressive Deadly Behavior

1. The event is on going and the suspect(s) is actively engaged in causing death or great bodily injury. This may be the result of, but not necessarily be limited to:
 - a. An “active shooter”
 - b. An attack with edged weapons
 - c. The placing of detonating explosive devices
 - d. The incident location is believed to contain multiple victims including:
 - 1) Schools, including daycare,
 - 2) Crowded parks,
 - 3) Playgrounds,
 - 4) Sporting events,
 - 5) High-rise structures, including office buildings and multi-family dwellings, and
 - 6) Municipal government buildings.

B. Citizen/Officer Rescue

1. A citizen or law enforcement officer is gravely wounded and delayed rescue could result in their death.
2. An assault is imminent and immediate rescue is crucial.
3. Due to the location of the victim(s), an immediate rescue is necessary to prevent death or great bodily harm.

II. CRITICAL ELEMENTS

- A. The overall objective is to quickly save as many lives as possible. Police officers must be able to deploy on an active shooter without delay.
- B. Officers must be able to recognize an active shooter and take action while NIPAS EST is responding to the scene.
- C. On-duty watch supervisors will take control and deploy field personnel.
- D. The on-duty watch supervisor is in command of the situation until such authority is properly delegated to NIPAS EST.

III. INITIAL RESPONDER

The actions of the initial responder are critical. These guidelines should be followed:

A. Assess Situation

1. Establish an Incident Commander (generally the senior officer, or the officer with the most tactical experience). The first arriving supervisor will become the Incident Commander.

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2. The Incident Commander will request appropriate resources including:
 - a. Additional units
 - b. NIPAS EST
 - c. Cook County Bomb Squad
 - d. Fire Department
 - e. NIPAS car plan units
 - f. ILEAS car plan units
 - g. Any other agencies deemed appropriate for the resolution of the situation.
3. The Incident Commander will determine whether Immediate Rapid Deployment tactics are necessary.
- B. Broadcast the situation to responding units, to include the following information:
 1. Location and number of suspects
 2. Type(s) of weapons involved
 3. Type of location involved
 4. Safe route of approach to the location
 5. Incident Command Post location and staging area, when established
 6. Status of the building/area

IV. COMMAND AND CONTROL

Command and control issues are paramount when dealing with crisis events. Disseminating information and coordinating resources is critical. The expeditious establishment of command and control will enhance the probability of swift resolution.

- A. Command Post
 1. A command post should be established out of the line of fire and outside the inner perimeter.
 2. Provide easy access to the target site.
 3. Establish telephone capabilities, when possible.
 4. Assign a liaison officer or manager of crisis-site to coordinate with outside agencies.
- B. Staging Area
 1. Staging areas should be designated for the efficient and effective resolution of the situation.
 2. Tactical Staging Area: Established for NIPAS EST and other assisting units from outside law enforcement agencies. This staging area should be adjacent to the command post.
 3. Investigative Staging Area: Established for MCAT and other investigative units. This staging area should be adjacent to the command post.
 4. Relatives/Concerned Parties Staging Area: Should be established at an existing building or structure, away from the scene of the incident, with the ability for telephone communication. Examples include fire stations, public works buildings, park district buildings, or unaffected school buildings. This staging area should be established outside the outer perimeter.
 5. Media/Press Staging Area: This staging area should be established away from the command post, other listed staging areas, and the scene. This staging area should have telephone access and, when feasible, have a Public Information Officer assigned to it. This staging area should be established outside the outer perimeter.

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V. DEPLOYMENT OF CONTACT AND/OR RESCUE TEAMS

- A. Formation of contact/rescue team. The first officers on the scene of a rapid deployment scenario should form a contact/rescue team and deploy in to the scene of the structure. A contact/rescue team consists of four officers, but a team of three officers can deploy in an extraordinary situation.
- B. Each member of the contact/rescue team should deploy with a rifle and go-bag. Ballistic helmets and ballistic shields should be utilized.
- C. The contact/rescue team will utilize the diamond formation and will consist of the following positions:
 - 1. POINT OFFICER is the center of the diamond and is in control of the team; formulates plans and movements; assigns team member responsibilities; and is responsible for communications. Primary cover responsibility is the team's direction of movement. Point officer should be armed with a rifle.
 - 2. COVER OFFICERS are positioned on the right and left flanks of the diamond. Primary cover responsibilities are the right and left side of the diamond. When no danger area exists on either the left or right sides, cover responsibilities will include the direction of movement. Cover officers should carry either ballistic shields or rifles.
 - 3. REAR GUARD is located in the rear of the diamond, and is responsible for rear security. Rear guard should carry a rifle.

VI. CONTACT TEAM

- A. The priority of the contact team is to make contact with the suspect(s), and:
 - 1. Stop deadly behavior
 - 2. Limit suspect(s) movement
 - 3. Prevent escape of suspect(s)
 - 4. Communicate progress to other responding units
 - 5. Provide preliminary assessment of:
 - a. Victim(s) location and prioritization of medical needs
 - b. Suspect(s) description and location
 - c. Types of weapons utilized by suspect(s)
- B. The contact team that has neutralized the threat shall maintain security and custody of the suspect(s) and render first aid if possible. First aid to victim(s) and injured officers shall take precedence over first aid to suspect(s). Any other contact teams that are deployed may transition to the roll of rescue team at the direction of the Incident Commander.

VII. RESCUE TEAM

- A. The priority of the rescue team is to *rescue and recover* the victim(s). Rescue teams should not be deployed until the active threat is neutralized. Once a threat is neutralized, deployed contact teams can become rescue teams.
- B. Rescue teams will be responsible for the following tasks:
 - 1. Locate victim(s),
 - 2. Move or extract victim(s) to a safe location,
 - 3. Update the Incident Commander of the location of victims and priority of medical needs,
 - 4. Render first aid to victim(s), when feasible,
 - 5. Notify medical personnel, if necessary, and

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6. Coordinate evacuation of victim(s) with medical personnel.

VIII. USE OF DEADLY FORCE

When the suspect(s)' actions present an immediate threat of death or great bodily injury to any person, it may become necessary to use deadly force. The decision to use deadly force will be made by the officer encountering the threat, adhering to the Use of Force General Order.

IX. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Abandoned Newborn Infant Protection Act	Number GO 14.16	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: abandoned Infants, abandoned newborn infants			Approved By Frank Kaminski Chief of Police	

POLICY It is the policy of the Park Ridge Police Department to ensure that the provisions of the Abandoned Newborn Infant Protection Act (325 ILCS 2) pertaining to the relinquishing of a newborn infant at a police station, is understood and complied with by personnel of the department. The intention of the Act is to enable the parent(s) of a newborn to relinquish the infant to a safe environment, to remain anonymous, and to avoid civil or criminal liability for relinquishing the infant, providing there is no evidence of abuse or neglect. This General Order establishes procedures to be followed in the event a newborn infant is brought to the police department and the infant's care is relinquished to the Park Ridge Police Department.

I. DEFINITIONS

- A. **NEWBORN INFANT** – A child who a licensed physician reasonably believes is 30 days old or less at the time the child is initially relinquished and who is not an abused or neglected child.
- B. **RELINQUISH** – To bring a newborn infant to a hospital, police station, fire station, or emergency medical facility, and to leave the infant with personnel of the facility, if the person leaving the infant does not express an intent to return for the infant or states that he or she will not return for the infant.
- C. **TEMPORARY PROTECTIVE CUSTODY** – The temporary placement of a newborn infant within a hospital or other medical facility out of the custody of the infant's parent.

II. PROCEDURES

- A. All personnel must accept a newborn infant brought to the police department for the purpose of relinquishing the infant in accordance with the provisions of the Abandoned Newborn Infant Protection Act.
- B. An ambulance will immediately be called to transport the infant to a hospital for necessary care and a medical examination. An on-duty police supervisor will be notified.
- C. Relinquishing a newborn infant does not by itself constitute a basis for a finding of abuse, neglect, or abandonment of the infant pursuant to the laws of this State, nor does it by itself constitute a violation of the Criminal Code of 1961.
- D. Neither a child protective investigation nor a criminal investigation may be initiated solely because a newborn infant is relinquished under the provisions of the Abandoned Newborn Infant Protection Act, unless there is clear evidence of abuse or neglect.
- E. If there is clear evidence of abuse or neglect, the incident must be reported to the Illinois Department of Children and Family Services, as with any other suspected case of abuse or neglect, and a criminal investigation will begin.
- F. If there is no evidence of abuse or neglect of the relinquished newborn infant, the person relinquishing the newborn infant has the right to remain anonymous and to leave the police department at any time and not be questioned, pursued, or followed.
- G. Prior to leaving the police department, the person relinquishing the child anonymously must be verbally informed he or she will have to petition the court if he or she desires to prevent the termination of parental rights and regain custody of the child.
- H. The person relinquishing the newborn infant will be offered the opportunity to voluntarily accept an information packet supplied by the Department of Public Health containing application forms for the Illinois Adoption Registry and Medical Information Exchange, including the Medical Information Exchange Questionnaire, the web site address and toll-free

Subject: Abandoned Newborn Infant Protection Act	Number GO 14.16	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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phone number of the Illinois Adoption Registry. Information packets will be available in Post One and the patrol report room.

- I. If the person wishes to provide their name and fill out the application forms listed in H above, they may do so and request that the department forward them to the Illinois Adoption Registry and Medical Information Exchange.
- J. If the parent of the newborn infant returns to the police department to reclaim the infant within 72 hours after relinquishing the infant, the parent must be informed of the name and location of the hospital the infant was transported to.

III. REPORTING

- A. If there is no evidence of abuse or neglect of the relinquished newborn infant, a General Case Report of the incident will be written using the title "Child Abandonment".
- B. If there is clear evidence of abuse or neglect, a General Case Report of the incident will be written using the proper criminal offense, and an investigator will be contacted.
- C. Any personnel acting in good faith in accordance with the Abandoned Newborn Infant Protection Act are immune from criminal or civil liability.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: VIP Security	Number GO 14.17	Revised Date July 01, 2020	Effective Date May 1, 2015	Page 1 of 2
Index As: VIP Security			Approved By Frank Kaminski Chief of Police	

POLICY: It shall be the policy of this department to formulate plans that enhance security of certain persons when: (1) it is known in advance that those persons will be coming within the jurisdictional area of the department, and (2) those persons, due to their notoriety, clearly face unusual safety risks. It shall be the policy of this department to cooperate fully with other agencies that are operating under plans to enhance the safety of special persons. The purpose of this order is to establish policy and procedures for enhancing the security of persons who face unusual risks due to their positions or notoriety.

I. PROCEDURE

- A. Per the General Order on the written directive system, written plans for VIP security will be in the form of a Special Order.
- B. The Deputy Chief of Administration will be responsible for the development of written plans for VIP security.
- C. The Deputy Chief of Administration or his designee may initiate mutual aid requests to supplement or replace the department's handling of VIP security.
- D. Written plans will include the following:
 - 1. Name of department supervisor responsible for the detail and name of employee (if different from detail supervisor) who will coordinate details with other agencies.
 - 2. Department equipment allocated for the detail other than normal uniform, weapons and equipment. The plan will also describe the purposes for which the equipment is intended.
 - 3. Maps, routes and other documents that aid in handling the detail. Primary and alternate routes will be included.
 - 4. Information on sites and/or areas of special risk that pertain to the detail, and if applicable, procedures on how those risks will be minimized.
 - 5. Any intelligence information that pertains to the detail.
 - 6. The manner in which department activities will be coordinated with other involved agencies.
 - 7. Identification of emergency medical personnel and facilities available to the detail.
 - 8. Interdepartmental communication procedures and communication with participating external agencies.
 - 9. How personnel assigned to the detail can be identified.
- E. Detail Planning and Operations
 - 1. In general, the department will assign 1 officer or supervisor to function as liaison between the department and external agencies involved in the detail. The liaison will be responsible for passing information as it develops between the department and external agencies.
 - 2. In general, the Park Ridge Fire Department will be used for emergency first aid paramedic services during VIP security details. Other fire departments can be used for additional backup first aid services. These will be identified and listed in each VIP

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security detail Special Order.

3. Normally members of the Investigative Division will gather and document intelligence about VIP security. They will also perform reconnaissance of travel routes and alternates and conduct advance inspections of proposed sites and/or facilities including providing recommendations to the Deputy Chief of Administration through the chain of command prior to the formulation of each VIP security detail Special Order.
4. Body armor will be used for the VIP and officers working the detail, when appropriate. Extra body armor is available through the Deputy Chief of Administration.
5. When the VIP security detail requires the use of a communications system other than the main police network, borrowed equipment may be used.
6. When vehicles are necessary for a VIP security detail, selection of vehicles used will be based upon the type of likely threat (e.g. armored vehicle for special threat).
7. When department members are working VIP security detail in plainclothes, a predetermined identifying system will be used, such as a particular color of lapel pin or badge for each of those offices. Colors/pins will be chosen confidentially near the date of the detail.
8. The Deputy Chief of Administration will ensure that adequate operations preparation/planning are undertaken for all VIP security details.

II. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

ADDENDUM I

Guidance when responding to calls for Service at the residence of Federal Judges

Effective immediately October 5, 2018 a premise alert has been placed into the computer aided dispatch (CAD) system for any Federal Judge residing in the City of Park Ridge. Officers responding to calls for service at the residence of a Federal Judge will be advised via a CAD premise alert that a Federal Judge resides at the location and that the U.S. Marshall Service is to be contacted immediately. Officer are required to contact the Marshall Service at (312) 353-8712 and advise the Marshall on duty of the nature and status of the call for service. Personnel should note that only criminal calls or calls of suspicious persons or vehicles should be forwarded to U.S. Marshalls.

A list if the Federal Judges currently residing in Park Ridge will be maintained in the Watch Supervisors' office.

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Special Events	Number GO 14.18	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Special Event Planning			Approved By Frank Kaminski Chief of Police	

POLICY: It is the policy of this department to formulate written plans for handling special events. Per the General Order about written directives, these written plans will be in the form of a Special Order. The purpose of this order is to explain department policy and procedures for the handling of special events.

I. COORDINATION OF EVENT PLANNING

The supervisor assigned to develop department plans for the event shall ensure that event organizers are contacted prior to developing department plans, and that the following information is obtained:

- A. The exact nature of the event;
- B. The date, time and expected duration of the event;
- C. The location, including any specific routes involved;
- D. The number of participants;
- E. Anticipated problems;
- F. Special permits required, if any.

II. LOGISTICAL CONSIDERATIONS

- A. The supervisor assigned to organize the police department event plan must evaluate the information provided by event organizers and the results of past events of a similar nature to successfully develop an operational plan that will meet the needs of the community.
- B. Some of the logistical considerations that require advance planning are:
 - 1. The need to block off traffic, streets, and sidewalks to ensure the safety of the participants;
 - 2. The number of personnel, blockades and other crowd control equipment required to handle the event;
 - 3. Notifications of other effected agencies and personnel including Fire Department, Public Works, other police agencies;
 - 4. Notification to those residences and businesses in the area of the event if necessary;
 - 5. The need for additional radio channels, communication equipment and coordination with Communications.

III. ADDITIONAL LOGISTICAL CONSIDERATIONS

For large events or demonstrations where there is a potential for violence, there may be a need for special considerations such as:

- A. Specialized personnel such as K-9 units, Ambulance Personnel, etc.
- B. Specialized equipment;
- C. Gathering of intelligence from various sources on groups planning activities which may involve violence.

IV. DEVELOPMENT OF A WRITTEN PLAN & SCHEDULE

- A. The Deputy Chief of Administrative Services or his designee will be responsible for the development of written plans for special events to ensure that adequate preparation is

Subject: Special Events	Number GO 14.18	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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undertaken for the special event.

- B. Special Orders will be distributed to all personnel affected by the Order. Special Orders will be distributed to persons outside the department when necessary or helpful, for coordination of activities.
- C. Special Orders are self-canceling. After the event to which the Order described is over, procedures outlined in the Special Order no longer apply.
- D. The following will be included in all written plans for special events:
 - 1. Objectives to be accomplished during the special event to which the Order applies.
 - 2. Names of department personnel who will work during the special event, assignments, and estimated hours of work.
 - 3. Date of implementation of the Order.
 - 4. Which department employee(s) will supervise and/or coordinate personnel handling the event.
 - 5. Use of personnel in a special operations capacity (such as tactical unit officers) and their responsibilities.
 - 6. Contingency plans to handle problems such as crowd control (giving estimated size), traffic, and potential for criminal offenses.
 - 7. Communications procedures, radio identifiers, and special communications equipment to be used during the event.
 - 8. Supplementary materials such as maps, charts, etc.
 - 9. Procedures for coordinating activities with other agencies involved in the event and names of persons to be contacted at other involved agencies.
 - 10. Procedures for providing relief for personnel handling the special event.
 - 11. Transportation requirements, vehicle assignments, and procedures for involved personnel.
 - 12. Procedures for ending the event and for notifying involved personnel that they are released from duty.
- E. The Deputy Police Chief of Administrative Services or his designee will prepare an after-action report at the conclusion of the special event.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Response to Resistance	Number GO 15.1	Revised Date June 29, 2021	Effective Date July 01, 2021	Page 1 of 11
Index As: firearms, less lethal weapons, lethal weapons, nonlethal weapons, outside agencies, police shootings, traumatic incident, use of force, weapons, OID Team			Approved By Frank Kaminski Chief of Police	

POLICY

It is the policy of the Park Ridge Police Department that sworn officers hold the highest regard for the sanctity of human life, dignity and liberty of all persons, and use only the force necessary to effect lawful objectives. Sworn officers need not retreat or desist from efforts to make a lawful arrest because of resistance or threatened resistance to the arrest. Additionally, an Officer cannot:

1. Use any type of force as punishment.
2. Use any type of force that exceeds that which is reasonably necessary to control and take into custody a criminal offender.

The purpose of this General Order is to establish policy and issue guidelines regarding the response to resistance by Park Ridge police officers, in accordance with law and department procedures.

I. DEFINITIONS

- A. REASONABLE BELIEF: What a reasonable officer in similar circumstances would have done given the totality of the circumstances.
- B. GREAT BODILY HARM: Serious physical injury that:
1. Creates a substantial risk of death,
 2. Causes serious permanent disfigurement, or
 3. Results in long-term loss or impairment of the functioning of any body member or organ.
- C. FORCIBLE FELONY: Means treason, first degree murder, second degree murder, predatory criminal sexual assault of a child, aggravated criminal sexual assault, criminal sexual assault, robbery, burglary, residential burglary, aggravated arson, arson, aggravated kidnapping, kidnapping, aggravated battery resulting in great bodily harm or permanent disability or disfigurement, and any other felony which involves the use or threat of physical force or violence against any individual. (720 ILCS 5/2(b))
- D. PHYSICAL FORCE: The amount of force reasonable and necessary under the circumstances to carry out an arrest. It does not include "routine" non-combative handcuffing or the ordinary non-combative handling of an offender during an arrest or post-arrest situation. For purposes of reporting, physical force is:
1. When an individual is taken into custody by the use of physical force; such as when an individual is wrestled or taken to the ground in order to be restrained;
 2. When an individual is charged with resisting arrest;
 3. When the officer strikes an individual with his hands, feet, or impact tool; or,
 4. When the on-duty supervisor believes a report is necessary based on the circumstances of the incident.
- E. DEADLY FORCE: Means any use of force that creates a substantial risk of causing death or great bodily harm, including, but not limited to, the discharge of a firearm.
- F. IMMINENT: Means a threat of death or serious bodily injury is "imminent" when, based on the totality of the circumstances, a reasonable officer in the same situation would believe that a person has the present ability, opportunity, and apparent intent to immediately cause death or great bodily harm to the peace officer or another person. An imminent harm is not merely a

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fear of future harm, no matter how great the fear and no matter how great the likelihood of the harm, but is one that, from appearances, must be instantly confronted and addressed.

- G. **TOTALITY OF THE CIRCUMSTANCES:** Means all the facts known to the peace officer at the time, or that would be known to a reasonable officer in the same situation, including the conduct of the officer and the subject leading up to the use of deadly force.

II. **RESPONSE TO RESISTANCE, NON-DEADLY AND DEADLY**

- A. The response to resistance shall adhere to the Statutory Requirements set forth in Chapter 720 of the Illinois Compiled Statutes, other related statutes, and case law.
- B. When safe under the totality of the circumstances and when time and circumstances permit, officers should, when possible, use de-escalation tactics in order to reduce the need for force.
- C. A peace officer, or any person whom he has summoned or directed to assist him, need not retreat or desist from efforts to make a lawful arrest because of resistance or threatened resistance to the arrest. He is justified in the use of any force which he reasonably believes, based on the totality of the circumstances, to be necessary to effect the arrest and of any force which he reasonably believes, based on the totality of the circumstances, to be necessary to defend himself or another from bodily harm while making the arrest. However, he is justified in using force likely to cause death or great bodily harm only when: (i) he reasonably believes, based on the totality of the circumstances, that such force is necessary to prevent death or great bodily harm to himself or such other person; (ii) when he reasonably believes, based on the totality of the circumstances, both that:
1. Such force is necessary to prevent the arrest from being defeated by resistance or escape and the officer reasonably believes that the person to be arrested is likely to cause great bodily harm to another; and
 2. The person to be arrested committed or attempted a forcible felony which involve the infliction or threatened infliction of great bodily harm or is attempting to escape by use of a deadly weapon, or otherwise indicates that he will endanger human life or inflict great bodily harm unless arrested without delay. As used in this subsection, "retreat" does not mean tactical repositioning or other de-escalation tactics.
- D. A peace officer is not justified in using force likely to cause death or great bodily harm when there is no longer an imminent threat of great bodily harm to the officer or another.
- E. Where feasible, a peace officer shall, prior to the use of force, make reasonable efforts to identify himself or herself as a peace officer and to warn that deadly force may be used.
- F. A peace officer shall not use deadly force against a person based on the danger that the person poses to himself or herself if a reasonable officer would believe that person does not pose an imminent threat of death or great bodily harm to the peace officer or to another person.
- G. A peace officer shall not use deadly force against a person who is suspected or committing a property offense, unless that offense is terrorism or unless deadly force is otherwise authorized by law.
- H. A peace officer making an arrest pursuant to an invalid warrant is justified in the use of any force which he would be justified in using if the warrant were valid, unless he knows that the warrant is invalid.
- I. The authority to use physical force conferred on peace officers is a serious responsibility that shall be exercised judiciously with respect for human rights and dignity and for the sanctity of every human life.

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- J. Peace officers shall use deadly force only when reasonably necessary in defense of human life. In determining whether deadly force is reasonably necessary, officers shall evaluate each situation in light of the totality of circumstances of each case including but not limited to the proximity in time of the use of force to the commission of a forcible felony, and the reasonable feasibility of safely apprehending a subject at a later time, and shall use other available resources and techniques, if reasonably safe and feasible to a reasonable officer.
- K. The decision by a peace officer to use force shall be evaluated carefully and thoroughly, in a manner that reflects the gravity of that authority and the serious consequences of the use of force by peace officers, in order to ensure that officers use force consistent with law and agency policies.
- L. The decision by a peace officer to use force shall be evaluated from the perspective of a reasonable officer in the same situation, based on the totality of the circumstances known to or perceived by the officer at the time of the decision, rather than with the benefit of hindsight, and that the totality of the circumstances shall account for occasions when officers may be forced to make quick judgements about using force.
- M. The use of deadly force is PROHIBITED under the following circumstances:
1. Against an unarmed, non-dangerous individual,
 2. When a lesser alternative is obvious,
 3. When there exists a likelihood of innocent bystanders being injured, unless such immediate force is necessary to stop an active shooter or other violent behavior from causing death or injury to others,
 4. Firing of warning shots in any direction,
 5. Firing into buildings, through doors, windows, or other openings unless the person lawfully fired upon is clearly identifiable, or the location of the threat is clearly identifiable even though the person lawfully fired upon is not, and
 6. Firing from or at a moving vehicle, unless the officer reasonably believes that an occupant of the vehicle is using or is about to use deadly force against the officer or another person, and the officer has no reasonable alternative. If a vehicle is moving towards an officer, the officer's actions, first and foremost, shall be to get out of the way, if at all possible.
- N. Drawing or exhibiting a firearm is permissible:
1. When the officer reasonably believes the use of deadly force may become necessary, or to be prepared to address a potential deadly force situation. Examples of these are in-progress forcible felony, a burglar or hold-up alarm, and confronting a wanted/dangerous subject.
 2. When the officer is on the pistol range, inspection line, or securing the weapon; or
 3. When a sick or injured animal requires destruction.
- O. Duty to Intervene
1. A peace officer, or any other person acting under the color of law, shall have an affirmative duty to intervene to prevent or stop another peace officer in his or her presence from using any unauthorized force or force that exceeds the degree of force permitted, if any, without regard for chain of command.
 2. A peace officer, or any other person acting under the color of law, who intervenes as required by this Section shall report the intervention to the person designated/identified by the law enforcement entity in a manner prescribed by the agency. The report required by this Section must include the date, time, and place of the occurrence; the identity, if known, and description of the participants:

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and a description of the intervention actions taken and whether they were successful. In no event shall the report be submitted more than 5 days after the incident.

3. A member of a law enforcement agency shall not discipline nor retaliate in any way against a peace officer for intervening as required in this Section for reporting unconstitutional or unlawful conduct, or for failing to follow what the officer reasonably believes is an unconstitutional or unlawful directive.
- P. A peace officer, or any other person acting under the color of law shall not:
1. use force as punishment or retaliation
 2. discharge kinetic impact projectiles and all other non-or-less-lethal projectiles in a manner that targets the head, neck, groin, or anterior pelvis, or back;
 3. discharge conducted electrical weapons in a manner that targets the head, chest, neck, groin or anterior pelvis;
 4. discharge firearms or kinetic impact projectiles indiscriminately into a crowd; or
 5. use chemical agents or irritants for crowd control, including pepper spray and tear gas, prior to issuing an order to disperse in a sufficient manner to allow for the order to be heard and repeated if necessary, followed by sufficient time and space to allow compliance with the order unless providing such time and space would unduly place an officer or another person at risk of death or great bodily harm.
 6. Use chemical agents or irritants, including pepper spray and tear gas, prior to issuing an order in a sufficient manner to ensure the order is heard, and repeated if necessary, to allow compliance with the order unless providing such time and space would unduly place an officer or another person at risk of death or great bodily harm.
- Q. Duty to Render Aid
- It is the policy of the State of Illinois that all law enforcement officers must as soon as reasonably practical, determine if a person is injured, whether as a result of a use force or otherwise, and render medical aid and assistance consistent with training and request emergency medical assistance if necessary. "Render medical aid and assistance" includes, but is not limited to,
1. Performing emergency life-saving procedures such as cardiopulmonary resuscitation or the administration of an automated external defibrillator; and
 2. or the making of arrangements for carrying, of such person to a physician, surgeon, or hospital for medical or surgical treatment if it is apparent that treatment is necessary, or if such carrying is requested by the injured person.

III. CHOKEHOLDS

- A. A peace officer, or any other person acting under the color of law, shall not use a chokehold or restraint above the shoulders with risk of asphyxiation in the performance of his or her duties unless deadly force is justified under Article 7 of this code.
- B. A peace officer, or any Other person acting und the color of law, shall not use a chokehold or restraint above the shoulder with risk of asphyxiation, or any lesser contact with the throat or neck area of another, in order to prevent the destruction of evidence by ingestion.
- C. As used in this Section, "chokehold" means applying any direct pressure to the throat windpipe, or airway of another. "Chokehold" does not include any holding involving

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contact with the neck that is not intended to reduce the intake of air such as a headlock where the only pressure applied is to the head.

- D. As used in this Section, "restraint above the shoulders with risk of positional asphyxiation" means a use of a technique used to restrain a person above the shoulders, including the neck or head, in a position which interferes with the person's ability to breathe after the person no longer poses a threat to the officer or any other person.

IV. NON-SWORN MEMBERS AND RESPONSE TO RESISTANCE

- A. Non-sworn personnel such as community service officers, clerks, etc., are not authorized to make custodial arrests or to control mental health patients, prisoners, or other persons, unless expressly directed by a sworn officer in an emergency situation.
- B. Non-sworn personnel shall retreat from any physical resistance and call for sworn police assistance.
- C. A non-sworn member may use force that he reasonably believes necessary to defend himself or another from bodily harm.

V. RESPONSE TO RESISTANCE POST INCIDENT PROCEDURES, DEADLY/NON-DEADLY FORCE

- A. Non-Deadly Response to Resistance. The officer(s) involved shall:
 - 1. Render first aid to injured arrestees and persons, and request paramedics when necessary, immediately after the situation is under control.
 - 2. Protect the scene and locate witnesses.
 - 3. Immediately notify the on-duty watch supervisor of the incident.
 - 4. Complete the required reports.
- B. Use of Deadly Force/Firearm. The officer(s) involved shall:
 - 1. Remain on scene until the arrival of a supervisor, unless emergency medical care is required.
 - 2. Render first aid to injured arrestees and persons, and request paramedics when necessary, immediately after the situation is under control,
 - 3. Protect the scene and locate witnesses, and
 - 4. Notify the on-duty watch supervisor and request that he responds to the scene.
 - 5. Investigations of Deadly Force Incidents – Pre-statement Procedures

Obtaining a complete statement from an officer involved in a deadly force incident is essential to determining whether the officer responded appropriately to a threat. The Department recognizes scientific studies concluding how physiological responses in the body during a traumatic event lead to immediate recall issues, the effects of trauma on event recall, and the benefits of sleep to improving memory of a traumatic event.

 - a. Officers will be required to answer public safety questions, asked by the on scene supervisor at the scene of the incident, which is separate from any investigative statement subject to the following guidelines. See Addendum A for the questions and format.
 - b. As a result, officers involved in a deadly force incident will not be interviewed until after experiencing a minimum of 3 sleep cycles. Officers may be interviewed sooner than 3 sleep cycles if the officer's legal counsel determines the officer could provide a complete statement.
 - c. Officers will not discuss the deadly force incident with anyone other than their legal counsel prior to making any statements.

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C. Off-Duty Incidents

1. Officers involved in off-duty response to resistance incidents will, as soon as possible, notify the on-duty watch supervisor whether the incident occurred in local jurisdiction or elsewhere.
2. The on-duty watch supervisor will handle the off-duty incident as if it occurred on-duty.

NOTE: The reporting of the discharge of a firearm while on-duty or off-duty does not apply to the firearms range, or a sporting event, including hunting or organized shooting matches.

D. Response to Resistance Incidents Outside Local Jurisdiction

1. Officers involved in response to resistance incidents outside the local jurisdiction will, as soon as possible, notify the on-duty watch supervisor.
2. The officer(s) involved and the on-duty watch supervisor, or other supervisor designated by the Chief of Police, will assist other jurisdictional agencies in their investigation.
3. When an officer is involved in an incident that results in death or great bodily harm as a result of their participation on a multi-jurisdictional task force or specialized team (i.e. MCAT, NIPAS EST or MFF), the officer and the department will assist the task force or specialized team in their investigation of the incident as needed.
4. The Chief of Police will decide if any further investigation by this department is necessary, in addition to the jurisdictional agency investigation and/or the investigation by the State Police Public Integrity Task Force or MCAT Officer Involved Death (OID) Team.

E. The Watch Supervisor Responsibilities

The Watch Supervisor responding to the scene of a deadly force incident will be responsible for the following duties, if circumstances warrant:

1. Command of the scene and protection of the scene and evidence.
 - a. Immediately roping off the area, and
 - b. Removing all unauthorized personnel, including police officers, from the scene.
2. Locating all sworn and civilian witnesses and require that they remain at the scene until the arrival of the investigation personnel so interview arrangements or necessary statements can be made.
3. Securing firearm(s):
 - a. Firearms and weapons that become evidence as a result of being used in the incident should be turned over to the custody of the assigned forensic technician.
 - b. The duty firearm(s) of the officer(s) directly involved will be secured for placement into evidence by the assigned forensic technician. No permanent markings will be placed on the firearms. If necessary, the officer will be issued a new service weapon.
4. Notifying the Deputy Chief of Field Operations and the Chief of Police of the incident.
5. Requesting investigations personnel and forensic technicians respond to the scene.
6. Notifying the on-call State's Attorney of the incident and requesting the State Police Public Integrity Task Force or the MCAT OID Team, whichever the Chief or his designee determine to have investigate the incident while the scene is still secured.

F. Handling of Officer(s) Involved in a Death or Serious Injury Incident

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1. Once the scene is secure, the officer responsible for the death or serious injury shall be removed from the area and transported to a hospital for a medical examination.
2. An officer involved in a motor vehicle crash resulting in a death or serious injury shall be removed from the area and transported to a hospital for a physical examination. Members will follow procedures outlined in the General Order on Motor Vehicle Crash Investigation.
3. A companion officer will be assigned to stay with the officer involved in the death or serious injury incident throughout the duration of the initial investigation and during follow-up activities as needed. The companion officer or a designated officer will provide transportation to the involved officer at the completion of the preliminary investigation and medical treatment, when the involved officer is released from duty.
4. The officer responsible for the death or serious injury as listed in Sections 1. or 2. above, which occurred either within or outside of the local jurisdiction, shall be placed on administrative leave pending the results of a department investigation, Illinois State Police Public Integrity Unit investigation or an MCAT OID Team investigation, and the completion of trauma counseling. While the investigation is pending:
 - a. The officer shall be available at all times for official interviews and statements regarding the case, and shall be subject to recall to duty at any time.
 - b. The officer must receive permission from the Chief of Police or his representative prior to leaving the metropolitan area, and if such permission is given, the officer must supply phone number(s) of his location.
 - c. The officer shall not discuss the case with anyone except the prosecuting attorney, designated police personnel, his own attorney, and post-traumatic counselors.
5. Additional officers who were on scene that were directly involved in the incident or witnessed the incident will be sent to the hospital for medical evaluation and placed on administrative leave pending trauma counseling and may be sent for a fitness for duty evaluation, at the discretion of the Chief of Police or his designee.
6. The policy outlined herein is not intended to imply or indicate that the officer has acted improperly, but is designated to safeguard the officer and the department.

VI. OFFICER INVOLVED DEATH INVESTIGATION REQUIREMENTS

Death investigations requiring specialized investigation by the MCAT OID Team or the State Police Public Integrity Unit at the discretion of the Chief of Police or his designee shall be required for the listed circumstances, in compliance with Public Act PA099-0352:

1. Officer Involved Shooting (fatal and non-fatal)
2. Officer Involved Death - Use of Force (non-firearm)
3. Officer Involved Death - Custody
4. Motor vehicle crashes involving police officers where death is imminent or likely

VII. REVIEW OF RESPONSE TO RESISTANCE INCIDENT

A. Department Review

1. Response to Resistance Coordinator
 - a. The Response to Resistance Coordinator will review any incident in which an officer:
 - 1) Discharges a firearm on or off-duty, except those situations listed in this order;

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- 2) An officer takes action that results in, or is alleged to have resulted in, injury or death of another person;
 - 3) An officer applies force through the use of lethal or less lethal weapons; or
 - 4) An officer applies physical force, as defined by this General Order.
 - b. The review conducted by the Response to Resistance Coordinator will be in addition to any investigation conducted by the Investigative Division or a Patrol Division Commander. The results and recommendations will be forwarded to the Deputy Chief of Field Operations or his designee.
2. Deputy Chief of Field Operations
 - a. The Deputy Chief of Field Operations will review any incident in which an officer:
 - 1) Discharges a firearm on or off-duty, except those situations listed in this order;
 - 2) An officer takes action that results in, or is alleged to have resulted in, injury or death of another person;
 - 3) An officer applies force through the use of lethal or less lethal weapons; or
 - 4) An officer applies physical force, as defined by this General Order.
 - b. The review conducted by the Deputy Chief of Field Operations will be in addition to any investigation conducted by the Investigative Division or a Patrol Division Commander, and would be done at the conclusion of any investigation by the State Police Public Integrity Unit or the MCAT OID Team.
3. Investigative Division

The Investigative Division personnel will investigate or assist in the investigation of any incident where the response to resistance has resulted in, or is alleged to have resulted in, a serious injury or death of another person.
4. Watch Supervisor. The on-duty watch supervisor will:
 - a. Investigate response to resistance incidents other than deadly force incidents that occur during his tour of duty;
 - b. Ensure that:
 - 1) All required reports are completed,
 - 2) All injuries to department personnel and other are properly documented, and
 - 3) Statements from victims and witnesses are obtained.
 - c. Be in charge of the scene of a deadly force incident unless relieved on the scene by the Deputy Chief of Field Operations or the Chief of Police, and
 - d. Assist the Investigative Division personnel with their investigation and scene work.
5. The Public Integrity Task Force or MCAT OID Team
 - a. The purpose of these investigative units is to provide a professional and independent investigation of a response to resistance incident. These units are available only upon our request. They will investigate a police officer's response to resistance that has caused a death or serious injury or circumstances as outlined above in Section V., in compliance with PA 099-0352.

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- b. These units can work in conjunction with our department forensic technicians or they will call the Illinois State Police, MCAT Evidence Technicians, or Cook County Sheriff's Police Evidence Technicians.
 - c. They will handle the entire case or only the response to resistance portion of the case.
 - d. Post 1 maintains the contact information for these units.
- B. Required Reports and Report Distribution
 - 1. The proper reports (Incident, Arrest, etc.) and a Response to Resistance Report form shall be submitted when:
 - a. An officer discharges a firearm for other than training or recreational purposes;
 - b. An officer takes action that results in, or is alleged to have resulted in, injury or death of another person;
 - c. An officer applies force through the use of lethal or less lethal weapon; or
 - d. An officer applies physical force, as defined in this General Order.
 - 2. An Incident Report is required when an officer discharges a firearm to destroy an animal. The report shall state the type of animal, reason destroyed and the number of shots fired. A Response to Resistance Report is not needed. See General Order on Animal Services.
 - 3. The purpose of the Response to Resistance report is to provide internal department review for training, policy change, and other administrative matters.
 - 4. The supervisor will review the reports for proper completion, and will forward a copy of the Response to Resistance report to the Deputy Chief of Field Operations.
 - 5. The completed reports will be forwarded through the normal report processing.
- C. Review of the Response to Resistance Incidents
 - 1. The Deputy Chief of Field Operations will review the reports and facts of the incident. This review should include:
 - a. Evaluation for training
 - b. Adherence to policies, statutes, and case law
 - c. Any disciplinary action taken.
 - 2. The Deputy Chief of Field Operations will conduct an analysis of the Response to Resistance reports annually.
 - a. The purpose of this analysis is to evaluate any patterns or trends that could indicate training needs and/or policy modifications.
 - b. The conclusions and recommendations will be forwarded to the Chief of Police.

VIII. TRAUMA COUNSELING

Officers involved in deadly force incidents may experience mental or emotional strain resultant of the incident. Trauma counseling services will be provided to an officer involved in a deadly force incident resulting in death or significant injury to the officer or another person.

- A. An officer involved in a deadly force incident involving death or great bodily harm will attend a trauma counseling session with a psychologist or psychiatrist (appropriately trained in post-traumatic stress issues) selected by the Chief of Police. The initial counseling session will be as soon as practical after the event, preferably within one week of the incident.
- B. The department recognizes symptoms of post-traumatic stress may not become apparent until some time after a traumatic incident. An officer involved in a deadly force incident will

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complete trauma counseling at 6 and 12 months after the incident with the psychologist or psychiatrist selected by the Chief of Police.

- C. The department will pay for trauma counseling services.
- D. The psychologist or psychiatrist conducting the trauma counseling will only be required to make recommendations to the Chief of Police pertaining to the officer's duty status, assignment, or the need for further counseling.

IX. FITNESS FOR DUTY EVALUATION

The Chief of Police may direct an officer involved in a deadly force incident for a fitness for duty evaluation if circumstances warrant.

X. REVIEW OF THE RESPONSE TO RESISTANCE POLICY

- A. The Department shall train annually regarding the following directives pertaining to Response to Resistance with all employees (excluding clerical, desk officers, and Crossing Guards):
 - 1. Response to Resistance
 - 2. Physical and emotional effects officers will endure during a traumatic event
 - 3. Authorized/Unauthorized Weapons
 - 4. Less Lethal/Defensive Weapons
 - 5. Vehicle Pursuits
- B. The supervisors will use the Roll Call Training Log form to document this training. A copy of the completed form will be given to the Deputy Chief of Administrative Services.

XI. RESPONSE TO RESISTANCE DATA

In the interest of transparency, the Department will annually publish a report on response to resistance incidents.

XII. APPLICATION OF GENERAL ORDER

This General Order is for internal use only, and shall not apply in any criminal or civil proceeding. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this Order will only form the basis for department administrative sanction.

XIII. FBI NATIONAL USE OF FORCE DATABASE

The Department shall participate in and regularly submit use of force information to the Federal Bureau of Investigation (FBI) National Use of Force Database. Within 90 days of the effective date of this amendatory act, the Department shall promulgate rules outlining the use of force information required for submission to the Database, which shall be submitted monthly by law enforcement agencies under Section 5-12.

XIV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

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ADDENDUM A**Supervisor's Public Safety Questions on Scene of a Deadly Force Incident**

Officer, we are required by policy to complete a public safety statement. Due to the immediate need to take action, you do not have the right to wait for legal or union representation before answering these limited questions.

1. Are you injured?
2. If you know of anyone who was injured, what is his or her location?
3. In what direction did you fire your weapon(s)?
4. If any suspects are at large, what are their descriptions?
5. What was their direction of travel?
6. How long ago did they flee?
7. For what crimes are they wanted?
8. With what weapons are they armed?
9. Does any evidence need to be preserved?
10. Where is it located?
11. Did you observe any witness(es)?
12. Where are they?

Officer, in order to preserve the integrity of your statement, I order you not to discuss this incident with anyone, including other supervisors or staff offices. You are directed to speak to your legal representative prior to making any further statements regarding this incident.

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Firearms Training and Weapons Qualification	Number GO 15.2	Revised Date	Effective Date May 1, 2015	Page 1 of 2
Index As: Firearms Training, Qualification, Firearms Range			Approved By Frank Kaminski Chief of Police	

POLICY: All sworn members will be trained and qualified in the use of all on- or off-duty firearms prior to assuming a police duty or function. Only members demonstrating proficiency in the use of agency-authorized weapons will be approved to carry weapons. Members will be qualified with the weapons they are carrying at all times.

The Administrative Services Section will implement and maintain appropriate training and qualification programs.

I. FIREARMS QUALIFICATIONS

- A. No sworn officer shall be armed until such time as he has:
 - 1. Qualified with a department authorized firearm in accordance with the Illinois Law Enforcement Training Board Requirements (State of Illinois Firearms Certification), and
 - 2. Been issued and understands this General Order and the Use of Force General Order.
- B. The firearms qualification course will be in accordance with the standards established by the Illinois Local Government Law Enforcement Officers Training Board.
- C. At least annually, all sworn officers shall:
 - 1. Qualify with all of their authorized on-duty, off-duty, and secondary on-duty handgun(s), and
 - 2. Qualify with their individually owned AR-15 rifle/carbine, or
 - 3. Qualify with a department-owned AR-15 rifle/carbine.
- D. Officers qualifying with off-duty or secondary on-duty firearms will supply their own ammunition.
- E. Those officers assigned to the NIPAS Emergency Services Team and the NIPAS Mobile Field Force are considered authorized to carry the firearms used by that unit after meeting the training/qualification requirements set forth by the range master and/or coordinator of that unit.
- F. The Use of Force Coordinator is responsible for documenting the firearms and proficiency training of all officers in conjunction with the Deputy Chief of Administrative Services.
- G. Sworn officers are required to attend designated department firearms training sessions and qualification shoots.

II. FIREARMS QUALIFICATION PROCESS

- A. All sworn officers authorized to carry weapons are required to demonstrate proficiency and pass a department qualification course.
- B. The current Park Ridge Police Department Qualification courses for duty weapons, off-duty/secondary weapons, and AR-style rifles are maintained by the Use of Force Coordinator.
- C. Proficiency training and qualification must be monitored by a certified firearms instructor.
- D. Proficiency training and qualification must be documented. Copies of documentation shall be maintained by the Use of Force Coordinator and the Deputy Chief of Administrative Services.
- E. In the event an officer fails to demonstrate proficiency, or fails the qualification course, the following steps shall be taken:

Subject: Firearms Training and Weapons Qualification	Number GO 15.2	Revised Date	Effective Date May 1, 2015	Page 2 of 2
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1. The certified firearms instructor will immediately provide assistance to the officer on the use and proper handling of the weapon.
2. The officer will shoot the course a second time.
3. If the qualification course is not passed a second time, a final attempt will be made prior to the officer leaving the range.
4. If the officer fails the qualification course a third time, the certified firearms instructor shall:
 - a. Notify the officer of his scores.
 - b. Take custody of the qualification targets, securing them for inspection.
 - c. Notify the officer's supervisor and the Chief of Police, or his designee, immediately.
 - d. The officer who does not qualify after three attempts will be placed on administrative leave until such time as the officer can qualify with the approved firearm.
- F. Sworn officers authorized to carry an Electronic Control Weapon (Taser) shall be required to complete annual training pursuant to the Taser General Order.
- G. Sworn officers authorized to carry impact weapons, chemical weapons, and weaponless control tactics shall be required to demonstrate proficiency during departmental in-service training at least biennially.

III. FIREARMS INSTRUCTORS

The Use of Force Coordinator is the officer in charge of the Firearms Training Program and has general supervision of the Use of Force Instructors that are certified firearms instructors.

- A. In addition to those items listed in this Order, the Use of Force Coordinator will:
 1. Be responsible for the design, frequency and operation of the Firearms Training Program,
 2. Require the enforcement of all orders and regulations governing the use and operation of the range,
 3. Be responsible for the security and care of all equipment used for training purposes in the Firearms Training Program, and
 4. Be responsible for the maintenance and repair of all department-owned firearms not assigned to sworn officers.
- B. Certified firearms instructors are sworn officers who are members of the Use of Force Program and are assigned to assist the Use of Force Coordinator in the performance of range duties.
- C. The Firearms Training Program will be the overall responsibility of the Deputy Chief of Administrative Services.

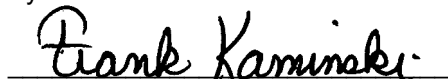
IV. SHOOTING RANGE

The department shall contract the use of a shooting range and will abide by all the rules established by that organization for its range.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Resisting and Obstructing	Number GO 15.3	Revised Date July 29, 2021	Effective Date July 29, 2021	Page 1 of 1
Index As: resisting, obstructing			Approved By Frank Kaminski Chief of Police	

POLICY: To establish guidelines for arrest related to resisting and obstructing.

I. DEFINITIONS

A. Resisting or obstructing a peace officer, firefighter or correctional institution employee.

(a) A person who knowingly:

(1) resists arrest or

(2) obstructs the performance by one known to the person to be a police officer, firefighter, or correctional institution employee of any authorized act with in his or her official capacity commits a Class A misdemeanor.

II. A person shall not be subject to arrest for resisting arrest under this Section unless there is an underlying offense for which the person was initially subject to arrest.

III. A person shall be subject to arrest for obstructing when one obstructs a peace officer, firefighter or correctional institution employee in the performance of duty.

IV. A supervisor must approve charges for resisting and obstructing.

V. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Authorized Weapons and Ammunition	Number GO 15.4	Revised Date July 17, 2015	Effective Date May 1, 2015	Page 1 of 14
Index As: ammunition, authorized weapons/ammunition, carbines, chemical weapons, firearms, flashlights, impact weapons, knives, less-lethal weapons, lethal weapons, rifles, shotguns, weapons			Approved By Frank Kaminski Chief of Police	

POLICY: It is the policy of the Park Ridge Police Department that its sworn officers may carry only authorized and approved weapons necessary to carry out their official duties.

I. FIREARMS

A. Authorized Weapons

Only weapons and ammunition authorized by the Chief of Police will be used by sworn personnel in law enforcement responsibilities, both on and off-duty.

B. Approved Weapons

1. All weapons intended for use by sworn officers in performance of their duty will be reviewed, inspected and approved by the Use of Force Coordinator or his designee prior to carrying. Unsafe weapons shall be removed from duty.
2. A record of each weapon approved by the department for official use will be maintained by the Use of Force Coordinator and the Deputy Chief of Administrative Services.
3. All sworn officers shall be required to pass a departmental qualification course prior to carrying the approved weapon.

C. Personnel Authorized to Carry Weapons

Sworn police officers of the Park Ridge Police Department are authorized to carry and use department-authorized firearms, impact weapons, electronic control weapons, and chemical weapons in the performance of their official duties. No other personnel of the Park Ridge Police Department are authorized to carry and use weapons in the performance of their official duties.

D. Personnel Approved to Carry Weapons

1. Only sworn officers training and demonstrating proficiency in the use of department-authorized weapons may be approved to carry approved weapons.
2. Prior to being approved to carry an approved weapon, sworn officers shall be issued copies of and be instructed in use of force, including deadly force, the discharge of warning shots, the use of all authorized weapons, and procedures for ensuring provision of appropriate medical aid after the use of any weapon and any other use of force incident. The issuance and instruction shall be documented, and copies of the documentation shall be maintained by the Deputy Chief of Administrative Services, or his designee.
3. Recruit officers are allowed to carry and use weapons only for the purposes of training at the police academy at the direction of academy training personnel.
4. All sworn officers authorized to carry weapons are required to demonstrate proficiency and pass a department qualification course, outlined in the General Order about firearms training and weapons qualification.

E. All sworn officers are required to have a current Illinois Firearm Owner's Identification Card.

F. Sworn personnel shall store department-authorized firearms safely, securely, and according to state statutes and departmental guidelines.

G. Approved Duty Handguns

1. The following will be the credentials for the official duty handguns of the department:

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- a. A semi-automatic pistol configured in either traditional double/single action (TDA), double action only (DAO), or single action (SAO), in one of the following 3 calibers: 9mm, .40 S&W, or .45 ACP, with a barrel length no less than 3.5 inches and no more than 5 inches.
 - b. The trigger travel shall be set to factory specifications and not altered.
 - c. Fixed or adjustable self-luminous sights are mandatory. (Officers currently using duty pistols without self-luminous sights may continue to do so. As of February 1, 2010, new members must have self-luminous sights.)
 - d. The pistol will be manufactured by one of the following manufacturers: Beretta, Colt, Glock, H & K, Kimber, Ruger, Sig Sauer, Smith and Wesson, and Springfield Armory, or as authorized by the Use of Force Coordinator with the ultimate approval by the Chief of Police.
2. Firearms must, at all times, be serviceable and within factory specifications. No significant modifications or alterations are permitted. Any firearm discovered to be unserviceable, out of factory specifications, modified in an unauthorized manner, or so dirty as to adversely affect its reliability is to be IMMEDIATELY removed from service.
3. Only a certified armorer is authorized to perform armorer-level maintenance or repair on firearms.
4. User-level maintenance (cleaning) is to be performed by the individual officer.
- H. Approved Off-Duty or Secondary On-Duty Handguns
 1. When on duty, all sworn officers may carry a second firearm as a backup weapon. This firearm must be concealed from public view.
 2. Illinois statutes permit off-duty police officers to carry firearms. Off-duty officers are prohibited from carrying firearms when:
 - a. Their mental or physical capabilities have been impaired by the use of alcohol, medication, or combination thereof; or
 - b. They anticipate having their mental or physical capabilities impaired by the use of alcohol, medication, or combinations thereof.
 3. The following restrictions must be adhered to regarding off-duty and/or secondary on-duty firearms:
 - a. Double action revolvers with barrel length 4 inches or less with any finish in caliber .357 magnum, .38 special, .44 special, .45, and 9mm.
 - b. Semi-automatics: Semi-automatic pistols with barrel length of 5 inches or less with any finish in caliber .22, .25, .32, .357 sig, .380, .40 S&W, .45, 9mm, or 10mm.
 - c. When meeting the above requirements, the specific make/model of firearm must be authorized by the Chief of Police or his designee, based on recommendation of the Use of Force Coordinator. The make/model and serial number of firearm shall be documented on the individual officer's Firearm Information Sheet and shall be maintained by the Use of Force Coordinator. A list of make/model firearms authorized by the Chief of Police shall be maintained by the Use of Force Coordinator.
- I. Approved Duty Rifles/Carbines
 1. Department issued rifles/carbines will conform to the following specifications:
 - a. Rock River LAR-15, AR-15/M4, semi-automatic carbine chambered in 5.56 mm NATO.
 - b. A minimum 16-inch barrel, not to exceed 20 inches.

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- c. Single stage trigger.
 - d. Telescoping or fixed stock.
 - e. Ambidextrous safety.
 - f. Front and rear iron sights.
 - g. Equipped with an adjustable single point tactical sling.
 - h. Equipped with an approved weapons system flashlight with a pressure pad.
2. Individual officer-owned AR-15 patrol rifles/carbines
- a. An individual officer may elect to purchase and carry their own rifle in lieu of a department rifle once they meet the following criteria:
 - 1) The officer submits a memorandum requesting to participate in the individually-owned AR-15 weapon program, which includes the intended weapon and modifications to the Range Master.
 - 2) The officer has completed the department's AR-15 operator course.
 - 3) The course meets the requirements outlined in requiring qualification with their personal AR-15 weapon system.
 - 4) Prior to field deployment, an officer's patrol rifle shall have been submitted for an inspection by a department armorer to ensure serviceability and operability of the weapon. All individually-owned AR-15 weapons will be inspected and certified at intervals set by the Range Master. An Officer Owned Rifle Information sheet will be completed, documenting the make, model, serial number and any authorized modifications/attachments that have been completed and will be retained in the officer's range file. Duplicate range files/records will be retained in the armory and the Administrative Division.
 - b. Individually owned AR-15 patrol rifles/carbines will conform to the following specifications:
 - 1) An AR-15/M4 type design or variant, semi-automatic only carbine, chambered in 5.56 mm NATO produced by one of the following approved manufacturers: Colt, Smith and Wesson, DPMS/Panther Arms, Rock River, Lewis Machine and Tool, DS Arms, Armalite, LWRC, La Rue Tactical, Ruger, Saber Defense, Stag Arms, Wilson Combat, or as authorized by the Range Master with approval from the Chief of Police;
 - 2) A minimum 16-inch barrel, not to exceed 20 inches;
 - 3) Single stage trigger;
 - 4) Telescoping or fixed stock;
 - 5) Front and rear iron sights;
 - 6) Equipped with a tactical sling system suitable for deployment where the weapon may be retained hands free and ready for use;
 - 7) Equipped with an approved weapon light attachment that can be easily operated with or without a pressure pad;
 - 8) Have an approved chamber-blocking device; and
 - 9) Have polymer or aluminum magazines, with a 20-round capacity if secured in the vehicle cab, or up to 30-round capacity if secured in the trunk, utilizing a case or lock box.

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- 10) The range master shall maintain a list of currently approved manufacturers that have been approved by the Chief of Police.
- c. Generally approved options:
 - 1) No modification is permitted to the patrol rifle/carbine beyond the manufactured issue without first informing a department armorer to ensure inspection of the weapon and only with the approval from the Use of Force Coordinator or his designee and the approval of the Chief of Police.
 - 2) The range master shall maintain a list of currently approved modifications/attachments that have been approved by the Chief of Police.
3. Maintenance
 - a. All department and individually-owned AR-15 patrol rifles/carbines will be maintained as to ensure consistent operability.
 - 1) All department-owned rifles shall receive monthly maintenance and inspection by a certified firearm instructor.
 - 2) All individually-owned rifles/carbines shall receive monthly maintenance and inspection by the owner of the rifle/carbine.
 - b. All repairs and maintenance of individually-owned rifles/carbines shall be the responsibility of the employee at their own expense.
 - c. All patrol rifles/carbines requiring armorer level repair or modifications shall be inspected by a department armorer and may be test fired prior to returning the weapon to service.
4. Storage and Carriage

Department or individually-owned AR-15 patrol rifles/carbines will be secured using one of the following methods:

 - a. In the front cabin of the vehicle in the provided rack system, utilizing a locking clamp/arm,
 - b. In the trunk of the vehicle in a hard plastic case with a foam lining or a soft rifle case that is locked and secured utilizing a cable and padlock, or
 - c. Secured in a Tufloc Tufbox.
5. AR-15 Patrol Rifle/Carbine Deployment
 - a. Patrol rifles/carbines will be deployed consistent with the department's Use of Force policy.
 - b. Patrol rifle/carbine deployment is recommended but not limited to the following conditions:
 - 1) Any potentially dangerous/deadly force situation where an officer believes the deployment of the rifle/carbine will contribute to the safe resolution of the situation or diminish the risk to the officer and the public.
 - 2) The officer assigned as a member of a Rapid Deployment Contact or Search and Rescue Team.
 - 3) The officer is involved in an active shooter situation.
 - 4) The officer is assigned as part of a perimeter cover and containment team during a tactical operation.
 - 5) The officer has reason to believe an armed offender is wearing body armor or is shielded with an intervening barrier.

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- 6) The officer has reason to believe the offender is in a fortified or tactically superior position.
- 7) The officer has reason to believe the offender may be engaged at an extended distance.
- 8) The officer has reason to believe the offender has access to high-powered weapons.
- 9) The officer has reason to believe a system superior to a duty handgun is necessary.

c. Procedure for Deploying the Patrol Rifle/Carbine

- 1) Unlock and remove the rifle from the vehicle;
- 2) Point the rifle in a safe direction;
- 3) Ensure the selector lever is on safe and your finger is off the trigger;
- 4) Remove the chamber-blocking device;
- 5) Pull the charging handle fully to the rear and release, without riding it forward, to chamber a round;
- 6) Conduct a press check by pulling the charging handle to the rear just enough to see that a round is chambered. Upon completion, release the charging handle;
- 7) Lock the handle in the forward position; and
- 8) Close the dust cover and strike the forward assist to ensure the chambered round is properly seated.

d. Unloading and Securing

- 1) Point the weapon in a safe direction;
- 2) Ensure the selector lever is on safe, with your finger off the trigger;
- 3) Grasp the magazine firmly in your support hand and with the index finger of your strong hand, depress the magazine release button. Remove the magazine;
- 4) Keeping the weapon in a safe direction, rotate the ejection port toward the ground;
- 5) Slowly/deliberately pull the charging handle to the rear to eject the chambered live round. Repeat this step 2-3 times to ensure the weapon is unloaded;
- 6) Visually and physically inspect the chamber to ensure the weapon is unloaded;
- 7) Insert the chamber-blocking device and slowly ride the bolt home, locking the charging handle in place;
- 8) Insert any remaining live rounds into the magazine;
- 9) Re-insert the magazine in the weapon; and
- 10) Secure the weapon back in the vehicle, using one of the approved methods of securing it.

J. Safe and Proper Storage of Firearms

1. Officers will provide maximum security of all department-authorized firearms at all times, both to provide for the safety of other persons and to lessen the possibility of firearms being obtained and/or used by unauthorized persons. All department-authorized firearms shall be secured in one of the following ways:

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- a. Secured by separate locking device or mechanism, other than the firearm safety lever, designed to render a firearm temporarily inoperable;
 - b. Placed in a locked box or container; or
 - c. Placed in another location that a reasonable person would believe to be secure, i.e. an officer's locked department locker.
2. All other firearms are covered under Illinois Compiled Statute 720 5/24-9 Firearms, Child Protection.
3. A cable-style gun lock will be provided to all department personnel for authorized weapons.
4. If any firearm is lost or stolen, a written notification will be made immediately to the Chief of Police via the chain of command. A police report will also be required.

K. Ammunition

1. Approved on-duty firearms will be loaded with departmental-approved ammunition only.
2. Approved off-duty or secondary on-duty firearms will be loaded with factory ammunition.
3. All ammunition used will not be modified in any way.
4. Reloads or exotic loads, i.e. Glazer Safety Slugs, armor piercing bullets, etc. are prohibited for use in any on-duty or off-duty firearms.

L. Inspection

1. All sworn officers, when armed with an approved firearm, will ensure that such firearm is serviceable, safe, clean, and loaded for use with authorized ammunition.
2. Authorized handguns and rifles/carbines will not be modified in any manner except as authorized by the Chief of Police or this general order. The changing of firearms grips is not considered modification.
3. The watch supervisor will inspect firearms on a regular basis.
4. The Use of Force Coordinator, or his designee, is responsible for:
 - a. The annual inspection and approval of all authorized firearms prior to their use at the range or for personal use on-duty and off-duty,
 - b. Removal from service or the disapproval for use of any on-duty or off-duty firearm found to be in an unsafe condition, and
 - c. The inspection of a new officer's firearms prior to his carrying the firearm.

II. DEFENSIVE/LESS LETHAL WEAPONS

- A. Defensive Weapons – those weapons, other than firearms, designed to protect the officer or other person from injury and to control an arrestee or potentially violent person.
- B. Less Lethal Weapons – those weapons where the use of which is not inherently likely to kill or cause great bodily harm.
- C. The following defensive/less lethal weapons are authorized for use by trained and authorized sworn officers:
 1. Straight baton
 2. Side-handle baton
 3. Expandable baton
 4. Chemical weapon (Oleoresin Capsicum Spray)
 5. Electronic control weapon (i.e. Taser)

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6. 12-gauge extended range kinetic energy impact munitions
- D. The following may be used as a weapon in emergency situations only:
 1. Flashlights. (NOTE: The primary use of a flashlight is for illumination.)
 2. Knives
 - a. Knives are primarily to be used as emergency cutting tools or as utility tools. Knives may be used as defensive weapons only in emergency situations.
 - b. A knife can be worn on the uniform belt, but must be kept in a uniform-style case of black leather or nylon, or concealed on or about the person. The knife must be a folding lock-blade type, with the blade of no more than 4 inches in length.
 - c. The use and deployment of knives for routine use by on and off-duty officers shall be done as unobtrusively as possible so as not to alarm any bystanders. The officer should take care not to exhibit the knife in a careless manner. It is the individual officer's responsibility to use the knife as a tool in a safe and responsible manner.
 - d. It is recognized that sworn officers, in the course of their duties, may require the use of his knife as a weapon of defense under extraordinary circumstances. Any use of force by an officer must be objectively reasonable in compliance with the Use of Force General Order.
- E. Defensive Weapons Training and Authorization for Use
 1. The Use of Force Coordinator will:
 - a. Coordinate the initial training and subsequent proficiency testing of all officers in the use of defensive weapons,
 - b. Maintain the training and proficiency records of all officers in defensive weapons training,
 - c. Test and recommend for approval or disapproval any defensive weapon currently used or proposed for use,
 - d. Coordinate any necessary remedial training for those officers who fail to demonstrate proficiency with a defensive weapon and wish to carry that weapon on duty, and
 - e. Maintain a record indicating every less lethal weapon, including serial number, if applicable, that each officer is qualified to use.
 2. Only those sworn officers who have received the proper training and are able to demonstrate proficiency in the use of an authorized defensive weapon will be able to carry that weapon on duty.
 3. In order to continue to carry a defensive weapon, except for electronic control weapons, a sworn officer must demonstrate proficiency at least biennially with that weapon.
 4. Sworn officers authorized to carry electronic control weapons must demonstrate proficiency annually, pursuant to the Taser General Order.
 5. Sworn officers are responsible for maintaining their own defensive weapons that are approved for use. Any defects or damage should be brought to the attention of the defensive tactics coordinator for inspection and/or replacement. Damaged or defective weapons shall not be carried on duty.
- F. 12-Gauge Beanbag Munitions
 1. Authorized Munitions and Delivery Systems

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- a. Department-owned Mossburg 500, 12-gauge pump shotguns, outfitted with ghost ring sights, a side saddle ammunition carrier and an orange stock will be the only authorized delivery system.
 - b. Department-issued Combined Tactical Systems Super Sock 12 gauge beanbag rounds are the only extended range kinetic energy impact munitions authorized for use by trained personnel.
2. Training
 - a. To become certified to deploy extended range kinetic energy impact munitions, officers must complete the following:
 - 1) Complete a department-approved training course.
 - 2) Pass a written test.
 - 3) Be qualified with the department-issued shotgun.
 - 4) Pass a department-approved extended range kinetic energy impact munitions qualification course.
 - b. To maintain certification, officers must complete an annual recertification course, which includes a written test and an extended range kinetic energy impact munitions qualification course.
3. Deployment Methods
 - a. The Extended Range Kinetic Energy Impact Munitions will be delivered to the established target areas based upon the circumstances and level of force authorized.
 - b. The established target areas have been divided into four categories:
 - 1) Green Areas – These areas will be considered when incapacitation is necessary and a minimal potential for injury is the appropriate response. Green areas are outlined in Addendum A.
 - 2) Yellow Areas – These areas will be considered when an escalation of force above the green areas is necessary and appropriate, acknowledging an increase in the potential for serious physical injury. Yellow areas are outlined in Addendum A.
 - 3) Red Areas – The areas will be considered when an escalation of force above the yellow areas is necessary and appropriate, acknowledging an increase in the potential for serious physical injury or death. Red areas are outlined in Addendum A.
 - 4) Head and Neck – Intentional impacts to these areas will be avoided unless the use of deadly force is justified, necessary, and appropriate, acknowledging the high potential for serious physical injury or death.
4. Deployment Requirements and Techniques
 - a. The beanbag shotgun may be deployed when the situation dictates that the utilization of beanbags is possible, or when called upon to do so by a supervisor.
 - b. When deploying the beanbag shotgun, the Beanbag Deployment Officer (BDO) shall consider the level of force being confronted and the proximity/access of the subject(s) to the officer. There should always be a second officer to act as lethal cover for the BDO, but a situation may arise when the BDO will determine that the second officer is not necessary, or the situation may dictate that the BDO cannot wait for the second officer to arrive. When utilizing a second officer as lethal cover, the BDO must

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verbally direct and/or confirm that the cover officer knows that he or she is the lethal cover by verbally communicating "You're my lethal cover."

- c. The BDO should announce over Channel One "(radio call number), I have beanbags." This ensures that the other officers on the scene are aware that the beanbag shotgun has been deployed.
 - d. If there is time and the tactical situation allows, the decision to utilize beanbags against a subject at the next available opportunity will be announced over Channel One. The BDO or his cover officer will announce the beanbags will be utilized at the next available opportunity.
 - e. If possible and the situation allows, the BDO will call out in a loud and clear voice, "BEANBAG" immediately prior to shooting a subject with beanbag rounds.
 - f. When engaging a subject, the BDO should evaluate the effectiveness of each round. Compliance and/or incapacitation is the desired goal, and alternative target areas/responses should be considered when rounds are not effective. Alternative target areas/response considerations will be based on the circumstances the officer is encountering and the level of force authorized. Remember, the situation and circumstances dictate the actions taken by the BDO, not the manufacturer's specifications.
 - g. When engaging a subject, the BDO or his cover officer will establish voice contact with the subject, giving verbal commands and directions.
5. Handling persons struck by extended range kinetic energy impact projectiles
 - a. Persons who are successfully engaged and struck by a beanbag projectile will be transported to the hospital for examination by a physician – NO EXCEPTIONS.
 - b. The BDO will report to the hospital and provide the staff with the printed beanbag technical data sheet (Addendum B). If possible, the officer will also be available to brief the hospital staff on the approximate distance of engagement, number of impacts, and location of impacts.
 6. Reporting Procedures
 - a. The deployment of extended range kinetic energy impact munitions against a subject constitutes a use of force and shall be documented in the narrative section of, or as a supplement to, a case report. A Use of Force Report must also be completed.
 - b. The shift supervisor will conduct an initial investigation into any situation involving the firing of a beanbag round at a suspect. The depth of the investigation will be decided by the extent of the subject's injuries.
 - c. Each impact area must be photographed with a digital camera. Photographs must include a full body shot and close-up of each impact.
 - d. The spent beanbags and shells shall be gathered and collected as evidence, unless otherwise directed by a supervisor.
 - e. The Chief of Police or his designee will be notified whenever beanbags are utilized.
 7. Storage and Inspection Requirements
 - a. The designated beanbag shotguns will be visually identifiable by looking at the rear stock. The rear stock will be fluorescent orange in color.
 - b. The designated beanbag shotguns will be stored in the following manner:

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- 1) The gun will be secured in a hard protective case with 6 beanbag rounds secured in the side saddle and 6 beanbag rounds stored in a cutout in the case. The case will be locked in the trunk of the supervisors' squads utilizing a cable and padlock. The shotgun magazine will be unloaded, with the safety on and the hammer dropped.
- 2) Once the weapon is in this configuration, it is to be inspected by no less than 2 BDOs and secured into the protective case. The 2 inspecting BDOs will ensure that the weapon is unloaded and only beanbag rounds are in the saddle and no lethal 12-gauge ammunition is in the case. Both BDOs must then sign and date the inspection tag. They both then must initial the plastic zip tie. The inspection tag is placed inside the case and the zip tie is then utilized to seal the case.
- 3) The inspected, sealed, and cased beanbag shotgun will then be placed into the trunk of the supervisor squads. The case will be secured in the trunk utilizing a padlock and cable. The padlock and cable are to be used to lock the case closed as well as to secure the case within the trunk. This will prevent unauthorized access or removal of the case and/or weapon. As long as the seal remains unbroken, the cased weapon can be passed from vehicles or into the Department armory without requiring another inspection. Once the seal is broken, for any reason, the inspection and security process outlined above must be followed.
- 4) If a situation occurs where a beanbag shotgun needs to be deployed, the BDO will break the seal on the case and secure the designated beanbag shotgun. The shotgun will be physically and visually inspected to ensure that the magazine and chamber are empty. The BDO will then visually inspect each round as it is loaded to ensure that it is, in fact, a beanbag round. The weapon is to be loaded with 5 beanbag rounds in the magazine and 1 in the chamber. Once the situation is secure and the beanbag shotgun is no longer needed, it must be unloaded, secured in the case, and resealed in accordance with the security process outlined above.

III. ARMORY ACCESS AND AMMUNITION CONTROL

- A. Only supervisors or Use of Force Program personnel have access to the armory. These members are assigned an electronic entry key fob. Each access to the armory is recorded via the department's door control software. Supervisors and Use of Force Program personnel shall not grant unauthorized members permission to use their individual armory key fob to gain access.
- B. Each time an authorized member enters the armory, he/she will complete the appropriate information on the Armory Access Log, which is located just inside the armory door on the wall. This log will be audited using the Armory Access Log, semi-annually, by the Deputy Chief of Administrative Services or his designee.
- C. If an authorized member enters the armory with intent of acquiring ammunition, he/she will complete the appropriate Ammunition Log sheet. These sheets are located near each type of ammunition. Members should complete the log for each type of ammunition they remove from the armory. Members returning ammunition to the armory will note that on the log when appropriate.
- D. If an authorized member enters the armory with intent of acquiring a department firearm, he/she will complete the appropriate Firearm Control Log sheet. This sheet will be located in the Firearm Control Log binder. Members should complete the log for each firearm they

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remove from the armory. Members returning firearms to the armory will note that on the log when appropriate.

IV. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of

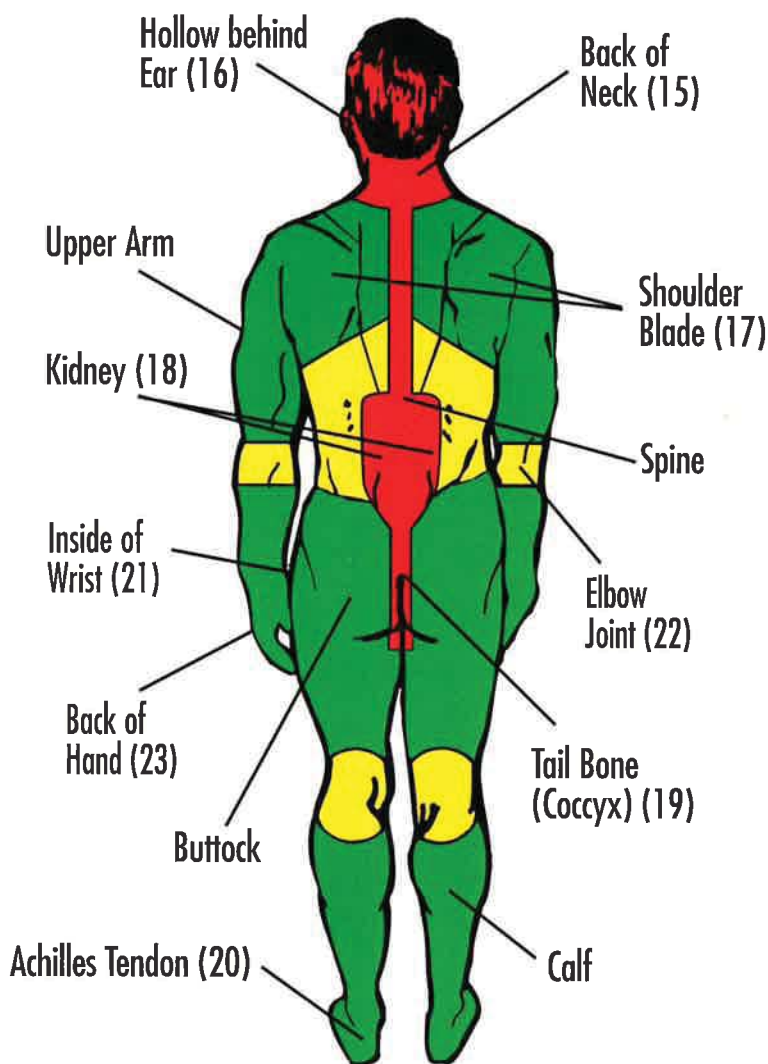
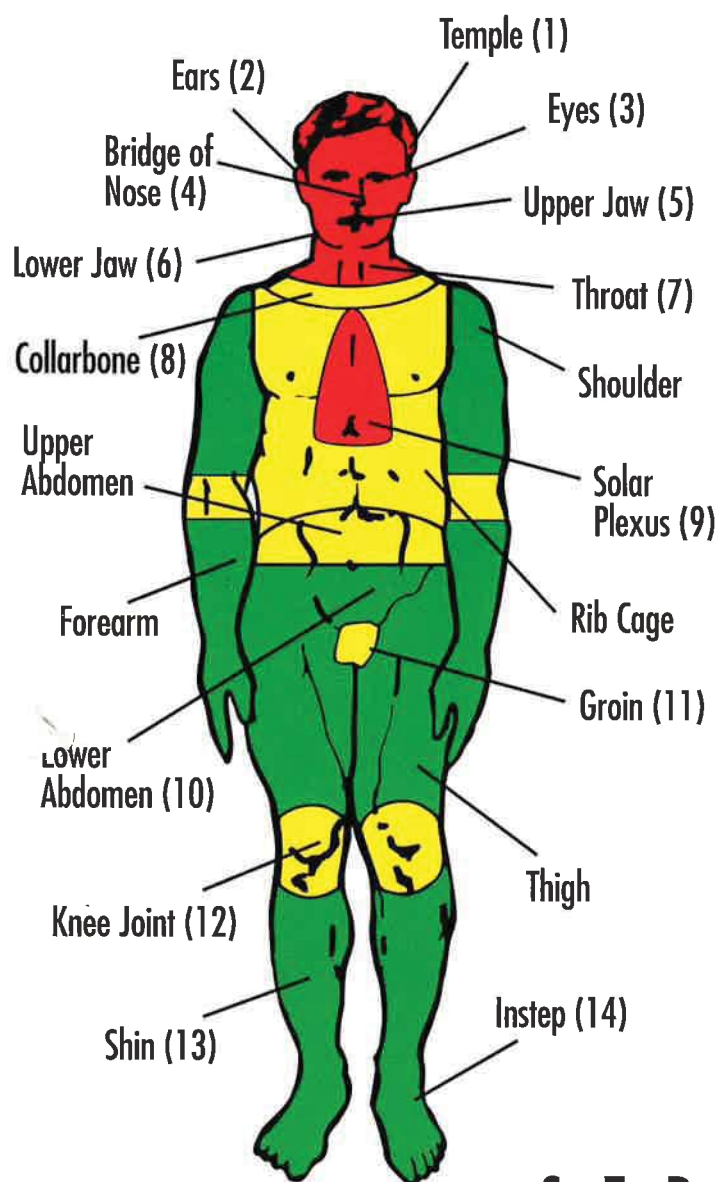
A handwritten signature in black ink, reading "Frank Kaminski", written over a horizontal line.

Frank J. Kaminski, Chief of Police



BATON CHART

Escalation Of Trauma By Vital
And Vulnerable Striking Areas



S T R I K I N G

GREEN TARGET AREAS

REASONING: Minimal level of resultant trauma. Injury tends to be temporary rather than long-lasting, however exceptions can occur.

Except for the HEAD, NECK, and SPINE, the whole body is a Green Target Area for the application of baton blocking and restraint skills.

YELLOW TARGET AREAS

REASONING: Moderate to serious level of resultant trauma. Injury tends to be more long-lasting, but may also be temporary.

RED TARGET AREAS

REASONING: Highest level of resultant trauma. Injury tends to range from serious to long-lasting rather than temporary and may include unconsciousness, serious bodily injury, shock or death.

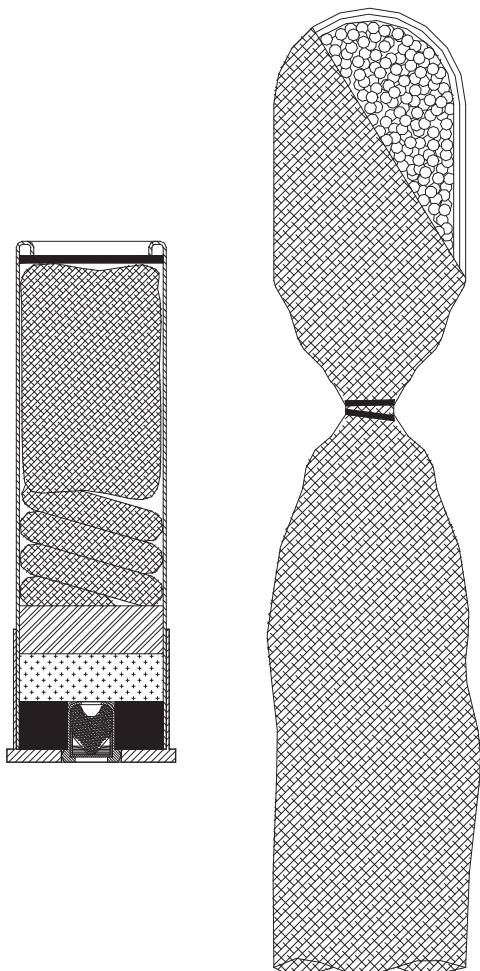


388 KINSMAN ROAD
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www.less-lethal.com sales@less-lethal.com

Product Specification Sheet

03/04

MODEL No.	2581	DESCRIPTION	Super-Sock™ Orange Hull 12ga. Bean Bag Cartridge U.S. Patent # 6,202,562 B1 And Patent Des. 429,792
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PHYSICAL

- ◆ **Projectile Weight** 40 gm
- ◆ **Cartridge Material** Plastic
- ◆ **Projectile Material** Shot filled Ballistic Fiber Reinforced flexible sock
- ◆ **Overall Height** 2.40" (61mm)
- ◆ **Overall Weight** 56 gm.

OPERATIONAL

- ◆ **Compatibility** Cylinder and Improved Cylinder 12ga. Shotguns chambered for 2.75" and 3" cartridges.
- ◆ **Terminal Velocity** 280 fps (average) at 10 yards
- ◆ **Accuracy** 4" or better at 20 yards using a cylinder bore Remington 870.
- ◆ **Terminal Effects** Super-Sock™ is designed to deliver its kinetic energy over a relatively large area and impart a Less-Lethal impact to the target. It may cause bruises, skin abrasion and other injuries associated with blunt trauma.
- ◆ **Deployment** The Super-Sock™ projectile is in its deployed state immediately upon exiting the weapon barrel. It does not require a minimum range to "unfold" or "stabilize". Optimal ranges are between 5 and 20 yards. However, it is stressed that shot placement rather than deployment range is the critical factor in determining the extent of injury caused. Shots to the head, neck, thorax, heart or spine can result in fatal or serious injury.

SHIPPING INFORMATION

- ◆ **UN Number** 0012
- ◆ **Proper Shipping Name** Cartridge for Weapons, Inert Projectile
- ◆ **Hazard Class** 1.4S
- ◆ **Labels Required** Explosive, 1.4S or ORMD
- ◆ **Quantity Per Package** 5 cartridges in cardboard box
- ◆ **Total** 11lb. (90 cartridges)

All specifications are average and are subject to change without notice.

Combined Systems, 2581 Orange Hull Spec

Visit us on the web at www.less-lethal.com

e-mail: sales@less-lethal.com



**388 KINSMAN ROAD
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Package Weight	15lb. (120 cartridges) 27lb. (220 cartridges) 37lb. (300 cartridges) 50lb. (400 cartridges)
♦ Package Type	Fiberboard Box
♦ Package Dimensions	8x6x4 8x8x4 12x10x4 12x9x7 17x11x6 (also used for over night packages)

DEPARTMENTAL GENERAL ORDER

CITY OF PARK RIDGE, ILLINOIS			POLICE MANUAL	
Subject: Taser	Number GO 15.5	Revised Date	Effective Date May 1, 2015	Page 1 of 8
Index As: Taser			Approved By Frank Kaminski Chief of Police	

POLICY: When properly applied in accordance with this policy, the taser device is considered a non-lethal control device that is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. It is anticipated that the appropriate use of such a device will result in fewer serious injuries to officers and suspects. The purpose of this order is to describe the authorized procedures for use of the taser.

I. DEFINITIONS

- A. **Taser:** The taser is a less lethal, handheld Electronic Control Weapon (ECW) specifically designed to subdue a subject within a range of up to twenty-one (21) feet. When activated, it can propel a pair of barbed darts attached to two trailing wires at the subject. Once contact is made, it begins discharging a metered and pulsed current throughout the subject's body, causing involuntary muscle spasms and loss of motor control. Once activated, the length of the cycle of the taser is five seconds. The taser holds two smart cartridges and is capable of deploying two sets of probes before being reloaded. The electrical charge is purportedly well within the medically established range for human beings. The taser purportedly does not harm nerves, muscles, or any other parts of a subject's body. The taser ECW possesses a laser sighting system, an integral flashlight, a safety switch, and an ARC switch.
- B. **ECW:** Electronic Control Weapon, i.e. taser
- C. **APPM:** Automatic-shutdown Performance Power Magazine. The power source for the taser ECW. The APPM will automatically stop after a 5 second cycle even if the trigger is held down past the cycle. The operator must press the ARC switch to re-energize the fired cartridge or pull the trigger again to fire a second cartridge. The APPM has an audible tone that sounds at four seconds into the cycle to warn the operator that the cycle is about to end.
- D. **Smart Cartridge:** A taser cartridge that holds two probes which are fired from a taser.
- E. **ARC Switch:** Arc display, Re-energize, and Cartridge advance. A switch located by the trigger guard of the taser. It is used for performing an ARC test, a warning ARC, re-energizing a deployed smart cartridge, and switching between the two cartridges located in the taser.
- F. **ARC Test:** A test of the taser to ensure that the ECW is functioning properly. It is triggered by pressing and holding down the ARC switch for half of a second.
- G. **Warning ARC:** A sustained press of the ARC switch will initiate a warning ARC across both bays without discharging the smart cartridges. It should be only utilized to attempt to stop aggressive behavior and can only be used when an authorized use of the ECW would be warranted.
- H. **Cartridge Advance:** A momentary press of the ARC switch, which is less than ½ a second, which will switch between the two smart cartridges located in the taser.
- I. **Probe:** An electrode with a barbed point propelled from the taser cartridge.
- J. **Probe Deployment:** Anytime the taser ECW smart cartridge is deployed, the probes are expelled from the taser ECW and into a subject, and a cycle is run.
- K. **Cycle:** A five second metered and pulsed current programmed into the taser APPM that occurs anytime the taser trigger is pulled.
- L. **ECW Officer:** An officer who has been trained and certified to carry an ECW by attending a PRPD ECW officer training course and has been issued an ECW.

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- M. **Cover Officer:** An officer on the scene of an ECW deployment who is not deploying an ECW.
- N. **Preferred Target Zone:** The preferred area of the human body that should be targeted during a probe deployment. The front preferred target zone is defined as the area below the breastbone to the feet. The rear preferred target zone is defined as the area below the neck to the feet.
- O. **Lower Torso:** The area of the human torso below the breastbone.
- P. **Sensitive Body Part:** The sensitive areas of the human body that should be avoided during a taser ECW probe deployment. Sensitive body parts are defined as the head, throat, chest/breast, genitals, or known pre-existing injury areas.

II. ACCOUNTABILITY

One taser ECW unit will be issued to a qualified, specific officer. The unit will be assigned to and possessed by only that officer, by serial number. The officer assigned to specific taser ECW unit shall be the only one permitted to possess, carry or deploy the assigned unit. This possession may only be transferred using the approved process after a deployment or during quarterly auditing (see sections VI.A.11. and VIII. D. below). The taser ECW unit may only be used by another officer in emergency situations involving deadly force, or upon written permission of the Chief of Police or his designee. Strict control over the possession of each taser unit is imperative. Possession and control will be the responsibility of the assigned officers. Property inventory sheets will be used to maintain the integrity of physical control of the units. These sheets will identify when a change in physical possession has taken place after a deployment and/or during the quarterly audit.

III. AUTHORIZED USES

- A. Taser ECW may be used when a subject is exhibiting active aggression or is actively resisting in a manner that, in the officer's judgment, is likely to result in injuries to him/herself or others. It may also be used when the subject poses a threat of harm to himself or herself, such as self-inflicted injury or a suicide attempt. Passive resistance does not warrant the use of an ECW. The taser is not intended as a replacement for other defensive weapons or an officer's firearm. The taser should be used as a weapon of need, not a tool of convenience. The taser should not be used where more effective and less risky alternatives are available. The taser is an effective weapon to resolve standoff situations quickly and in a method less likely to result in injury to the officer and the subject.
- B. Only taser ECW units owned and maintained by the Park Ridge Police Department shall be carried or deployed by officers. Privately owned ECW devices are prohibited. Park Ridge Police Department personnel assigned to law enforcement groups, i.e. NIPAS EST, NIPAS MFF, MCAT, etc. may carry ECWs supplied by those groups while assigned to activities the group is involved in, if the officer has been trained and certified by that law enforcement group to carry and deploy those ECWs.

IV. UNAUTHORIZED USES

- A. The taser should not be used in a situation where the subject poses an imminent threat of great bodily harm or death to the officer or another person, unless another officer is present and capable of immediately delivering deadly force.
- B. The taser also should not be used in the following situations:
 - 1. In the presence of flammable materials or combustible vapors or liquids
 - 2. Subject located in an elevated position where a fall may cause substantial injury or death
 - 3. Subject operating a vehicle
 - 4. Subject running away from the officer
 - 5. Subject obviously, or known to be, pregnant
 - 6. Subject in water sufficient to drown

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7. Subject obviously frail or infirm
8. Subject is obviously elderly
9. Subject appears to weigh less than 80 pounds
10. Subject is a young person
11. Subject is handcuffed, unless use of the ECW is necessary to prevent the subject from causing serious bodily harm to themselves or others and if lesser attempts of control have been ineffective.

- C. Exception: The taser may be utilized in these situations if factors exist that would justify the use of deadly force.

V. TASER DEPLOYMENT METHODS

- A. The primary deployment method is to discharge the taser cartridge, propelling the probes and probe wires. The preferred target zone shall be defined as the lower torso and legs in the front of the body, or the area of the back from below the neck to the legs in the rear of the body.
- B. Direct application of the taser to the body as a pain compliance technique, or Drive Stun, is discouraged. The Drive Stun mode should be used only to supplement the probe mode to complete the incapacitation circuit, or as a countermeasure to gain separation between officers and the subjects so that officers can consider other force options.
- C. A warning ARC may be utilized by the ECW officer on the scene in order to discourage aggressive behavior of the subject. A warning ARC may only be utilized in incidents where the use of the taser would be authorized.
- D. ECW officers shall carry the taser on the weak-hand side of the body which would necessitate either a cross draw of the taser with the strong hand, or a draw of the taser with the weak hand.
- E. Using the Taser
 1. Officers shall use an ECW for one standard cycle (five seconds) and then evaluate the situation to determine if subsequent cycles are necessary. Officers should consider that exposure to the ECW for longer than 15 seconds may increase the risk of death or serious injury. Any subsequent applications should be independently justifiable, and the risks should be weighed against other force options.
 2. A warning should be given to a subject prior to activating the ECW unless doing so would place any person at risk. Warnings may be in the form of verbalization, display, warning arc, laser painting, or a combination of these tactics.
 3. An announcement should be made to other personnel on the scene that an ECW is going to be activated. The announcement of "TASER TASER TASER" should be verbalized prior to deployment of the taser. Terms such as "I'm firing" or "I'm shooting" are prohibited.
 4. Officers shall not intentionally activate more than one ECW at a time against a subject.
 5. During a taser deployment, cover officers should attempt hands-on control tactics during the cycle. Attempts must be made to attempt to gain control of the subject before subsequent taser cycles are deployed.
 6. If multiple cycles have been delivered and the subject still cannot be controlled, officers should consider escalation of force or should disengage.
 7. If the taser is displayed and not deployed, but is determined by officers on the scene as acting as a deterrent, this should be considered a successful deployment, and should be documented in the arrest/case report, as well as a Use of Force report.

VI. TASER POST-DEPLOYMENT PROTOCOLS

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- A. Whenever the taser is deployed on a subject the following procedure shall be followed:
1. Officers shall be aware that there is a higher risk of sudden death in subjects under the influence of drugs and/or exhibiting symptoms associated with excited delirium.
 2. ECW officers who used the taser on a subject shall ensure the subject is monitored for injury as soon as practical after control is established.
 3. All subjects who have been exposed to ECW application should receive a medical evaluation by emergency medical responders in the field or at a medical facility. Subjects who have been exposed to prolonged application (i.e. more than 15 seconds) shall be transported to an emergency medical facility for medical evaluation. Emergency medical personnel conducting the medical evaluation should be made aware that the subject has been exposed to an ECW application so they can better evaluate the need for further medical treatment.
 4. If an adverse reaction to the ECW occurs, or if requested by the subject, transportation to a medical facility shall be arranged.
 5. If the probes are imbedded in a sensitive body part, officers shall arrange transport to a medical facility for removal. If the probes are imbedded in other non-sensitive tissue areas, a trained officer may remove the probes according to the training procedures.
 6. The site where the probes contacted the subject and all injuries shall be documented by an evidence technician or supervisor by photograph. All photographs shall be impounded as evidence.
 7. The expended barbs and cartridge shall be recovered and placed into evidence. The barbs should be treated as biohazards and proper protocol should be followed. The pointed end of the probes shall be placed in the expended smart cartridge, barbed end first. The probes shall be secured in the expended smart cartridge by placing tape over the expended smart cartridge port. The expended smart cartridge shall be impounded into evidence following proper biohazard procedures.
 8. When the taser device is used other than for training, demonstrations, or testing purposes, the circumstances surrounding its use will be identified within the General Case Report or the Arrest Report. The report should include, but not limited to: Did taser deploy properly? How many applications/injuries? Who removed the barbs?
 9. A Use of Force report shall be completed and forwarded through the chain of command.
 10. After a taser ECW deployment, the following information shall be collected and documented in the Use of Force report:
 - a. Date, time and location of deployment
 - b. Whether display or laser painting deterred the subject or led to compliance
 - c. The number of ECW deployments, the duration of each cycle, and the duration between deployments
 - d. Level of aggression that the subject displayed
 - e. The physical condition of the subject
 - f. The type of crime or incident that was involved
 - g. Any weapon possessed by the subject
 - h. Whether deadly force would have been justified
 - i. Type of clothing worn by the subject
 - j. The estimated range at which the taser was deployed

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- k. The point of impact of the probe to the subject
- l. Terrain and weather conditions
- m. Lighting conditions
- n. Suspicion that the subject was under the influence of drugs or alcohol (specify if available)
- o. Any medical care provided to the subject
- p. Any injuries to officers, the subject, witnesses, bystanders, or victims
- 11. After a taser ECW deployment, the deploying officer will complete a property inventory sheet and place the sheet and taser unit into a property locker.
- 12. All information recorded in the memory bank of the taser unit will be downloaded from the unit and will be retained for evidentiary purposes. The deployed taser unit should not be used again until this download is completed.
- 13. After the required information is downloaded, the taser unit will be returned to the assigned officer. The taser unit will be signed out of property by the officer using the original property inventory sheet. The sheet will be retained by the property management technician.
- 14. Any accidental deployments of the taser ECW shall be documented in a memorandum to the Deputy Chief of Administrative Services or his designee through the ECW officer's chain of command.

VII. TRAINING

- A. The Park Ridge Police Department shall maintain certified taser instructors who will be responsible for all training of Park Ridge Police Department ECW officers. All certified taser instructors shall attend a taser instructor course certified by Taser International.
- B. To become certified/authorized to carry or deploy the taser ECW, members must complete and pass the PRPD Taser Certification course.
- C. Annual training will include successfully loading, unloading, and deploying the device. Officers shall also be required to complete and successfully pass a written test involving use of force, department taser policy, authorized and unauthorized taser ECW usage, and post-deployment protocols.
- D. Certified instructors will monitor and document the results of the training. Only those officers demonstrating proficiency with the taser shall be authorized to carry the device.
- E. All taser ECW training records shall be documented, and hard copies shall be kept in each officer's training file. All training records shall be subject to regular audit by the Deputy Chief of Administrative Services or his designee.

VIII. TASER ECW AUDITING

- A. All taser ECWs shall be audited on a quarterly basis.
- B. All audits of taser ECWs shall be conducted by the Deputy Chief of Administrative Services or his designee.
 - 1. Audits should be conducted to verify that all taser ECW deployments are consistent with Use of Force reports or documented training or accidental deployments.
 - 2. Any unauthorized deployments of the taser ECW shall be identified, and an investigation shall be conducted regarding the circumstances of the deployment. Any unauthorized deployments shall be subject to disciplinary action.
 - 3. All deployments of the taser ECW shall be analyzed to identify ECW trends. Display or laser painting, which leads to the de-escalation of an incident, shall also be accounted for and included as effective deployments of the taser.
 - 4. During all taser ECW audits, the following information shall be collected:

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- a. Date, time and location of deployment
 - b. Whether display or laser painting deterred the subject or led to compliance
 - c. The number of ECW deployments, the duration of each cycle, and the duration between deployments
 - d. Level of aggression that the subject displayed
 - e. The physical condition of the subject
 - f. The type of crime or incident that was involved
 - g. Any weapon possessed by the subject
 - h. Whether deadly force would have been justified
 - i. Type of clothing worn by the subject
 - j. The range at which the ECW was deployed
 - k. The point of impact of the probe to the subject
 - l. Terrain and weather conditions
 - m. Lighting conditions
 - n. Suspicion that the subject was under the influence of drugs or alcohol (specify if available)
 - o. Any medical care provided to the subject
 - p. Any injuries to officers, the subject, witnesses, bystanders, or victims
- C. All records of taser ECW audits and downloads of deployments shall be maintained by the Deputy Chief of Administrative Services or his designee.
- D. Quarterly Audit Process
- 1. Officers assigned to operate a taser will receive notification that they are to submit their taser for information download, at least quarterly, by the Deputy Chief of Administrative Services.
 - 2. Upon receipt of the notification, officers will complete a property inventory sheet and deposit that sheet along with the taser in an evidence locker.
 - 3. The Deputy Chief of Administrative Services, or his designee, will download the data from each taser and conduct a review of use.
 - 4. Upon completion, the taser will be cleared for field use.
 - 5. Once cleared, the assigned officer will be notified and instructed to sign the taser out of the property room.
 - 6. The property management technician will maintain all property inventory sheets.

IX. ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of



Frank J. Kaminski, Chief of Police

Preferred Target Zone Front

Lower torso (blue zone)

- More effective
 - Split hemisphere
 - Larger Muscles
- Reduces risk of hitting sensitive body areas – Refer to warnings
- Increases dart-to-heart safety margin distance
- Do not intentionally target genitals



Preferred Target Zone Rear

- Below neck (blue zone)
 - Large muscles
 - Avoid head

