

# Park Ridge Police Department

## Policy Manual

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### **CHIEF'S PREFACE**

This manual has been designed to provide the members of the Park Ridge Police Department with readily accessible and contemporary reference information pertaining to the department policies.

The manual is not intended to cover the many situations that constantly confront the members of a law enforcement organization. Each member, at all times is expected to use initiative, resourcefulness and sound judgment while performing his/her duties. Members will perform their duties consistent with our Mission/Value Statement.

Each member is given the legal authority and is charged with the responsibility to prevent and detect criminal activity, apprehend offenders, protect life and property, enforce laws and ordinances, form strong community partnerships, foster community engagement and solve community problems.

A member must function with sensitivity, self-control, compassion, impartiality and, above all, honesty.

A member must do that which is required for self-preservation, but must absolutely refrain from the use of unnecessary force. Members will focus on de-escalation tactics and techniques. Members will value human life and treat everyone with respect and dignity.

This manual has been assigned to you and must be maintained by you at all times. It is to be kept current at all times by making any and all deletions or additions as changes are issued to you. You will be held responsible for its contents and it is important that you use it regularly as reference material.

The failure of an employee to know the contents of the Manual will not be a defense in the case of any member considered for disciplinary action for violation of any of the provisions contained herein.

Adherence to this Manual of Policy and Procedure is critical to the overall success of our Department. It assists us in monitoring effectiveness, while service to hold each of us accountable for our actions and activities. It stands as an immediate resource document ready to assist all members of our organization in accomplishing the goals of our stated mission.

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### **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 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 police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

## MISSION AND VALUE STATEMENT



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

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## **Chapter 1 - Law Enforcement Role and Authority**

# Law Enforcement Authority

## 100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Park Ridge Police Department to perform their functions based on established legal authority.

## 100.2 POLICY

It is the policy of the Park Ridge Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate abuse of law enforcement authority.

## 100.3 PEACE OFFICER POWERS

Sworn members of this department are authorized to exercise peace officer powers pursuant to applicable state law.

### 100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE PARK RIDGE POLICE DEPARTMENT

An officer may arrest a person when (725 ILCS 5/107-2):

- (a) There are reasonable grounds to believe that an arrest warrant exists.
  - 1. Notifications and waiver requests for the execution of warrants for those in need of emergency medical assistance and sexual assault victims shall be made in compliance with 725 ILCS 5/107-2.
  - 2. When the warrant charges a violation of the ILCS in another county, the arresting officer shall take steps to have the arrestee delivered before a judicial officer within the jurisdiction of the Park Ridge Police Department as soon as practicable (625 ILCS 5/16-103; 725 ILCS 5/109-2).
- (b) There are reasonable grounds to believe that the person is committing or has committed an offense.

### 100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE PARK RIDGE POLICE DEPARTMENT

The authority of officers outside the Park Ridge Police Department police district includes the ability to conduct temporary questioning or make an arrest (725 ILCS 5/107-4):

- (a) If the officer is engaged in the investigation of criminal activity that occurred in the officer's jurisdiction and the temporary questioning or arrest is in furtherance of that investigation.
- (b) If the officer, while on-duty as an officer, becomes aware of the immediate commission of a felony or a misdemeanor violation of the laws of this state.

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#### *Law Enforcement Authority*

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- (c) If the officer, while on-duty as an officer, is requested by an appropriate state or local law enforcement official to render aid or assistance to the requesting law enforcement agency that is outside the Park Ridge Police Department jurisdiction.

While outside the jurisdiction of the Park Ridge Police Department an officershould make prompt notification to the local law enforcement agency of the county or municipality where any of the above occurs, and shall notify his/her immediate on-duty supervisor as soon as practicable (725 ILCS 5/107-4).

#### **100.4 INTERSTATE PEACE OFFICER POWERS**

Peace officer powers may be extended within other adjoining states:

- (a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.
- (b) When an officer enters Indiana, Iowa, Wisconsin or Missouri in fresh pursuit of a person who is in the immediate and continuous flight from the commission of a felony, and in Missouri the crime of driving while intoxicated or driving with excessive blood alcohol content (I.C. § 35-33-3-1 (Indiana); Iowa Code § 806.1 (Iowa); Wis. Stat. § 976.04 (Wisconsin); § 544.155, RSMo (Missouri)).

Whenever an officer makes an arrest in Indiana, Iowa, Wisconsin or Missouri, the officer shall take the offender to a magistrate or judge in the county where the arrest occurred as soon as practicable (I.C. § 35-33-3-2; Iowa Code § 806.2; Wis. Stat. § 976.04; § 544.155, RSMo).

#### **100.5 CONSTITUTIONAL REQUIREMENTS**

All members shall observe and comply with every person's clearly established rights under the United States and Illinois constitutions.

# Chief Executive Officer

## 101.1 PURPOSE AND SCOPE

The Illinois Law Enforcement Training Standards Board (ILETSB) has mandated that all sworn officers within the State of Illinois receive certification and training within prescribed time periods.

### 101.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS

Any Chief Executive Officer and Deputy Police Chief of this department must complete a minimum of 20 hours of certified training annually as prescribed by the Illinois Police Training Act (50 ILCS 705/10.7).



## Oath of Office

### **102.1 PURPOSE AND SCOPE**

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

### **102.2 POLICY**

It is the policy of the Park Ridge Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

### **102.3 OATH OF OFFICE**

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions. The form of oath shall be as follows (65 ILCS 5/3.1-10-25; 55 ILCS 5/3-6004; 55 ILCS 5/3-6010):

"I having been appointed to the office of ( Title ) for the City of Park Ridge Police Department, in the County of Cook aforesaid, do solemnly swear (affirm) that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of (state title) to the best of my ability."

If a member is opposed to taking an oath, he/she shall be permitted to substitute the word "affirm" for the word "swear."

### **102.4 MAINTENANCE OF RECORDS**

The oath of office shall be filed as prescribed by law (65 ILCS 5/3.1-10-25; 55 ILCS 5/3-6004; 55 ILCS 5/3-6010).

# Policy Manual

## 103.1 PURPOSE AND SCOPE

The manual of the Park Ridge Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

## 103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

### 103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Park Ridge Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Park Ridge Police Department reserves the right to revise any policy content, in whole or in part.

## 103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Special Orders, Personnel Orders and Training Orders, which shall modify those provisions of the manual to which they pertain. Special Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

## 103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

**Adult** - Any person 18 years of age or older.

**CFR** - Code of Federal Regulations.

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**City** - The City of Park Ridge Police Department.

**Civilian** - Employees and volunteers who are not sworn peace officers.

**Department/PRPD** - The Park Ridge Police Department.

**Employee/personnel** - Any person employed by the Department.

**ILETSB** - The Illinois Law Enforcement Training Standards Board (50 ILCS 705/1).

**Juvenile** - Any person under the age of 18 years.

**Law enforcement officer** - Any officer of a law enforcement agency who is primarily responsible for prevention or detection of crime and the enforcement of the criminal code, traffic, or highway laws of this State or any political subdivision thereof (50 ILCS 705/2).

**Manual** - The Park Ridge Police Department Policy Manual.

**May** - Indicates a permissive, discretionary, or conditional action.

**Member** - Any person who is employed or appointed by the Park Ridge Police Department, including:

- Full- and part-time employees.
- Sworn peace officers.
- Civilian employees.
- Volunteers.

**Officer** - Those employees, regardless of rank, who are sworn employees of the Park Ridge Police Department.

**On-duty** - A member's status during the period when the member is actually engaged in the performance of assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Rank** - The title of the classification held by an officer.

**Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**Supervisor** - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other department members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

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The term "supervisor" may also include any person (e.g., officer-in-charge, lead, or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

**USC** - United States Code.

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice. Retaliation will not be tolerated.

#### **103.5 ISSUING THE POLICY MANUAL**

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and Special Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

#### **103.6 PERIODIC REVIEW OF THE POLICY MANUAL**

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

#### **103.7 REVISIONS TO POLICIES**

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Supervisor will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Commanders, who will consider the recommendations and forward them to the command staff as appropriate.

## **Chapter 2 - Organization and Administration**

# Organizational Structure and Responsibility

## 200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

## 200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the Park Ridge Police Department. There are two divisions in the Police Department as follows:

- Field Operations
- Administrative Services

### 200.2.1 ADMINISTRATIVE SERVICES

Administrative Services is commanded by the Executive Officer, whose primary responsibility is to provide general management direction and control for Administrative Services. Administrative Services consists of Community Strategies, Property Control, Records, Community Services, Emergency 911 Services, and Crossing Guard Services.

### 200.2.2 FIELD OPERATIONS

Field Operations is commanded by the Deputy Chief, whose primary responsibility is to provide general management direction and control for Patrol and Support Services.

## 200.3 COMMAND PROTOCOL

### 200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate the Deputy

Chief or Executive Officer to serve as the acting Chief of Police. Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- (a) Deputy Chief
- (b) Executive Officer
- (c) Commander
- (d) Sergeant

### 200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., NIPAS, MCAT, NORTAF), any supervisor may temporarily direct any subordinate if an operational necessity exists.

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#### *Organizational Structure and Responsibility*

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##### 200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

##### **200.4 ORGANIZATIONAL CHART**

See attachment: [PRPD ORG chart.pdf](#)

# Special Orders

## 201.1 PURPOSE AND SCOPE

Special Orders establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with personnel rules and applicable guidelines. Special Orders will immediately modify or supersede sections of this manual to which they pertain.

### 201.1.1 SPECIAL ORDERS PROTOCOL

Special Orders will be incorporated into the manual as required upon approval of Staff. Special Orders will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing Special Orders have now been incorporated in the updated Policy Manual as of the below revision date.

Any Special Orders issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year. For example, 08-01 signifies the first Special Order for the year 2008.

## 201.2 RESPONSIBILITIES

### 201.2.1 STAFF

The staff shall review and recommend Special Orders for incorporation as revisions to the Policy Manual.

## 201.3 ACCEPTANCE OF SPECIAL ORDERS

All employees are required to read and acknowledge all Special Orders located in Power DMS.



# Emergency Management Plan

## **202.1 PURPOSE AND SCOPE**

The City has prepared an Emergency Management Plan Manual for use by all employees in the event of a major disaster or other emergency event. The manual provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

## **202.2 ACTIVATING THE EMERGENCY PLAN**

The Emergency Management Plan can be activated in a number of ways. For the Police Department, the Chief of Police or the highest ranking official on duty may activate the Emergency Management Plan in response to a major emergency.

### **202.2.1 RECALL OF PERSONNEL**

In the event that the Emergency Management Plan is activated, all employees of the Park Ridge Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

## **202.3 LOCATION OF MANUALS**

Manuals are available in Administrative Division and the Shift Supervisor's office. All supervisors should familiarize themselves with the Emergency Management Plan and what roles personnel will play when the plan is implemented.

## **202.4 BUILDING EVACUATION PLAN**

In the event of a disaster or emergency which requires evacuation of the public safety services building, all employees shall follow implemented evacuation plans and posted exit strategies. The posted exit strategies shall include any special directions for physically impaired employees.

## **202.5 UPDATING OF MANUALS**

The Chief of Police or designee shall review and update, if necessary, the Emergency Management Plan Manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS).

# Training

## 203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted, and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

## 203.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. The Department prefers courses that promote professional growth and continued development for department personnel. Appropriate courses may include:

- Courses certified by ILETSB.
- Courses offered by ILETSB-designated Mobile Team Units (MTUs).
- Courses offered by outside vendors and agencies.

## 203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of department members.
- (c) Provide for continued professional development of department members.
- (d) Ensure compliance with ILETSB rules and regulations concerning law enforcement training.

## 203.4 TRAINING PLAN

The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should include a systematic and detailed method for recording and logging of all training for all members.

Updates and revisions may be made to any portion of the training plan at any time it is deemed necessary.

The plan will address all required training.

### 203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations. Additional required training may be identified in individual policies.

- (a) Federally mandated training:
  1. National Incident Management System (NIMS) training
- (b) State-mandated training:

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1. Officers must successfully complete the Minimum Standards Basic Law Enforcement Training Course or a similar ILETSB-approved training program within six months of full-time employment (50 ILCS 705/8.1).
  - (a) The basic training requirement may be waived if the employee is eligible for certification by meeting training and certification standards within the parameters, extensions, and exceptions set by ILETSB (50 ILCS 705/8.1).
  - (b) State-mandated training requirements every year include (50 ILCS 705/7; 50 ILCS 705/7.1):
    1. Legal updates.
    2. Emergency medical response training and certification.
    3. Crisis intervention training.
    4. Officer wellness and mental health.
    5. Firearms Restraining Order Act.
  - (c) State-mandated training requirements every three years include (50 ILCS 705/7; 50 ILCS 705/10.6; 725 ILCS 203/20):
    1. Constitutional and proper use of law enforcement authority.
    2. Procedural justice.
    3. Civil rights.
    4. Human rights.
    5. Mandatory child abuse reporting.
    6. Cultural competency.
    7. Training on sexual assault and sexual abuse response and report writing (see the Sexual Assault Investigations Policy).
    8. ILETSB-approved use of force training, including policies and laws related to stops and searches, officer safety techniques, de-escalation, and high-risk traffic stops.
  - (d) State-mandated training requirements every five years include:
    1. Domestic violence (725 ILCS 5/112A-27; 750 ILCS 60/301.1).

#### **203.4.2 PROBATIONARY TRAINING**

Probationary officers are required to satisfactorily complete minimum training mandated by the ILETSB in order to be eligible for permanent employment (50 ILCS 705/7).

#### **203.5 TRAINING NEEDS ASSESSMENT**

The Training Section will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

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#### **203.6 TRAINING PROCEDURES**

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor, in coordination with the Administrative Services Supervisor. Excused absences from mandatory training should be limited to the following:
  - 1. Court appearances
  - 2. First choice vacation
  - 3. Sick leave
  - 4. Physical limitations preventing the employee's participation
  - 5. Emergency situations
  - 6. Other exceptions as approved by the supervisor or Administrative Services Supervisor.
- (b) When an employee is unable to attend mandatory training due to reasonable unforeseeable circumstances, that employee shall:
  - 1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
  - 2. Document his/her absence in a memorandum to his/her supervisor. This information should be forwarded to the Administrative Services Supervisor.
  - 3. Make arrangements through his/her supervisor and the Administrative Services Supervisor to attend the required training on an alternate date.

#### **203.7 DAILY TRAINING BULLETINS**

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Park Ridge Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Administrative Services Supervisor.

Members assigned to participate in DTBs shall only use login credentials assigned to them by the Administrative Services Supervisor. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

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Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

#### **203.8 SCHEDULED TRAINING**

Scheduled in-house training:

- (a) Monthly online training through the police law institute

#### **203.9 POLICY**

The Department shall administer a training program that will meet the standards of federal, state, local, and the Illinois Law Enforcement Training and Standards Board (ILETSB) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

#### **203.10 ADMINISTRATIVE SERVICES SUPERVISOR**

The Chief of Police shall designate a Administrative Services Supervisor who is responsible for developing, reviewing, updating, and maintaining the department training plan so that required training is completed. The Administrative Services Supervisor should review the training plan annually.

#### **203.11 TRAINING RECORDS**

The Administrative Services Supervisor is responsible for the creation, filing, and storage of all training records (50 ILCS 705/8.1). Training records shall be retained in accordance with the established records retention schedule.

## Electronic Mail

### 204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department. Email is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., Illinois Freedom of Information Act). Messages transmitted over the email system must only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the Department.

### 204.2 EMAIL RIGHT OF PRIVACY

All email messages, including any attachments, that are transmitted over department networks are considered department records and therefore are department property. The Department reserves the right to access, audit or disclose, for any lawful reason, any message, including any attachment, that is transmitted over its email system or that is stored on any department system.

The email system is not a confidential system and therefore is not appropriate for confidential communications. If a communication must be confidential, an alternative method to communicate the message should be used. Employees using the department email system shall have no expectation of privacy concerning communications transmitted over the system.

Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department.

### 204.3 PROHIBITED USE OF EMAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited, will not be tolerated and may result in discipline.

Email messages addressed to the entire department are only to be used for official business related items that are of particular interest to all users and must be approved by the Chief of Police or a Commander. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure should minimize the misuse of an individual's email, name and/or password by others.

### 204.4 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Illinois Freedom of Information Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

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The Freedom of Information Officer or Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

# Administrative Communications

## **205.1 PURPOSE AND SCOPE**

Administrative communications of this department are governed by the following policies.

## **205.2 SPECIAL ORDER**

Special Order may be issued periodically by the Chief of Police to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

## **205.3 CORRESPONDENCE**

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Chief of Police. Personnel should use Department letterhead only for official business and with approval of their supervisor.

## **205.4 SURVEYS**

All surveys made in the name of the Department shall be authorized by the Chief of Police or a Commander.



## Staffing Levels

### 206.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper staffing and supervision is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department.

### 206.2 MINIMUM STAFFING LEVELS PATROL SUPERVISORS

Minimum staffing levels shall result in the scheduling of at least one field supervisor on duty.

### 206.3 MINIMUM STAFFING LEVELS PATROL DIVISION

Minimum staffing levels shall result in the scheduling of at least five officers on-duty per shift.

### 206.4 HIREBACKS

(a) Pre-planned Patrol Officer Hirebacks

For purposes of this policy, a pre-planned hireback shall be defined as a shift 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 book calendar schedule, the supervisor will call the typed in officer pick 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 typed 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 Rave 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)

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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.
  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 Rave Alert to all eligible personnel to schedule adequate manpower for the shift needed. If the supervisor is unable to obtain sufficient personnel following a Rave 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. Partial hirebacks should be offered to the typed in officer on the hireback list first and has the right of first refusal.
- (c) Hireback Book Scheduling and Maintenance
1. Pace will be used to make hireback picks and will be submitted prior to the third Monday of the month at the start of the new period. Picks will be ranked in order of preference 1 – 14. In the event an officer is not available on scheduled leave, the date will be left blank without a ranking number.
  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. 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.
  4. 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 does not relieve any officer(s) of the responsibility to select a minimum of 2 dates in any given month and additional requests will be written in, after the hireback calendar is posted in the Watch Commander office.

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5. If for whatever reason an officer is unavailable during the initial picking of the dates, 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.
6. 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.
7. If a hireback is needed and there are multiple names listed for that particular date, the typed in officer will be called for the hireback. Additional handwritten in officer names will be utilized according to the hireback log based on the officer who has the most time since their last hireback.
8. 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.
9. If an officer is going to take one or more of another officer's picked dates, that officer who is covering will notify a supervisor to make the change on the hireback calendar, their desire to cover whatever date(s) for whatever officer(s). 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. Any other changes or modifications to the month will go through a supervisor. Individual officers will not modify the schedule.
10. 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.
11. Any officer assigned a hireback exceeding four hours will have their name added to the hireback log rotation. Any officer assigned a hireback four hours or less will not be added to the hireback log rotation list.

#### **206.5 60-DAY OR LESS LEAVE REQUEST**

- (a) Officers may request to take a FULL day off, under the 60-day rule, by submitting a request via Pace 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.

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- (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.

#### **206.6 OTHER STAFFING LEVELS**

For other bureaus and divisions, member staffing will be at the discretion of the individual supervisors, but at no time will jeopardize operational efficiency.

The Police Service Desk shall always have a minimum of one member.

## Retiree Concealed Firearms

### 207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Park Ridge Police Department identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and Illinois law (18 USC § 926C; 50 ILCS 705/10).

### 207.2 POLICY

It is the policy of the Park Ridge Police Department to provide identification cards to qualified former or retired officers as provided in this policy.

### 207.3 LEOSA

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

- (a) Separated from service in good standing from this department as an officer.
- (b) Before such separation, had regular employment as an officer for an aggregate of 10 years or more or, if employed as an officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

#### 207.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

#### 207.3.2 AUTHORIZATION

Any qualified former peace officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
  - 1. A valid permit to carry a concealed firearm issued by the Illinois Law Enforcement Training and Standards Board (ILETSB) (20 Ill. Adm. Code 1720.260).
  - 2. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

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3. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
- (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
- (c) Not prohibited by federal law from receiving a firearm.
- (d) Not in a location prohibited by Illinois law or by a private person or entity on his/her property if such prohibition is permitted by Illinois law.

#### **207.4 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD PERMITS**

Retirees who wish to carry a concealed firearm may apply for an ILETSB permit through the Illinois Retired Officer Concealed Carry (IROCC) office. Application information is available on the IROCC website (20 Ill. Adm. Code 1720.250).

#### **207.5 FORMER OFFICERS RESPONSIBILITIES**

A former officer with a card issued under this policy shall immediately notify the Shift Supervisor of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions Policy.

##### **207.5.1 RESPONSIBILITIES UNDER LEOSA**

In order to obtain or retain a LEOSA identification card, the former officer shall:

- (a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

#### **207.6 DENIAL, SUSPENSION OR REVOCATION**

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

## **Chapter 3 - General Operations**

# Response to Resistance

## 300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable response to resistance. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Techniques and Conducted Energy Device policies.

### 300.1.1 DEFINITIONS

Definitions related to this policy include:

**Deadly force** - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

**Feasible** - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

**Force** - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

**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)).

**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.

**Imminent** - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

**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



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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.

**Totality of the circumstances** - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

#### **300.2 POLICY**

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

#### 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.

##### **300.2.1 DUTY TO INTERCEDE AND REPORT**

Any officer present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force.

Any officer who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances should report these observations to a supervisor as soon as feasible.

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Absent extenuating circumstances, officers shall submit a written report via the chain of command prior to the end of the tour of duty. If extenuating circumstances exist, never more than five days after the incident (720 ILCS 5/7-16).

#### **300.2.2 PERSPECTIVE**

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

#### **300.3 USE OF FORCE**

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons, or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

#### **300.3.1 ALTERNATIVE TACTICS - DE-ESCALATION**

When circumstances reasonably permit, officers should use non-violent strategies, crisis intervention training and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

#### **300.3.2 USE OF FORCE TO EFFECT AN ARREST**

- (a) An officer may use any force which he/she reasonably believes to be necessary, under the totality of the circumstances, to effect an arrest, or to be necessary to defend him/herself or another from bodily harm while making an arrest (720 ILCS 5/7-5).

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- (b) 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 forcibly 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.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) 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.
- (h) 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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##### 300.3.3 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of suspected drug or alcohol use.
- (e) The individual's mental state or capacity.
- (f) The individual's ability to understand and comply with officer commands.
- (g) Proximity of weapons or dangerous improvised devices.
- (h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.
- (i) The availability of other reasonable and feasible options and their possible effectiveness, e.g. and the reasonable feasibility of safely apprehending a subject at a later time.
- (j) Seriousness of the suspected offense or reason for contact with the individual.
- (k) Training and experience of the officer.
- (l) Potential for injury to officers, suspects, and others.
- (m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
- (n) The risk and reasonably foreseeable consequences of escape.
- (o) The apparent need for immediate control of the individual or a prompt resolution of the situation.
- (p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (q) Prior contacts with the individual or awareness of any propensity for violence.
- (r) Any other exigent circumstances.

##### 300.3.4 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.

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- (b) Whether the individual can comply with the direction or orders of the officer.
- (c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

#### 300.3.5 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 under 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 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 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.

#### 300.3.6 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Park Ridge Police Department for this specific purpose.

#### 300.4 DEADLY FORCE APPLICATIONS

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify him/herself as a peace officer and to warn that deadly force may be used.

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

- (a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury.
- (b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony

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involving the infliction or threatened infliction of serious bodily injury or death, and (720 ILCS 5/7-5):

1. The officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person (except to the subject him/herself) if the individual is not immediately apprehended.
2. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to immediately use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to immediately do so (720 ILCS 5/7-5).

The use of deadly force is PROHIBITED under the following circumstances:

- (a) Against an unarmed, non-dangerous individual,
- (b) When a lesser alternative is obvious,
- (c) 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,
- (d) Firing of warning shots in any direction,
- (e) 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
- (f) 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.

#### **300.4.1 DRAWING OR EXHIBITING A FIREARM IS PERMISSIBLE**

Drawing or exhibiting a firearm is permissible:

- (a) 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.
- (b) When the officer is on the pistol range, inspection line, or securing the weapon; or
- (c) When a sick or injured animal requires destruction.

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### **300.5 REPORTING RESPONSE TO RESISTANCE**

Any response to resistance by a member of this department shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances.

To collect data for purposes of training, resource allocation, analysis, and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure, or law. See the Report Preparation Policy for additional circumstances that may require documentation.

#### **Required Reports and Report Distribution**

- (a) The proper reports (Incident, Arrest, etc.) and a Response to Resistance Report form shall be submitted when:
  - 1. 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 policy.

#### **300.5.1 NOTIFICATIONS TO SUPERVISORS**

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of the TASER device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles, or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges unreasonable force was used or that any of the above has occurred.

### **300.6 MEDICAL CONSIDERATIONS**

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically

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assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe (720 ILCS 5/7-15).

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain, or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

#### **300.7 SUPERVISOR RESPONSIBILITIES**

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:
  - 1. The content of the interview should not be summarized or included in any related criminal charges.
  - 2. The fact that a recorded interview was conducted should be documented in a property or other report.
  - 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.



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- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
  - 1. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the individual may pursue civil litigation.
  - 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.
- (i) Appropriate and immediate notifications up the chain of command.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

#### **300.7.1 SHIFT SUPERVISOR RESPONSIBILITY**

The Shift Supervisor shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

#### **300.8 TRAINING**

Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.

Subject to available resources, officers should receive periodic training on:

- (a) Guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.
- (b) De-escalation tactics, including alternatives to force.

#### **300.9 USE OF FORCE ANALYSIS**

At least annually, the Operations Deputy Chief should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects, or case numbers, and should include:

- (a) The identification of any trends in the use of force by members.
- (b) Training needs recommendations.
- (c) Equipment needs recommendations.
- (d) Policy revision recommendations.

# Handcuffing and Restraints

## 301.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

## 301.2 POLICY

The Park Ridge Police Department authorizes the use of restraint devices in accordance with this policy, the Response to Resistance Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

## 301.3 USE OF RESTRAINTS

Only members who have successfully completed Park Ridge Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

### 301.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

### 301.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure herself or others, or damage property.

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No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others.

#### **301.3.3 RESTRAINT OF JUVENILES**

A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

#### **301.3.4 NOTIFICATIONS**

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

#### **301.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS**

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

#### **301.5 APPLICATION OF SPIT SHIELDS**

Spit shields are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit shields may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit shields should ensure that the spit shield is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide

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assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Officers should avoid commingling those wearing spit shields with other detainees.

Spit shields should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit shield the spit shield should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated, including hair, head, and clothing, prior to application of a spit shield.

Those who have been placed in a spit shield should be continually monitored and shall not be left unattended until the spit shield is removed. Spit shields shall be discarded after each use.

#### **301.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES**

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

#### **301.7 APPLICATION OF LEG RESTRAINT DEVICES**

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the department shall be used.

In determining whether to use the leg restraint, officers should consider:

- (a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.
- (b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting officer while handcuffed, kicking at objects or officers).
- (c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

##### **301.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS**

When applying leg restraints the following guidelines should be followed:

- (a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

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- (b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.
- (c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.
- (d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.
- (e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
- (f) When transported by ambulance/paramedic unit, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

#### **301.8 REQUIRED DOCUMENTATION**

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

- (a) The factors that led to the decision to use restraints.
- (b) Supervisor notification and approval of restraint use.
- (c) The types of restraint used.
- (d) The amount of time the person was restrained.
- (e) How the person was transported and the position of the person during transport.
- (f) Observations of the person's behavior and any signs of physiological problems.
- (g) Any known or suspected drug use or other medical problems.

#### **301.9 TRAINING**

Subject to available resources, the Administrative Services Supervisor should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

- (a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.

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- (b) Response to complaints of pain by restrained persons.
- (c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.
- (d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

## Control Devices and Techniques

### 302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

### 302.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Park Ridge Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Response to Resistance policy.

### 302.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

### 302.4 RESPONSIBILITIES

#### 302.4.1 RESPONSE TO RESISTANCE COORDINATOR RESPONSIBILITIES

The Response to Resistance Coordinator shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Response to Resistance Coordinator or the designated instructor for a particular control device. The inspection shall be documented.

### 302.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

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The following defensive/less lethal weapons are authorized for use by trained and authorized sworn officers:

- (a) Straightbaton
- (b) Side-handle baton
- (c) Expandable baton

#### **302.6 TRAINING FOR CONTROL DEVICES**

The Response to Resistance Coordinator shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the officer's training file.
- (c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Response to Resistance Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Response to Resistance Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

#### **302.7 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES**

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Response to Resistance Policy.

#### **302.8 OTHER CONTROL DEVICES**

The following may be used as a weapon in emergency situations only:

- (a) Flashlights. (NOTE: The primary use of a flashlight is for illumination.)
- (b) Knives
  - 1. 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.
  - 2. 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.
  - 3. 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.
  - 4. 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



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use of force by an officer must be objectively reasonable in compliance with the Response to Resistance policy.

## Conducted Energy Device

### 303.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of TASER devices.

### 303.2 POLICY

The Electronic Control Weapon is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to officers and suspects.

### 303.3 ISSUANCE AND CARRYING TASER DEVICES

Only members who have successfully completed department-approved training may be issued and carry the TASER device.

TASER devices are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department's inventory.

Officers shall only use the TASER device and cartridges that have been issued by the Department. Uniformed officers who have been issued the TASER device shall wear the device in an approved holster on their person. Non-uniformed officers may secure the TASER device on their person.

Members carrying the TASER device should perform a spark test on the unit prior to every shift.

When carried while in uniform, officers shall carry the TASER device in a support side holster on the side opposite the duty weapon.

- (a) All TASER devices shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.
- (b) Whenever practicable, officers should carry two or more cartridges on their person when carrying the TASER device.
- (c) Officers shall be responsible for ensuring that their issued TASER device is properly maintained and in good working order.
- (d) Officers should not hold both a firearm and the TASER device at the same time.

### 303.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the TASER device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other officers and individuals with a warning that the TASER device may be deployed.

If, after a verbal warning, an individual is unwilling to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, display the electrical arc or the laser in a further attempt to gain compliance prior

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to the application of the TASER device. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the TASER device in the related report.

### **303.5 USE OF THE TASER DEVICE**

The TASER device has limitations and restrictions requiring consideration before its use. The TASER device should only be used when its operator can safely approach the subject within the operational range of the device. Although the TASER device is generally effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

#### **303.5.1 APPLICATION OF THE TASER DEVICE**

The TASER device may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

- (a) The subject is violent or is physically resisting.
- (b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others.

Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of the TASER device to apprehend an individual.

#### **303.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS**

The use of the TASER device on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

- (a) Individuals who are known to be pregnant.
- (b) Elderly individuals or obvious juveniles.
- (c) Individuals with obviously low body mass.
- (d) Individuals who are handcuffed or otherwise restrained.
- (e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capicum (OC) spray.
- (f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

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Because the application of the TASER device in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode generally should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

The TASER device shall not be used to psychologically torment, elicit statements or to punish any individual.

#### 303.5.3 TARGETING CONSIDERATIONS

Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest and groin. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the TASER device probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

#### 303.5.4 MULTIPLE APPLICATIONS OF THE TASER DEVICE

Officers should apply the TASER device for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of the TASER device against a single individual are generally not recommended and should be avoided unless the officer reasonably believes that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

If the first application of the TASER device appears to be ineffective in gaining control of an individual, the officer should consider certain factors before additional applications of the TASER device, including:

- (a) Whether the probes are making proper contact.
- (b) Whether the individual has the ability and has been given a reasonable opportunity to comply.
- (c) Whether verbal commands, other options or tactics may be more effective.

Officers should generally not intentionally apply more than one TASER device at a time against a single subject.

#### 303.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers shall notify a supervisor of all TASER device discharges. AFIDS should be collected and the expended cartridge, along with both probes and wire, should be submitted into evidence. The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

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##### **303.5.6 DANGEROUS ANIMALS**

The TASER device may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

##### **303.5.7 OFF-DUTY CONSIDERATIONS**

Officers are not authorized to carry department TASER devices while off-duty.

Officers shall ensure that TASER devices are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

##### **303.6 DOCUMENTATION**

Officers shall document all TASER device discharges in the related arrest/crime report and the Response to Resistance report form. Notification shall also be made to a supervisor in compliance with the Response to Resistance. Unintentional discharges, pointing the device at a person, laser activation and arcing the device will also be documented on the report form.

##### **303.7 MEDICAL TREATMENT**

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove TASER device probes from a person's body. Used TASER device probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by TASER device probes or who have been subjected to the electric discharge of the device should receive a medical evaluation by emergency medical responders in the field or at a medical facility. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

- (a) The person is suspected of being under the influence of controlled substances and/or alcohol.
- (b) The person may be pregnant.
- (c) The person reasonably appears to be in need of medical attention.
- (d) The TASER device probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
- (e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

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The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the TASER device.

#### **303.8 SUPERVISOR RESPONSIBILITIES**

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the TASER device may be used. A supervisor should respond to all incidents where the TASER device was activated.

A supervisor should review each incident where a person has been exposed to an activation of the TASER device. The device will be impounded and the device's onboard memory should be downloaded through the data port and saved with the related arrest/crime report. Photographs of probe sites should be taken and witnesses interviewed.

#### **303.9 TRAINING**

Personnel who are authorized to carry the TASER device shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the TASER device as a part of their assignment for a period of six months or more shall be recertified by a department-approved TASER device instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued TASER devices should occur every year. A reassessment of an officer's knowledge and/or practical skill may be required at any time if deemed appropriate by the Administrative Services Supervisor. All training and proficiency for TASER devices will be documented in the officer's training file.

Command staff, supervisors and investigators should receive TASER device training as appropriate for the investigations they conduct and review.

Officers who do not carry TASER devices should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Administrative Services Supervisor is responsible for ensuring that all members who carry TASER devices have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of TASER devices during training could result in injury to personnel and should not be mandatory for certification.

The Administrative Services Supervisor should ensure that all training includes:

- (a) A review of this policy.
- (b) A review of the Response to Resistance Policy.
- (c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.
- (d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.

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- (e) Handcuffing a subject during the application of the TASER device and transitioning to other force options.
- (f) De-escalation techniques.
- (g) Restraint techniques that do not impair respiration following the application of the TASER device.

# Officer-Involved Shootings and Deaths

## 304.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of another action of an officer (50 ILCS 727/1-10; 50 ILCS 727/1-30; 730 ILCS 210/3-1).

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

### 304.1.1 DEFINITIONS

Definitions related to this policy include:

**Officer-involved death** - Any death of an individual that results directly from an action or directly from an intentional omission, including unreasonable delay involving a person in custody or intentional failure to seek medical attention when the need for treatment is apparent, of a law enforcement officer while the officer is on-duty, or otherwise acting within the scope of his/her employment, or while the officer is off-duty, but performing activities that are within the scope of his/her law enforcement duties. It also includes any death resulting from a motor vehicle crash, if the law enforcement officer was engaged in law enforcement activity involving the individual or the individual's vehicle in the process of apprehension or an attempt to apprehend (50 ILCS 727/1-5).

## 304.2 POLICY

The policy of the Park Ridge Police Department is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

## 304.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

## 304.4 CONTROL OF INVESTIGATIONS

The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

### 304.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect's crime occurred. For example, the Park Ridge Police Department would control the investigation if the suspect's crime occurred in Park Ridge Police Department.



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If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

#### **304.4.2 CRIMINAL INVESTIGATION OF OFFICER ACTIONS**

The control of the criminal investigation into the involved officer's conduct during the incident will be handled by the Illinois State Police Integrity Unit or Major Case Assistance Team Officer Involved Death Unit (MCAT, OID), as determined by the employing agency's protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.

#### **304.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION**

Regardless of where the incident occurs, the administrative investigation of each involved officer is controlled by the respective employing agency.

An officer-involved death of an individual in custody that may have been caused by the officer's response to resistance shall be investigated and reported pursuant to the Reporting of Deaths in Custody Act (730 ILCS 210/3-5) to the Illinois Criminal Justice Authority. Additionally, the Illinois Department of Corrections will be notified for deaths that occur in the Lockup Facility. [Illinois DOC Report of Extraordinary or Unusual Circumstances](#)

#### **304.5 INVESTIGATION PROCESS**

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

##### **304.5.1 UNINVOLVED OFFICER RESPONSIBILITIES**

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved PRPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

- (a) Secure the scene and identify and eliminate hazards for all those involved.
- (b) Take reasonable steps to obtain emergency medical attention for injured individuals.
- (c) Request additional resources from the Department or other agencies.
- (d) Coordinate a perimeter or pursuit of suspects.
- (e) Check for injured persons and evacuate as needed.
- (f) Brief the supervisor upon arrival.

##### **304.5.2 SUPERVISOR RESPONSIBILITIES**

Upon arrival at the scene, the first uninvolved PRPD supervisor should ensure completion of the duties as outlined above, plus:

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- (a) Attempt to obtain a brief overview of the situation from any uninvolved officers.
  1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.
- (b) If necessary, the supervisor may administratively order any PRPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.
  1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.
  2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.
- (c) Provide all available information up the chain of command and to the Cook County 911 Center. If feasible, sensitive information should be communicated over secure networks.
- (d) Take command of and secure the incident scene with additional PRPD members until properly relieved by another supervisor or other assigned personnel or investigator.
- (e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.
  - (a) Each involved PRPD officer should be given an administrative order not to discuss the incident with other involved officers or PRPD members pending further direction from a supervisor.
  - (b) When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), when possible ensure that he/she is provided with a comparable replacement weapon as soon as possible.

#### 304.5.3 SHIFT SUPERVISOR RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Shift Supervisor shall be responsible for coordinating all aspects of the incident until relieved by the Chief of Police, Deputy Chief or Commander.

All outside inquiries about the incident shall be directed to the Shift Supervisor.

#### 304.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Chief of Police
- Deputy Chief
- Commander of Investigations
- Outside agency investigators (if appropriate)

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- Peer support or other related personnel
- Medical Examiner (if necessary)
- Involved officer's agency representative (if requested)
- Public Information Officer

#### 304.5.5 COMMUNICATION WITH DECEDENT'S FAMILY AND NEXT-OF-KIN

When a death has resulted from an officer's use of force or while in the custody of the Department or a department officer, notification to next-of-kin, family, or another emergency contact shall be made as soon as practicable. The information provided should include the facts surrounding the incident that are reasonably known to the member at that time and that are appropriate to provide under the circumstances given any pending investigations and in accordance with state and federal law (730 ILCS 210/3-5).

The Chief of Police shall designate a member of staff as the Family Liaison Officer to handle ongoing communication with the decedent's family or next-of-kin. Responsibilities of this position include but are not limited to communicating investigation developments, practical support, and, if requested, arranging for a chaplain or suitable staff member to address matters related to faith (730 ILCS 210/3-5).

#### 304.5.6 INVOLVED OFFICERS

The following shall be considered for the involved officer:

- (a) Any request for legal or union representation will be accommodated.
  1. Involved PRPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
  2. Requests from involved non-PRPD officers should be referred to their employing agencies.
- (b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.
- (c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information.
- (d) A licensed psychotherapist shall be provided by the Department to each involved PRPD officer. A licensed psychotherapist may also be provided to any other affected PRPD members, upon request.
  1. Interviews with a licensed psychotherapist will be considered privileged.
  2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, the involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
  3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).

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- (e) Communications between the involved officer and a peer support member is addressed in the Wellness Program Policy.

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved PRPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Shift Supervisor to make schedule adjustments to accommodate such leave.

#### **304.6 CRIMINAL INVESTIGATION**

The Park Ridge Police Department is responsible for the criminal investigation into the circumstances of any officer-involved shooting that does not result in death. Officer-involved deaths shall be investigated by outside agency investigators as provided in the applicable intergovernmental agreements.

If available, investigative personnel from this department may be assigned to partner with investigators from outside agencies to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

- (a) PRPD supervisors should not participate directly in any voluntary interview of PRPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.
- (b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's statement, involved officers shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.
- (c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.

##### **304.6.1 OFFICER-INVOLVED DEATH INVESTIGATIONS**

The Chief of Police should ensure that the Park Ridge Police Department enters into appropriate intergovernmental agreements to investigate officer-involved deaths involving members of the PRPD by appropriately trained outside investigators as required by the Police and Community Relations Improvement Act (50 ILCS 727/1-1 et seq.).

##### **304.6.2 REPORTS BY INVOLVED PRPD OFFICERS**

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved PRPD officers to provide sufficient

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information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved PRPD officer may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved PRPD officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

#### 304.6.3 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

- (a) Identification of all persons present at the scene and in the immediate area.
  - 1. 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.
  - 2. 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 probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.
  - 1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.
- (c) Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

#### 304.6.4 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Investigation Unit supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators will be assigned to work with

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investigators from outside investigatory agencies and may be assigned to separately handle the investigation of any related crimes not being investigated by outside investigatory agencies.

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Investigation Unit supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access.

#### **304.7 ADMINISTRATIVE INVESTIGATION**

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved PRPD officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Chief of Police.

Interviews of members shall be subject to department policies and applicable laws (see the Personnel Complaints Policy) (50 ILCS 725/1 et seq.).

- (a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.
  - 1. A sample shall be compelled in the case of a shooting that caused injury or death of a person as soon as practicable but no later than the end of the officer's shift or tour of duty (50 ILCS 727/1-25).
- (b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.
  - 1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas, with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.
- (c) In the event that an involved officer has elected to not provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.
  - (a) Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.
  - (b) The interview shall take place at the facility to which the administrative investigator is assigned or the police facility that has jurisdiction over the place where the incident occurred. The interview shall also be conducted at a reasonable time of day and during the time when the officer is on-duty as operational requirements and the nature of the incident permit. The interview shall be of reasonable duration and allow for reasonable periods of rest (minimum three sleep cycles) and personal necessities of the officer (50 ILCS 725/3.1; 50 ILCS 725/3.3; 50 ILCS 725/3.5).

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- (c) The officer shall not be subject to professional or personal abuse, including offensive language (50 ILCS 725/3.6).
  - (d) If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview and shall inform the PRPD of any person who will be present on his/her behalf (50 ILCS 725/3.4; 50 ILCS 725/3.9). The officer shall have the right to be represented by counsel and may request counsel at any time before or during the interview and shall have a reasonable time and opportunity to obtain counsel (50 ILCS 725/3.9). However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
  - (e) A complete record of the administrative interview shall be made and a complete transcript or copy shall be made available to the officer without charge and without undue delay. Such record may be electronically recorded (50 ILCS 725/3.7). The officer may also record the interview.
  - (f) The officer shall be informed in writing of the nature of the investigation, the interviewers, and all persons who will be present on behalf of the PRPD (50 ILCS 725/3.2; 50 ILCS 725/3.4). If an officer refuses to answer questions, he/she should be given his/her *Garrity* rights in writing and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally (50 ILCS 725/3.8).
  - (g) The Chief of Police shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
  - (h) Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Chief of Police, who will restrict his/her findings as to whether there was compliance with the Response to Resistance Policy.
  - (i) Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.
- (d) Investigators should take reasonable steps to avoid interfering with the outside criminal investigation conducted under the requirements of 50 ILCS 727/1-10 (50 ILCS 727/1-15).

#### **304.8 AUDIO AND VIDEO RECORDINGS**

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV) or other video or audio recordings, but not body-worn camera footage, prior to providing a recorded statement or completing reports (see the Portable Audio/Video Recorders Policy) (50 ILCS 706/10-20).

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted

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to review available MAV, body-worn video, or other video or audio recordings with approval of assigned investigators or a supervisor.

Any MAV, body-worn, and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or City Attorney's Office as appropriate.

#### **304.9 DEBRIEFING**

Following an officer-involved shooting or death, the Park Ridge Police Department should conduct both a Critical Incident Stress Debriefing and a tactical debriefing. See the Wellness Program Policy for guidance on Critical Incident Stress Debriefings

##### **304.9.1 CRITICAL INCIDENT/STRESS DEBRIEFING**

A critical incident/stress debriefing should occur as soon as practicable. The Deputy Chief is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.

Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., dispatchers, other civilian). Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisors.

##### **304.9.2 TACTICAL DEBRIEFING**

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police or the authorized designee should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to criminal and/or administrative investigators.

#### **304.10 MEDIA RELATIONS**

Any media release shall be prepared with input and concurrence from the supervisor and department representative responsible for each phase of the investigation. Releases will be available to the Shift Supervisor, Investigations Commander and Public Information Officer in the event of inquiries from the media.

No involved PRPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police or the Deputy Chief.

Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.



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##### **304.11 REPORTING**

The Executive Officer will ensure that the Records Supervisor is provided with enough information to meet the reporting requirements for any officer-involved shooting or death that qualifies to be reported to the Department of State Police (50 ILCS 709/5-12).

The Records Supervisor shall submit a written report to the Illinois Criminal Justice Information Authority whenever an officer's response to resistance results in a death. There shall be a good faith effort to include all known relevant facts and circumstances in the report, and the report shall be submitted within 30 days on the required standardized form (730 ILCS 210/3-5).

## Firearms

### 305.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Response to Resistance or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

### 305.2 POLICY

The Park Ridge Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

### 305.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Response to Resistance Coordinator or authorized designee. Firearms shall not be carried by civilian members while on-duty or while in any City-owned vehicle. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the Deputy Chief. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

#### 305.3.1 HANDGUNS

Authorized handguns are:

- (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,

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or as authorized by the Response to Resistance Coordinator with the ultimate approval by the Chief of Police.

#### 305.3.2 PATROL RIFLES

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 12.5-inch barrel, not to exceed 20 inches.
- (c) Single stage trigger.
- (d) Telescoping or fixed stock.
- (e) Ambidextrous safety.
- (f) Front and rear iron sights.
- (g) Equipped with an adjustable tactical sling.
- (h) Equipped with an approved weapons system flashlight with a pressure pad.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

- (a) Situations where the member reasonably anticipates an armed encounter.
- (b) When a member is faced with a situation that may require accurate and effective fire at long range.
- (c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- (e) When a member reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.
- (g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

#### 305.3.3 PERSONALLY OWNED AR-15 RIFLES / CARBINES

An individual officer may elect to purchase and carry their own rifle in lieu of a department rifle once they meet the following criteria:

- (a) 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 Response to Resistance Coordinator.
- (b) The officer has completed the department's AR-15 operator course.

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- (c) The course meets the requirements outlined in requiring qualification with their personal AR-15 weapon system.
- (d) 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 Response to Resistance Coordinator. 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.

Individually owned AR-15 patrol rifles/carbines will conform to the following specifications:

- (a) 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 Response to Resistance Coordinator with approval from the Chief of Police;
- (b) A minimum 12.5-inch barrel, not to exceed 20 inches;
- (c) Single stage trigger;
- (d) Telescoping or fixed stock;
- (e) Front and rear iron sights;
- (f) Equipped with a tactical sling system suitable for deployment where the weapon may be retained hands free and ready for use;
- (g) Equipped with an approved weapon light attachment that can be easily operated with or without a pressure pad;
- (h) Have an approved chamber-blocking device; and
- (i) Have polymer or aluminum magazines, with a 30-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.
- (j) The Response to Resistance Coordinator shall maintain a current list of manufacturers that have been approved by the Chief of Police.

Generally approved options:

- (a) 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 Response to Resistance Coordinator or his designee and the approval of the Chief of Police.
- (b) The Response to Resistance Coordinator shall maintain a current list of modifications/attachments that have been approved by the Chief of Police.

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##### **305.3.4 APPROVED OFF-DUTY OR SECONDARY ON-DUTY HANDGUNS**

When on duty, all sworn officers may carry a second firearm as a backup weapon. This firearm must be concealed from public view.

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.

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 5.5 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 Response to Resistance 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 Response to Resistance Coordinator. A list of make/model firearms authorized by the Chief of Police shall be maintained by the Response to Resistance Coordinator.

##### **305.3.5 AMMUNITION**

- (a) Approved on-duty firearms will be loaded with departmental-approved ammunition only.
- (b) Approved off-duty or secondary on-duty firearms will be loaded with factory ammunition.
- (c) All ammunition used will not be modified in any way.
- (d) 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.

##### **305.4 EQUIPMENT**

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

##### **305.4.1 REPAIRS OR MODIFICATIONS**

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Response to Resistance Coordinator.

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Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Response to Resistance Coordinator.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Response to Resistance Coordinator.

#### 305.4.2 HOLSTERS

- (a) Holsters are not purchased by the department for new sworn officers.
- (b) It is the responsibility of the individual officer to purchase a holster specific to their duty weapon.
- (c) Newly hired officers after November 1, 2008, must have a duty holster with a minimum of level 2-security retention.
- (d) Officers hired after May 1, 2013 must have a duty holster capable of securing a weapon mounted flashlight.
- (e) 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.
- (f) The quartermaster or designee will maintain a list of approved holster manufacturers for duty use.
- (g) Swivel, Cross Draw, and Clamshell Style Holsters ARE PROHIBITED.
- (h) Plain clothes officers may use a holster in plain black leather, nylon, brown leather, or black fine tac (molded plastic).

#### 305.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Response to Resistance Coordinator. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

#### 305.4.4 OPTICS

Optics may only be installed on a firearm carried on or off-duty after they have been examined and approved by the Response to Resistance Coordinator. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Laser sights may be installed on personally owned secondary firearms once approved by the Response to Resistance Coordinator. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

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##### **305.5 SAFE HANDLING, INSPECTION AND STORAGE**

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Members shall not unnecessarily display or handle any firearm.
- (b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Response to Resistance Coordinator. Members shall not dry fire or practice quick draws except as instructed by the Response to Resistance Coordinator or other firearms training staff.
- (c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.
- (d) Rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.
- (e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.
- (f) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Response to Resistance Coordinator for inspection and repair. Any firearm deemed in need of repair or service by the Response to Resistance Coordinator will be immediately removed from service.

##### **305.5.1 INSPECTION AND STORAGE**

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:

- (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.

All other firearms are covered under Illinois Compiled Statute 720 5/24-9 Firearms, Child Protection.

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.

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##### **305.5.2 STORAGE AT HOME**

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability (720 ILCS 5/24-9(a)).

##### **305.5.3 ALCOHOL AND DRUGS**

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

#### **305.6 FIREARMS TRAINING AND 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 policy and the Response to Resistance policy.
- (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 Response to Resistance Coordinator.
- (f) The Response to Resistance 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.

#### **FIREARMS QUALIFICATION PROCESS**

- (a) All sworn officers authorized to carry weapons are required to demonstrate proficiency and pass a department qualification course.



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- (b) The current Park Ridge Police Department Qualification courses for duty weapons, off- duty/secondary weapons, and AR-style rifles are maintained by the Response to Resistance 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 Response to Resistance Coordinator and the Deputy Chief of Administrative Services.

#### **305.6.1 NON-CERTIFICATION OR NON-QUALIFICATION**

In the event an officer fails to demonstrate proficiency, or fails the qualification course, the following steps shall be taken:

- (a) The certified firearms instructor will immediately provide assistance to the officer on the use and proper handling of the weapon.
- (b) The officer will shoot the course a second time.
- (c) If the qualification course is not passed a second time, a final attempt will be made prior to the officer leaving the range.
- (d) If the officer fails the qualification course a third time, the certified firearms instructor shall:
  - 1. Notify the officer of his/her scores.
  - 2. Take custody of the qualification targets, securing them for inspection.
  - 3. Notify the officer's supervisor and the Chief of Police, or his/her designee, immediately.
  - 4. 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.

#### **305.7 FIREARM DISCHARGE**

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Response to Resistance Policy.

In all other cases, written reports shall be made as follows:

- (a) If on-duty at the time of the incident, the member shall file a written report with his/her supervisor or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

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- (b) If off-duty at the time of the incident, a written report shall be submitted or recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

#### **305.7.1 DESTRUCTION OF ANIMALS**

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

#### **305.7.2 INJURED ANIMALS**

With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

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.

#### **305.7.3 WARNING SHOTS**

Warning shots are strictly prohibited.

### **305.8 RESPONSE TO RESISTANCE COORDINATOR DUTIES**

The range will be under the exclusive control of the Response to Resistance Coordinator. All members attending will follow the directions of the Response to Resistance Coordinator. The Response to Resistance Coordinator will maintain a roster of all members attending the range and will submit the roster to the Administrative Services Supervisor after each range date. Failure of any member to sign in and out with the Response to Resistance Coordinator may result in non-participation or non-qualification.

The range shall remain operational and accessible to Department members during hours established by the Department.

The Response to Resistance Coordinator has the responsibility of making periodic inspection, at least once a year, of all duty weapons carried by members of this department to verify proper operation. The Response to Resistance Coordinator has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until inspected and approved by the Response to Resistance Coordinator.

The Response to Resistance Coordinator has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Response to Resistance Coordinator shall complete and submit to the Administrative Services Supervisor documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided

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and, on a form that has been approved by the Department, a list of each member who completes the training. The Response to Resistance Coordinator should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Administrative Services Supervisor.

#### **305.8.1 FIREARMS INSTRUCTORS**

The Response to Resistance Coordinator is the officer in charge of the Firearms Training Program and has general supervision of the certified firearms instructors.

In addition to those items listed in this Order, the Response to Resistance Coordinator will:

- (a) Be responsible for the design, frequency and operation of the Firearms Training Program,
- (b) Require the enforcement of all orders and regulations governing the use and operation of the range,
- (c) Be responsible for the security and care of all equipment used for training purposes in the Firearms Training Program, and
- (d) Be responsible for the maintenance and repair of all department-owned firearms not assigned to sworn officers.

Certified firearms instructors are sworn officers who are members of the Response to Resistance Program and are assigned to assist the Response to Resistance Coordinator in the performance of range duties.

The Firearms Training Program will be the overall responsibility of the Deputy Chief of Administrative Services.

#### **305.9 FLYING WHILE ARMED**

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

- (a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.
- (b) Officers must carry their Park Ridge Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).
- (c) The Park Ridge Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Park Ridge Police Department an NLETS message

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containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.

- (d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.
- (e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.
- (f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.
- (g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.
- (h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
- (i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.
- (j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

#### **305.10 CARRYING FIREARMS OUT OF STATE**

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

- (a) The officer shall carry his/her Park Ridge Police Department identification card whenever carrying such firearm.
- (b) The officer is not the subject of any current disciplinary action.
- (c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

## Vehicle Pursuits

### 306.1 PURPOSE AND SCOPE

Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide officers with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to minimize the potential for pursuit-related collisions. Vehicular pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers.

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved. This includes circumstances where Department policy would permit the initiation or continuation of the pursuit. It is recognized that vehicular pursuit situations are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Officers' conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable officer would do under the circumstances. An unreasonable individual's desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement.

#### 306.1.1 DEFINITIONS

**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.

**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.

**Emergency Operation** - Exists whenever the Departmental vehicle is being driven in excess of the speed limit and/or in contradiction of other traffic laws.

**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.

**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.

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**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).

**Secondary Unit** – Any police vehicle which becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.

#### **Vehicle Operation Modes:**

- (a) **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.
- (b) **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.
- (c) **Emergency** – An emergency situation when there is an immediate threat to a person or property.

#### **306.2 OFFICER RESPONSIBILITIES**

It shall be the policy of this department that a vehicle pursuit shall be conducted only with emergency lights and siren. The driver of an authorized emergency vehicle may proceed past a red or stop signal or stop sign, exceed the maximum speed limits, and disregard regulations governing direction of movement or turning in specified directions provided the driver slows as may be required and necessary for safe operation and does not endanger life or property (625 ILCS 5/11-205).

The driver of an authorized emergency vehicle is not relieved from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

To reduce the likelihood of a pursuit occurring, an officer intending to stop a vehicle for any violation of the law, except a traffic law, should, whenever possible and without creating a threat to public safety or officers, close the distance between the two vehicles. In situations where appropriate and prudent, awaiting the arrival of assisting officers, prior to activating emergency lights, an audible device, or otherwise signaling the suspect to stop may be warranted.

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 reduce the vehicle's speed so as to avoid a collision with another vehicle or pedestrian.

Officers should make every reasonable effort to 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. Throughout the course of a pursuit, pursuing officers should not attempt to overtake, pull alongside, or pass the suspect's moving vehicle without the specific authorization of a supervisor, if feasible. Officers are discouraged from passing other units involved in a pursuit unless the passing officer receives specific permission from the Primary Unit.

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##### 306.2.1 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when 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.

Officers may not initiate pursuit for misdemeanor traffic offenses, property crimes, and non-forcible felonies which pose no threat of force or serious harm.

The following factors individually and collectively shall be considered in deciding whether to initiate a pursuit:

- (a) Seriousness of the known or reasonably suspected crime and its relationship to community safety.
- (b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.
- (c) Apparent nature of the fleeing suspect(s) (e.g., whether the suspect(s) represent a serious threat to public safety).
- (d) The identity of the suspect(s) has been verified and there is comparatively minimal risk in allowing the suspect(s) to be apprehended at a later time.
- (e) Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic and the speed of the pursuit relative to these factors.
- (f) Pursuing officer(s) familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the telecommunicator/supervisor and the driving capabilities of the pursuing officers under the conditions of the pursuit.
- (g) Weather, traffic and road conditions that substantially increase the danger of the pursuit beyond the worth of apprehending the suspect.
- (h) Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
- (i) Vehicle speeds.
- (j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).
- (k) Availability of other resources such as helicopter assistance.
- (l) The police unit is carrying passengers other than police officers. Pursuits should not be undertaken with a prisoner(s) in the police vehicle.

##### 306.2.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the

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present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect(s)' escape.

The factors listed in the previous subsection are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists and themselves when electing to continue a pursuit. In the context of this policy, the term "terminate" shall be construed to mean discontinue or to stop chasing the fleeing vehicle(s).

In addition to the factors listed in the previous subsection the following factors should also be considered in deciding whether to terminate a pursuit:

- (a) Distance between the pursuing officers and the fleeing vehicle(s) is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.
- (b) Pursued vehicle's location is no longer definitely known.
- (c) Officer's pursuit vehicle sustains any type of damage that renders it unsafe to drive.
- (d) Extended pursuits of violators for misdemeanors not involving violence or risk of serious harm (independent of the pursuit) are discouraged.
- (e) Hazards to uninvolved bystanders or motorists.
- (f) If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.
- (g) Directed by a supervisor.

#### 306.2.3 SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

- (a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
- (b) Pursuit speeds have exceeded the driving ability of the officer.
- (c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.



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### **306.3 PURSUIT UNITS**

Pursuit units should be limited to two vehicles; however, the number of units involved will vary with the circumstances. An officer or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the suspect(s). All other officers should stay out of the pursuit, but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

#### **306.3.1 MOTORCYCLE OFFICERS**

A distinctively marked patrol vehicle equipped with emergency overhead lighting should replace a police motorcycle as primary and/or secondary pursuit unit as soon as practical.

#### **306.3.2 UNMARKED VEHICLES**

Unmarked units, equipped with a forward facing red light and siren, may initiate a pursuit providing the proper justification exists, but will relinquish Primary Unit status immediately upon the participation of a marked police car. Upon relinquishing Primary Unit status, unmarked units should terminate active involvement in a pursuit unless they are needed to fulfill Secondary Unit responsibilities or are otherwise directed by a supervisor.

#### **306.3.3 PRIMARY UNIT RESPONSIBILITIES**

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 peace 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.

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.

The Primary Unit will notify Cook County 911 Center that a vehicle pursuit has been initiated and as soon as practical provide information including, but not limited to:

- (a) Reason for the pursuit.
- (b) Location and direction of travel.
- (c) Speed of the fleeing vehicle.
- (d) Description of the fleeing vehicle and license number, if known.
- (e) Number of known occupants.
- (f) The identity or description of the known occupants.
- (g) Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for the broadcasting of the progress of the pursuit. Unless practical circumstances

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indicate otherwise, and in order to concentrate on pursuit driving, the primary officer should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit.

#### 306.3.4 SECONDARY UNIT(S) RESPONSIBILITIES

The second officer in the pursuit is responsible for the following:

- (a) The officer in the secondary unit should immediately notify the dispatcher and supervisor, if feasible, of entry into the pursuit. Until such time that a supervisor assumes responsibility, only one Secondary Unit shall become involved in an ongoing pursuit.
- (b) Remain a safe distance behind the primary unit unless directed to assume the role of primary officer, or if the primary unit is unable to continue the pursuit.
- (c) The secondary officer should be responsible for broadcasting the progress of the pursuit unless the situation indicates otherwise.
- (d) Upon joining the pursuit or being assigned Secondary Unit responsibilities, the vehicle's emergency warning lights, audible device, and headlights shall be activated.
- (e) 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, the Secondary Unit may not attempt to overtake or pull alongside the Primary Unit.
- (f) 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 or circumstances do not allow.

#### 306.3.5 PURSUIT DRIVING TACTICS

The decision to use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit:

- (a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles so they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.
- (b) Because intersections can present increased risks, the following tactics should be considered:
  - 1. Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
  - 2. Pursuing units should exercise due caution when proceeding through controlled intersections.
- (c) Police 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. In the event the pursued vehicle does so, the following tactics should be considered:

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1. Requesting assistance from an air unit.
  2. Maintaining visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.
  3. Requesting other units to observe exits available to the suspect(s).
- (d) Notifying the Illinois State Police and/or other agency if it appears that the pursuit may enter their jurisdiction.
- (e) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit.

#### 306.3.6 TACTICS/PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT

There should be no paralleling of the pursuit route. Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Officers should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

Non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, observing the rules of the road.

The primary and secondary units should be the only units operating under emergency conditions (red light and siren) unless other units are assigned to the pursuit.

#### 306.3.7 PURSUIT TRAILING

In the event the initiating unit from this agency either relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspect(s).

The term trail means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

#### 306.3.8 AIRCRAFT ASSISTANCE

When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider the participation of aircraft assistance when determining whether to continue the pursuit.

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether or not to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit has the authority to terminate the pursuit.

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#### **306.4 SUPERVISORY CONTROL AND RESPONSIBILITY**

It is the policy of this department that available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

- (a) Upon notification that a pursuit is in progress, the supervisor shall assume responsibility for the monitoring and control of the pursuit as it progresses.
- (b) The supervisor shall immediately determine whether the pursuit was initiated in accordance with the provisions of this guideline and shall permit the pursuit to be continued only if said guideline has been fully complied with to the best of the supervisor's knowledge.
- (c) Upon being notified of a pursuit, the supervisor shall verify the following:
  1. That no more than the required or necessary number of units are involved in the pursuit.
  2. That the proper radio frequency is being used.
  3. That other agencies are notified as necessary and appropriate.
- (d) The supervisor shall continuously review the incoming information to determine whether the pursuit should be continued or terminated.
- (e) The supervisor shall order a pursuit terminated after concluding danger to the pursuing peace officers or the public outweighs the need for the immediate apprehension of the suspect.
- (f) 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.
- (g) 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.
- (h) The supervisor should order a pursuit terminated whenever the distance between the pursuing and fleeing vehicles is so great that further pursuit is futile.
- (i) In controlling the pursuit, the supervisor shall be responsible for the coordination of the pursuit as follows:
  1. Directing pursuit or support units into or out of the pursuit.
  2. The assignment of a Secondary Unit to the pursuit.
  3. The re-designation of Primary, Secondary, or other support units as necessary.
  4. The approval, disapproval, and coordination of pursuit tactics.
  5. The approval or disapproval to cross jurisdictional boundaries in the continuation of the pursuit.
  6. Ensure compliance with inter-jurisdictional pursuit agreements.

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- (j) The supervisor may approve and assign additional backup or support units to assist the Primary and Secondary Units based upon their analysis of:
  - 1. The nature of the offense for which the pursuit was initiated.
  - 2. The number of suspects and any known propensity for violence.
  - 3. The number of peace officers in the pursuit vehicles.
  - 4. Any damage or injuries to the assigned Primary or Secondary Units or peace officers.
  - 5. The number of peace officers necessary to safely make an arrest at the conclusion of the pursuit.
  - 6. 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.
- (k) 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.
- (l) The supervisor shall require throughout the duration of the pursuit that this guideline is followed by all peace officers.

#### **306.4.1 SHIFT SUPERVISOR RESPONSIBILITY**

Upon becoming aware that a pursuit has been initiated, the Shift Supervisor should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Shift Supervisor has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The Shift Supervisor shall review all pertinent reports for content and forward to the Commander.

#### **306.5 COMMUNICATIONS**

If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel most accessible by participating agencies and units.

#### **306.5.1 COOK COUNTY 911 CENTER RESPONSIBILITIES**

- (a) Upon notification that a pursuit has been initiated, Cook County 911 Center will:
  - 1. Give priority to the Primary Unit.
  - 2. Notify other units of pursuit, including location, direction of travel, and vehicle description.
  - 3. Keep the channel clear.
  - 4. Notify the Shift Supervisor and/or patrol supervisor if feasible.
  - 5. Receive and records all incoming information on pursuit.

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6. Keep Shift Supervisor and/or the patrol supervisor apprised of progress of pursuit.
  7. Request status when the pursuing peace officer fails to make frequent contact.
  8. Notify neighboring jurisdictions of the pursuit approaching their boundaries.
  9. Perform relevant records and motor vehicle checks.
  10. Coordinate and dispatch backup assistance and air support units under the direction of the supervisor.
- (b) Radio frequency management:
1. Pursuit communication will be handled on the frequency designated by the pursuing agency unless one or more of the following conditions exist:
    - (a) The pursuit has or may extend into other jurisdictions.
    - (b) The supervisor directs a switch to ISPERN.
  2. Upon using the ISPERN frequency, the Primary Unit shall conform to ISPERN guidelines.

#### **306.5.2 LOSS OF PURSUED VEHICLE**

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspect(s). The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

#### **306.6 INTER-JURISDICTIONAL PURSUITS**

Officers involved in inter-jurisdictional pursuits are required to comply with their department's guidelines and inter-jurisdictional agreements. Only pursuit tactics permitted by this policy may be utilized by Park Ridge Police Department officers, irrespective of what is requested by the other agency.

When a pursuit enters another agency's jurisdiction:

- (a) The primary unit will advise Cook County 911 Center that the pursuit is leaving this jurisdiction.
- (b) The controlling supervisor will decide whether to continue the pursuit based upon the totality of circumstances known.
- (c) As soon as practicable Cook County 911 Center will notify the involved jurisdiction.
- (d) If two units from the other agency are actively involved in the pursuit, the officers will not engage in the pursuit unless directed to do so by a supervisor.

#### **306.6.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY**

Units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of the Park Ridge Police Department is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

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The role and responsibilities of officers at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local agencies and ISP units, a request for ISP assistance will mean that they will assume responsibilities for the pursuit. For the same reasons, a request for assistance from the ISP should include confirmation that the ISP will relinquish control.

#### **306.6.2 PURSUITS EXTENDING INTO THIS JURISDICTION**

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this department should not join a pursuit unless specifically requested to do so by the agency whose peace officers are in pursuit. The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a unit from this department may join the pursuit until sufficient units from the initiating agency join the pursuit.

When a request is made for this department to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional following factors:

- (a) Ability to maintain the pursuit.
- (b) Circumstances serious enough to continue the pursuit.
- (c) Adequate staffing to continue the pursuit.
- (d) The public's safety within this jurisdiction.
- (e) Safety of the pursuing peace officers.

As soon as practical, a supervisor or the Shift Supervisor should review a request for assistance from another agency. The Shift Supervisor or supervisor, after consideration of the above factors, may decline to assist in, or assume the other agency's pursuit.

Assistance to a pursuing allied agency by officers of this department will terminate at the City limits provided that the pursuing peace officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to peace officers from the allied agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

#### **306.7 PURSUIT INTERVENTION**

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, road spikes, blocking, boxing, PIT (Police Immobilization Technique), ramming, heading off, or roadblock procedures.

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##### 306.7.1 WHEN USE AUTHORIZED

Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, officers/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances confronting the officer at the time of the decision.

It is imperative that officers act within the bounds of legality, good judgment and accepted practices.

##### 306.7.2 STOP TECHNIQUE DEFINITIONS

**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. Boxing in/rolling roadblocks are mobile stop techniques.

**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. Heading off is a forcible stop technique.

**Roadblocks** - 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 placement of vehicles as well as use of devices to disable a vehicle. A roadblock is a stationary stop technique.

**Spikes or Tack Strips** - A device that extends across the roadway designed to puncture the tires of the pursued vehicle.

**Vehicle Contact Action (Ramming, Police Immobilization Technique (PIT))** - Any action undertaken by the pursuing officer intended to result in contact between the moving police vehicle and the pursued vehicle. Vehicle contact actions are forcible stop techniques.

##### 306.7.3 USE OF FIREARMS/VEHICLE CONTACT ACTION

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 in which it reasonably appears necessary to prevent imminent death or serious bodily injury to a peace officer or another person where deadly force would otherwise be legally justified. Where feasible, an officer should obtain authorization from a supervisor before discharging a weapon from or at a moving vehicle.

##### 306.7.4 INTERVENTION STANDARDS

Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to peace officers, the public, or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of deadly force and subject to the requirements for such use. Officers who have not received certified departmental training in the application and use of any intervention tactic or equipment shall



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consider these facts and requirements prior to deciding how, when, where, and if an intervention tactic should be employed.

Those tactics which reasonably may be construed to be a use of deadly force should be employed only as a last resort in which it reasonably appears necessary to prevent imminent death or serious bodily injury to a peace officer or another person where deadly force would otherwise be legally justified. Where feasible, an officer should obtain authorization from a supervisor before applying any tactic which may be reasonably foreseen to be a use of deadly force.

Intervention tactic application circumstances include:

- (a) Officers may use stationary stop techniques to terminate any pursuit so long as the technique is employed in a fashion that is not reasonably calculated to cause death or great bodily harm to persons in the pursued vehicle or others in the vicinity (e.g. 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, an officer 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 application of the selected technique.
- (b) Officers may use mobile stop techniques to terminate any pursuit so long as the technique is employed in a fashion that is not reasonably 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 technique.
- (c) At low speeds the use of forcible stop techniques is permitted when there is legal justification for the use of force. Where feasible, an officer should obtain authorization from a supervisor before implementing forcible stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.
- (d) At high speeds the use of forcible stop techniques is permitted only when there is legal justification for the use of deadly force. Where feasible, an officer should obtain authorization from a supervisor before implementing forcible stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.

#### 306.7.5 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force, which reasonably appears necessary under the circumstances, to properly perform their lawful duties.

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Unless relieved by a supervisor the primary officer should coordinate efforts to apprehend the suspect(s) following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans to contain and capture the suspect.

#### **306.8 REPORTING REQUIREMENTS**

Officers shall complete an appropriate report of the pursuit incident and assign a case reporting number to each pursuit incident. If involved in inter-jurisdictional pursuit, obtain an Illinois State Police Emergency Radio Network (ISPERN) number in addition to their own case reporting number.

- (a) Pursuit incidents will be investigated thoroughly. The acquisition of statements, photographs, drawings, preliminary medical reports and any other evidentiary items that are or could be relevant to the conduct of the pursuit incident should be completed.
- (b) A memorandum shall be completed briefly summarizing the pursuit to his/her department manager. This memo should minimally contain the following information:
  - 1. Date and time of pursuit.
  - 2. Length of pursuit.
  - 3. Involved units and officers.
  - 4. Initial reason for pursuit.
  - 5. Starting and termination points.
  - 6. Disposition: arrest, citation, etc. Arrestee information should be provided if applicable.
  - 7. Injuries and/or property damage.
  - 8. Medical treatment.
  - 9. Name of supervisor at scene.
  - 10. A preliminary determination that the pursuit appears to be in compliance with this policy or additional review and/or follow up is warranted.
- (c) The "Pursuit Driving Report" shall be completed. The "Pursuit Driving Report" should be submitted through the chain of command for internal evaluation and review to determine:
  - 1. Guideline compliance.
  - 2. Operational needs.
  - 3. Future training needs.
- (d) The "Pursuit Driving Report" will be submitted to the Illinois Law Enforcement Training Standards Board, 600 South Second Street, Suite 300, Springfield, Illinois 62704, by each agency involved in a pursuit.

See attachment: [pursuit\\_driving\\_form\\_fillin.pdf](#)

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##### **306.8.1 REGULAR AND PERIODIC PURSUIT TRAINING**

All sworn members of this department will participate in periodic department training addressing this policy and the importance of vehicle safety and protecting the public at all times, including a recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

##### **306.8.2 POLICY REVIEW**

All department officers shall certify in writing that they have received, read and understand this policy initially and upon any amendments.

##### **306.9 APPLICATION OF VEHICLE PURSUIT POLICY**

This policy has been created with input from the Illinois Law Enforcement Training Standards Board; Police Pursuit Guidelines (revised March, 2004), in accordance with 50 ILCS 705/7.5.

## Officer Response to Calls

### 307.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

#### 307.1.1 VEHICLE OPERATION MODES

- (a) **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.
- (b) **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.
- (c) **Emergency** – An emergency situation when there is an immediate threat to a person or property.

### 307.2 RESPONSE TO CALLS

Officers dispatched using emergency lights and siren shall consider the call an emergency response and proceed immediately. Officers responding using emergency lights and siren shall continuously operate emergency lighting equipment, and shall sound the siren as reasonably necessary.

The driver of an authorized emergency vehicle may (625 ILCS 5/11-205):

- (a) Park or stand, irrespective of the provisions of the Illinois Vehicle Code (625 ILCS).
- (b) Proceed past a red or stop signal or stop sign, but only after slowing down as may be required and necessary for safe operation.
- (c) Exceed the maximum speed limits so long as he/she does not endanger life or property.
- (d) Disregard regulations governing direction of movement or turning in specified directions.

The driver of an authorized emergency vehicle is not relieved from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

Officers should only respond using emergency lights and siren when so dispatched or when circumstances reasonably indicate an emergency response is required. Officers not authorized to respond using emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

### 307.3 EMERGENCY RESPONSE GUIDELINES

- (a) Officers are not to operate police vehicles as emergency vehicles unless an emergency response condition exists.

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- (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/her 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.

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- (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.
- (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.

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- (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.

# Domestic Violence

## 308.1 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.

### 308.1.1 DEFINITIONS

**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.

**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.

**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:

- (a) **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.
- (b) **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.
- (c) **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.

**PETITIONER** – the person who requests the action or relief in an Order of Protection.

**RESPONDENT** – the person to whom the Order of Protection is directed.



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### **308.2 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 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

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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
  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.

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- (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.

#### **308.3 GPS MONITORING DEVICES**

- (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

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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.

#### **308.4 FOREIGN COURT ORDERS**

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

# Workplace Violence

## 309.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines for responding to incidents involving workplace violence.

### 309.1.1 DEFINITIONS

Definitions related to this policy include:

**Workplace violence** - The commission or threatened commission of an act of violence, harassment or stalking as defined under the Illinois Criminal Code of 2012 against a person at his/her place of work. Place of work means any property that is owned or leased by the employer and at which the official business of the employer is conducted, as defined by the Workplace Violence Prevention Act (820 ILCS 275/10).

## 309.2 POLICY

It is the policy of this department to investigate workplace violence as a serious crime and to facilitate employer and victim access to appropriate civil remedies and community resources whenever feasible.

## 309.3 INVESTIGATIONS

The following guidelines should be followed by officers when investigating workplace violence cases:

- (a) Calls of reported, threatened, imminent or ongoing workplace violence may also involve incidents of domestic violence. Members should consider whether a related domestic violence investigation should also be conducted, as provided in the Domestic Violence Policy.
- (b) Members should take reasonable steps to prevent any further workplace violence, including making an arrest where appropriate.
- (c) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.
- (d) Officers should advise the employer and victim about seeking medical attention and preserving evidence (specifically including photographs of injury or damage).
- (e) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

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- (f) All responses to calls of workplace violence should be documented in an appropriate report.

#### **309.4 EMPLOYER AND VICTIM ASSISTANCE**

Officers should:

- (a) If a suspect is arrested, advise the employer and victim that there is no guarantee the suspect will remain in custody.
  - 1. Members should also provide the employer's and victim's contact information to the jail staff to enable notification upon the suspect's release from jail.
- (b) If no arrest is made, inform the victim of the victim's right to request that a criminal proceeding be initiated where appropriate, including specific times and places for meeting with the State's Attorney's office, a warrant officer or other official in accordance with local procedure.
- (c) Provide the victim with the department's domestic violence information handout, if appropriate.
- (d) Advise the parties of available resources, such as victim advocates, shelters or other community resources.
- (e) Accompany the victim to his/her place of residence for a reasonable period of time to remove essential items of personal property if appropriate.
- (f) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.
- (g) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
- (h) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (i) Assist the employer and victim in obtaining an emergency order if appropriate.
  - 1. Victims may require assistance with transportation to apply for an emergency order of protection.
  - 2. Employers may apply for workplace protection orders if any act of violence, harassment or stalking has been carried out or threatened to be carried out at the workplace (820 ILCS 275/15).
- (j) Officers who are investigating a workplace violence incident and encounter a workplace violence suspect who is on bail or bond for a domestic violence arrest, should attempt to determine if there are reasonable grounds to believe that the individual is violating a condition of bond or bail, for example by making contact or

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communicating with a domestic violence victim within 72 hours of release (725 ILCS 5/110-10(d)).

#### **309.5 REPORTS AND RECORDS**

The Park Ridge Police Department is required to record, compile and report to the Illinois State Police information regarding workplace crimes (750 ILCS 60/303).

- (a) Officers shall include in their reports the employer's and victim's statements as to the frequency and severity of prior incidents of violence, harassment or stalking by the person and the number of prior calls for law enforcement assistance.
- (b) The Records Supervisor shall maintain and periodically report workplace violence information in the form and manner required by the Illinois State Police.

# Search and Seizure

## 310.1 PURPOSE AND SCOPE

Both the 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.

## 310.2 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.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

## 310.3 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.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

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.

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/her familiarity with the subject's clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.



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##### **310.4 SEARCH PROTOCOL**

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:

- (a) Members of this department will strive to conduct searches with dignity and courtesy.
- (b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.
- (c) 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.
- (d) 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.
- (e) 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:
  1. Another officer or a supervisor should witness the search.
  2. 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.

##### **310.5 DOCUMENTATION**

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- 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

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.

## Temporary Custody of Juveniles

### 311.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Park Ridge Police Department (34 USC § 11133).

#### 311.1.1 DEFINITIONS

Definitions related to this policy include:

**Juvenile non-offender** - An abused, neglected, dependent, or alien juvenile who may be legally held for the juvenile's own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for the juvenile's protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.

**Juvenile offender** - A juvenile under 18 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) or a juvenile who has violated 720 ILCS 5/24-3.1 by possessing a handgun (28 CFR 31.303; 705 ILCS 405/5-105).

**Non-secure custody** - When a juvenile is held in the presence of an officer or other department member at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

**Safety checks** - Direct visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of juveniles in temporary custody.

**Secure custody** - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

- (a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- (b) A juvenile handcuffed to a rail.
- (c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- (d) A juvenile being processed in a secure booking area when an unsecure booking area is available.
- (e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

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- (f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.
- (g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

**Sight and sound separation** - Located or arranged to prevent physical, visual, or auditory contact.

**Status offender** - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession or tobacco, curfew violation, or truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

#### **311.2 POLICY**

The Park Ridge Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Park Ridge Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

#### **311.3 JUVENILES WHO SHOULD NOT BE HELD**

Juveniles who exhibit certain behaviors or conditions should not be held at the Park Ridge Police Department. These include:

- (a) Unconsciousness or having been unconscious while being taken into custody or transported.
- (b) Serious injuries or a medical condition requiring immediate medical attention.
- (c) A suspected suicide risk or obvious signs of severe emotional or mental disturbance (see the Civil Commitments Policy).
  - 1. If the officer taking custody of a juvenile believes that the juvenile may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release, or transfer to an appropriate facility is completed.
- (d) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (e) Extremely violent or continuously violent behavior
- (f) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and should notify a supervisor of the situation.

These juveniles should not be held at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

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##### **311.4 CUSTODY OF JUVENILES**

Officers should take custody of a juvenile and temporarily hold the juvenile at the Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

No juvenile should be held in temporary custody at the Park Ridge Police Department without authorization of the arresting officer's supervisor or the Shift Supervisor. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent, legal guardian, or other responsible adult, or transferred to a juvenile custody facility, or to other authority as soon as practicable, and in no event shall a juvenile be held beyond six hours from the time of the juvenile's entry into the Park Ridge Police Department (34 USC § 11133; 20 Ill. Adm. Code 720.30).

##### **311.4.1 CUSTODY OF JUVENILE NON-OFFENDERS**

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Park Ridge Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133; 705 ILCS 405/5-410; 705 ILCS 405/2-6).

A juvenile taken into protective custody for prostitution should be reported to the Illinois Department of Children and Family Services (720 ILCS 5/11-14).

##### **311.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS**

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

##### **311.4.3 CUSTODY OF JUVENILE OFFENDERS**

Juvenile offenders should be held in non-secure custody while at the Park Ridge Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, a juvenile offender may be taken into custody when (705 ILCS 405/5-401):

- (a) Probable cause exists to believe he/she has violated, or attempted to violate, a law or ordinance.
- (b) The juvenile has been adjudged a ward of the court and has escaped from any commitment ordered by the court.
- (c) An officer reasonably believes the juvenile has violated court-ordered conditions of probation or supervision.

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The officer shall promptly take the juvenile to the nearest juvenile police officer (705 ILCS 405/2-6; 705 ILCS 405/3-8).

The officer shall submit a completed report to the Shift Supervisor.

#### **311.5 ADVISEMENTS**

An officer who takes a juvenile into custody without a warrant shall immediately make a reasonable attempt to notify the parent, guardian or the person with whom the juvenile resides that the juvenile has been taken into custody and where the juvenile is being held (705 ILCS 405/2-6).

#### **311.6 JUVENILE CUSTODY LOGS**

Any time a juvenile is held in custody at the Department, the custody shall be promptly and properly documented in the juvenile custody log, including (705 ILCS 405/5-410):

- (a) Identifying information about the juvenile being held.
- (b) Date and time of arrival and release from the Park Ridge Police Department.
- (c) Shift Supervisor notification and approval to temporarily hold the juvenile.
- (d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender, or non-offender.
- (e) Any changes in status.
- (f) Time of all welfare checks.
- (g) Any medical and other screening requested and completed.
- (h) Circumstances that justify any secure custody.
- (i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Shift Supervisor shall initial the log to approve the custody, including any secure custody, and shall also initial the log when the juvenile is released.

#### **311.7 NO-CONTACT REQUIREMENTS**

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (34 USC § 11133; 705 ILCS 405/5-410). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Park Ridge Police Department shall maintain a constant, immediate presence with the juvenile, or the adult to minimize any contact. If inadvertent, or accidental contact does occur, reasonable efforts shall be taken to end the contact.

#### **311.8 TEMPORARY CUSTODY REQUIREMENTS**

Members and supervisors assigned to monitor or process any juvenile at the Park Ridge Police Department shall ensure:

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- (a) The Shift Supervisor is notified if it is anticipated that a juvenile may need to remain at the Department more than four hours. This will enable the Shift Supervisor to ensure no juvenile is held at the Department more than six hours.
- (b) Safety checks and significant incidents/activities are noted on the log.
- (c) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.
  - 1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.
  - 2. This does not apply to surreptitious and legally obtained recorded interrogations.
- (d) A member of the same sex will supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
- (e) There is reasonable access to toilets and wash basins.
- (f) There is reasonable access to a drinking fountain or water.
- (g) Food is provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.
- (h) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
- (i) There is privacy during family, guardian, and/or attorney visits.
- (j) Juveniles are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (k) Clean blankets are provided as reasonably necessary to ensure the comfort of the individual.
  - 1. The supervisor should ensure that there is an adequate supply of clean blankets.
- (l) Adequate shelter, heat, light, and ventilation are provided without compromising security or enabling escape.
- (m) Adequate furnishings are available, including suitable chairs or benches.
- (n) Juveniles shall have the right to the same number of telephone calls as an adult in temporary custody (see the Temporary Custody of Adults Policy).
- (o) Discipline is not administered to any juvenile, nor will juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse.

#### **311.9 USE OF RESTRAINT DEVICES**

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Park Ridge Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

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Other restraints shall only be used after less restrictive measures have failed and with the approval of the Shift Supervisor. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse.

#### **311.10 PERSONAL PROPERTY**

The personal property of a juvenile shall be processed in the same manner as an adult in temporary custody (see the Temporary Custody of Adults Policy).

#### **311.11 SECURE CUSTODY**

Only juvenile offenders 10 years of age or older may be placed in secure custody (705 ILCS 405/5-410). Shift Supervisor approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others.

Members of this department should not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

When practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody, rather than the use of a locked enclosure. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object.

##### **311.11.1 LOCKED ENCLOSURES**

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

- (a) The juvenile shall constantly be monitored by an audio/video system during the entire time in custody.
- (b) Juveniles shall have constant auditory access to department members.
- (c) Initial placement into and removal from a locked enclosure shall be logged.
- (d) Random personal visual checks of the juvenile by a staff member, no less than every 30 minutes, shall occur.
  - 1. All checks shall be logged.
  - 2. The check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
  - 3. Requests or concerns of the juvenile should be logged.
- (e) Males and females shall not be placed in the same locked room.

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- (f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).
- (g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

#### **311.12 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY**

The Operations Commander will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the Park Ridge Police Department. The procedures should include the following:

- (a) Immediate request for emergency medical assistance if appropriate
- (b) Immediate notification of the Shift Supervisor, the Chief of Police, and the Investigations Bureau Commander
- (c) Notification of the parent, guardian, or person standing in loco parentis of the juvenile
- (d) Notification of the appropriate prosecutor
- (e) Notification of the City Attorney
- (f) Notification of the Medical Examiner
- (g) Notification of the juvenile court
- (h) Evidence preservation
- (i) Reporting to the Office of Jail and Detention Standards (20 Ill. Adm. Code 720.130)

#### **311.13 INTERVIEWING OR INTERROGATING**

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

A juvenile under 15 years of age at the time of the commission of any of the offenses listed in 705 ILCS 405/5-170 (e.g., homicide, criminal sexual assault, criminal sexual abuse) must be represented by legal counsel during the entire custodial interrogation of the juvenile.

Oral, written, or sign-language statements of a juvenile under the age of 18 who is subject to custodial interrogation while in custody at a police station or other custodial location are governed by the Investigation and Prosecution Policy (705 ILCS 405/5-401.5).

A juvenile who was under the age of 18 at the time of the commission of the offense should be read the simplified *Miranda* warning and asked the following questions as set forth in 705 ILCS 405/5-401.5 and 725 ILCS 5/103-2.1:

- (a) Do you want to have a lawyer?
- (b) Do you want to talk to me?

##### **311.13.1 INVESTIGATIONS ON SCHOOL PROPERTY**

Before detaining and questioning a juvenile student during regular hours on school grounds, an officer should make a reasonable effort to notify and have the juvenile's parent or guardian present



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during questioning unless the officer reasonably believes that urgent and immediate action is necessary to do any of the following (105 ILCS 5/22-88):

- (a) Prevent bodily harm or injury to a person
- (b) Apprehend an armed or fleeing suspect
- (c) Prevent the destruction of evidence
- (d) Address an emergency or other dangerous situation

The officer should document the time and manner by which the attempted notification or notification of the juvenile's parent or guardian was made.

If the juvenile's parent or guardian is not in attendance during questioning, the officer should have a guidance counselor, nurse, social worker, and/or mental health professional of the school present. If practicable, an officer trained or certified in juvenile investigations should be present or conduct the questioning of the juvenile (105 ILCS 5/22-88).

#### **311.14 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING**

Juveniles over the age of 10 will be fingerprinted and photographed on all offenses that would be a felony if committed by an adult and serious traffic-related offenses as described in 20 ILCS 2630/5. Fingerprints and photographs may be obtained from juveniles for all other offenses (705 ILCS 405/1-7(B)).

Fingerprints, photographs, and other required information of juveniles will be transmitted to the Department of State Police as described in 705 ILCS 405/1-7(B) and 20 ILCS 2630/5.

No student booking station shall be established or maintained on the grounds of any school (105 ILCS 5/10–20.64; 105 ILCS 5/34–18.57).

## Elder Abuse

### 312.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Park Ridge Police Department members as required by law.

#### 312.1.1 DEFINITIONS

Definitions related to this policy include:

**Adult abuse** - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency.

**The term "long-term care facility"** will be understood to include any nursing home or home for the aged. 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.)

### 312.2 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.

### 312.3 MANDATORY NOTIFICATION

- (a) Within 24 hours members of the Park Ridge Police Department shall notify the Illinois Department on Aging or other designated social services agency when:
  - 1. There is reason to believe that an eligible adult, who because of a disability or other condition or impairment, is unable to seek assistance for him/herself, and;
  - 2. Has, within the previous 12 months, been subjected to abuse, neglect or financial exploitation (320 ILCS 20/4).
- (b) For purpose of this notification, an eligible adult means either:
  - 1. An adult whose disability impairs his/her ability to seek or to obtain protection from abuse, neglect or exploitation, and is 18 through 59 years old.
  - 2. A person 60 years of age or older who resides in a domestic living situation.
- (c) Incidents of alleged abuse shall continue to be reported pursuant to the Illinois Domestic Violence Act (320 ILCS 20/4).

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- (d) The Park Ridge Police Department shall also notify the Department on Aging whenever it determines a death of an eligible adult was caused by abuse or neglect by a caregiver (320 ILCS 20/3).

#### **312.4 INVESTIGATORS**

Investigators should be available to investigate cases of adult abuse. These investigators should:

- (a) Conduct interviews in appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to adult abuse investigations.
- (c) Present all cases of alleged adult abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable (320 ILCS 20/3).

#### **312.5 INVESTIGATIONS AND REPORTING**

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.
- (b) Any relevant statements the victim may have made and to whom he/she made the statements.
- (c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.
- (e) Whether the victim was transported for medical treatment or a medical examination.
- (f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.
- (g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
- (h) Previous addresses of the victim and suspect.
- (i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

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- (j) Whether a protective order petition should be filed on behalf of the victim when there is a reasonable belief that the victim is incapable of filing a petition for him/herself (750 ILCS 60/201). Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

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.

#### **312.6 PROTECTIVE CUSTODY**

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact the Illinois Department on Aging or other designated social services agency. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to the Illinois Department on Aging or other designated social services agency.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

#### **312.7 INTERVIEWS**

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##### **312.7.1 PRELIMINARY INTERVIEWS**

Absent extenuating circumstances or impracticality, officers should activate their body worn camera to record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation.

##### **312.7.2 DETAINING VICTIMS FOR INTERVIEWS**

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
  - 1. A reasonable belief that medical issues of the adult need to be addressed immediately.
  - 2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
  - 3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.
- (b) A court order or warrant has been issued.

##### **312.8 MEDICAL EXAMINATIONS**

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

##### **312.9 DRUG-ENDANGERED VICTIMS**

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

##### **312.9.1 SUPERVISOR RESPONSIBILITIES**

The Investigation Unit supervisor should:

- (a) Work with professionals from the appropriate agencies, including Illinois Department on Aging or other social services agency designated to investigate adult abuse, other law enforcement agencies, medical service providers and local prosecutors to develop

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community specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

- (b) Activate any available interagency response when an officer notifies the Investigation Unit supervisor that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives there.
- (c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

#### **312.9.2 OFFICER RESPONSIBILITIES**

Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives there should:

- (a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the Investigation Unit supervisor so an interagency response can begin.

### **312.10 STATE MANDATES AND OTHER RELEVANT LAWS**

#### **312.10.1 RECORDS BUREAU RESPONSIBILITIES**

The Records Bureau is responsible for:

- (a) Providing a copy of the adult abuse report to the Department on Aging or the designated social services agency as required by law.
- (b) Retaining the original adult abuse report with the initial case file.

#### **312.10.2 RELEASE OF REPORTS**

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Management and Release Policy (320 ILCS 20/8).

#### **312.10.3 SUMMARY REPORTS OF DEATH INVESTIGATIONS**

This department will provide, upon request, a summary of actions taken in response to a reported death of an eligible adult to a public or nonprofit agency that has been approved by the Department on Aging to receive and assess such reports (320 ILCS 20/3).

### **312.11 TRAINING**

This department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.

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- (b) Conducting interviews.
- (c) Availability of therapy services for adults and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to adult abuse investigations.
- (f) Availability of victim advocates or other support.

## **Discriminatory Harassment**

### **313.1 PURPOSE AND SCOPE**

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

### **313.2 POLICY**

The Park Ridge Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

### **313.3 DEFINITIONS**

Definitions related to this policy include:

#### **313.3.1 DISCRIMINATION**

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law (775 ILCS 5/1-103; 775 ILCS 5/2-102; 820 ILCS 180/30).

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.



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##### 313.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated (820 ILCS 180/20; 820 ILCS 180/30).

##### 313.3.3 HARASSMENT

Harassment is any unwelcome conduct based on a classification or status protected by law that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, either within or outside of the physical area the individual is assigned to work (775 ILCS 5/2-101).

Harassment, including sexual harassment, against non-employees in the workplace or while on-duty (including contractors and consultants conducting business with the Department) is prohibited (775 ILCS 5/2-102).

##### 313.3.4 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment (775 ILCS 5/2-102). It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

##### 313.3.5 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and Illinois Department of Human Rights guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with City or departmental rules or regulations, or any other appropriate work-related communication between supervisor and member.

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##### **313.4 RESPONSIBILITIES**

This policy applies to all department members, who shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor. Complaints may also be filed with the Chief of Police, the Human Resources Generalist, or the City Manager.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

##### **313.4.1 QUESTIONS OR CLARIFICATION**

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, the Chief of Police, the Human Resources Generalist, or the City Manager for further information, direction, or clarification.

##### **313.4.2 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Chief of Police or the Human Resources Generalist in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

##### **313.4.3 SUPERVISOR'S ROLE**

Supervisors shall be aware of the following:

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- (a) Behavior of supervisors should represent the values of the Department and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline in a manner that is consistent with established procedures.

#### **313.5 INVESTIGATION OF COMPLAINTS**

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

##### **313.5.1 SUPERVISOR RESOLUTION**

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor who is a rank higher than the alleged transgressor.

##### **313.5.2 FORMAL INVESTIGATION**

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, the Human Resources Generalist, or the City Manager.

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##### **313.5.3 ALTERNATIVE COMPLAINT PROCESS**

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

##### **313.6 DOCUMENTATION OF COMPLAINTS**

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:

- (a) Approved by the Chief of Police, the City Manager, or the Human Resources Generalist, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

##### **313.6.1 NOTIFICATION OF DISPOSITION**

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

##### **313.6 TRAINING**

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Park Ridge Police Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

##### **313.6.1 STATE-REQUIRED TRAINING**

All members should also participate annually in harassment and discrimination prevention training (5 ILCS 430/5-10.5).

The Administrative Services Supervisor should develop a training program that meets the requirements for harassment and discrimination training in 5 ILCS 430/5-10.5 and that includes sexual harassment prevention training consistent with the model sexual harassment prevention program created by the Illinois Department of Human Rights (775 ILCS 5/2-109).

##### **313.6.2 NOTICE**

A notice of member rights under the Illinois Human Rights Act summarizing the requirements of the Act and information pertaining to the filing of a charge, including the right to be free from unlawful discrimination and the right to certain reasonable accommodations, shall be posted in a conspicuous location at the Park Ridge Police Department or in an employee handbook (775 ILCS 5/2-102(K)(1)).

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### **313.8 LINK TO CITY OF PARK RIDGE SEXUAL HARASSMENT POLICY**

[City of Park Ridge Sexual Harassment Document](#)

## Child Abuse

### 314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Park Ridge Police Department members are required to notify the Illinois Department of Children and Family Services (DCFS) of suspected child abuse.

#### 314.1.1 DEFINITIONS

Definitions related to this policy include:

**Child** - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

**Child abuse** - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency (325 ILCS 5/3).

### 314.2 POLICY

The Park Ridge Police Department will investigate all reported incidents of alleged criminal child abuse and ensure DCFS is notified as required by law.

### 314.3 MANDATORY NOTIFICATION

Members of the Park Ridge Police Department shall notify DCFS when they have reasonable cause to believe a child known to them in their official capacity was abused by a parent, immediate family member, any person responsible for the child's welfare, any individual residing in the same home as the child or a paramour of the child's parent. Members must also report any case of a neglected child (325 ILCS 5/4; 325 ILCS 5/3).

For purposes of notification, abuse includes physical injuries, risk of physical injuries, sex offenses, torture, excessive corporal punishment, female genital mutilation, etc. Neglect includes failure to provide necessary nourishment or medical care or blatant disregard of parent or caretaker responsibilities. Full definitions of abuse and neglect are provided in 325 ILCS 5/3.

#### 314.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (325 ILCS 5/7):

- (a) All notifications of suspected child abuse or neglect shall be made immediately, either to DCFS on the statewide, toll-free telephone number, in person or by telephone through the nearest DCFS office (325 ILCS 5/7.6; 89 Ill. Adm. Code 300.30).
- (b) Notification, when possible, shall include:
  - 1. The name and address of the child and his/her parents or other persons having custody.
  - 2. The child's age, the nature of the child's condition, including any evidence of previous injuries or disabilities.

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3. Any other information that the person filing the report believes might be helpful in establishing the cause of abuse or neglect and the identity of the person believed to have caused such abuse or neglect.
- (c) A member who suspects that a child has died as a result of child abuse or neglect shall also immediately report his/her suspicion to the appropriate Medical Examiner (325 ILCS 5/4.1).

#### **314.4 INVESTIGATIONS AND REPORTING**

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.
- (b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.
- (c) Any relevant statements the child may have made and to whom he/she made the statements.
- (d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
- (f) Whether the child victim was transported for medical treatment or a medical examination.
- (g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.
- (h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
- (i) Previous addresses of the victim and suspect.
- (j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
- (k) Other investigative steps taken in compliance with any applicable county Child Advocacy Advisory Board protocol the Park Ridge Police Department follows (55 ILCS 80/3).

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

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### **314.5 PROTECTIVE CUSTODY**

Before taking any child into protective custody, the officer should make reasonable attempts to contact DCFS. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DCFS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (325 ILCS 5/5):

- (a) A court has ordered the removal of the child.
- (b) A court has not ordered the removal of the child but there is reason to believe the child cannot be cared for at home or in the custody of the person responsible for the child's welfare without endangering the child's health or safety, and there is no time to apply for a court order for temporary custody of the child.

#### **314.5.1 PROCEDURE**

A department member taking a child into temporary protective custody shall immediately (325 ILCS 5/5):

- (a) Make every reasonable effort to notify the person responsible for the child's welfare.
- (b) Notify DCFS.

See the Abandoned Newborn Infant Protection Policy for guidance regarding the Abandoned Newborn Infant Protection Act (325 ILCS 2/10 et seq.).

### **314.6 INTERVIEWS**

#### **314.6.1 PRELIMINARY INTERVIEWS**

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.



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##### **314.6.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW**

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
  - 1. A reasonable belief that medical issues of the child need to be addressed immediately.
  - 2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
  - 3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.
- (b) A court order or warrant has been issued.

##### **314.7 MEDICAL EXAMINATIONS**

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

##### **314.8 DRUG-ENDANGERED CHILDREN**

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

###### **314.8.1 SUPERVISOR RESPONSIBILITIES**

The Investigation Unit Supervisor should:

- (a) Work with professionals from the appropriate agencies, including DCFS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when an officer notifies the Investigation Unit Supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

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- (c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the child.

#### **314.8.2 OFFICER RESPONSIBILITIES**

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

- (a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the Investigation Unit Supervisor so an interagency response can begin.

#### **314.9 STATE MANDATES AND OTHER RELEVANT LAWS**

Illinois requires or permits the following:

##### **314.9.1 RELEASE OF REPORTS**

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (325 ILCS 5/11).

##### **314.9.2 CHILD ADVOCACY ADVISORY BOARD PROTOCOL**

This department has adopted the Illinois Child Advocacy Advisory Board's protocol governing the investigation of child maltreatment including sexual abuse, physical abuse, exploitation and neglect of a child.

All investigations and interviews conducted by this department shall comply with this protocol, with the procedures to be used in investigating and prosecuting cases arising from alleged child maltreatment and in coordinating treatment referrals for the child and his/her family (55 ILCS 80/3).

##### **314.9.3 ACKNOWLEDGEMENT OF REPORTING RESPONSIBILITY**

The Administrative Division supervisor shall ensure that members of this department who are directly involved in the enforcement of the law sign statements acknowledging that they are mandated to notify DCFS of suspected child abuse and neglect. The statement shall be on a form prescribed by DCFS. It shall be signed before beginning employment and shall be retained by this agency as a permanent part of the personnel record (325 ILCS 5/4).

##### **314.9.4 ASSISTANCE TO CHILD PROTECTIVE SERVICES INVESTIGATORS**

Upon receiving a request for assistance from a child protective services investigator involving an investigation of a high-risk report of child abuse or neglect officers should determine the reason for the request. If the protective services investigator reasonably believes that the person being investigated has a potential for violence, officers should accompany him/her. However, if resources are limited or unavailable, officers should notify the Shift Supervisor to arrange for the assistance to occur at a mutually agreeable time (325 ILCS 5/7.2).

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##### **314.9.5 SEXUAL ABUSE INVOLVING SCHOOL PERSONNEL**

In all reported incidents of sexual abuse of a child involving school personnel, including vendors or volunteers, the Investigation Unit supervisor or authorized designee shall notify the relevant school when the investigation has been suspended or completed, as well as the outcome of the investigation (105 ILCS 5/22-85).

##### **314.10 TRAINING**

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting forensic interviews.
- (c) Availability of therapy services for children and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to child abuse investigations.
- (f) Availability of victim advocate or guardian ad litem support.

##### **314.10.1 TRAINING RECORDS**

In addition to providing copies of completed mandated reporter training records to the Administrative Services Supervisor as required in the Personnel Records Policy, members should maintain records of their completed training and forward copies to their licensing or certification board (325 ILCS 5/4).

# Missing Persons

## 315.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

### 315.1.1 DEFINITIONS

Definitions related to this policy include:

**High-risk missing person** - A person whose whereabouts are not currently known and whose circumstances indicate that the person may be at risk of injury or death. The circumstances that indicate that a person is a high-risk missing person include but are not limited to any of the following (50 ILCS 722/10(a)(1)):

- (a) The person is missing as a result of a stranger abduction.
- (b) The person is missing under suspicious circumstances.
- (c) The person is missing under unknown circumstances.
- (d) The person is missing under known dangerous circumstances.
- (e) The person is missing more than 30 days.
- (f) The person has already been designated as a high-risk missing person by another law enforcement agency.
- (g) There is evidence that the person is at risk because:
  - 1. The person is in need of medical attention, including persons with dementia-like symptoms, or in need of prescription medication.
  - 2. The person does not have a pattern of running away or disappearing.
  - 3. The person may have been abducted by a non-custodial parent.
  - 4. The person is mentally impaired, or is developmentally or intellectually disabled.
  - 5. The person is under the age of 21.
  - 6. The person has been the subject of past threats or acts of violence.
  - 7. The person has eloped from a nursing home.
  - 8. The person is a veteran, active duty, or reserve member of the United States Armed Forces or National Guard, and is believed to have a physical or mental health condition related to his/her service.
- (h) Any other factor that may, in the judgment of the law enforcement official, indicate that the missing person may be at risk.

**Missing person** - Any person who is reported missing to law enforcement when that person's location is unknown. This includes a person under the age of 18, reported to the Department as abducted, lost or a runaway, whose identity is entered into the Law Enforcement Agencies Data System (LEADS) (325 ILCS 55/1(c)).

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**Missing person networks** - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC) and LEADS (20 Ill. Adm. Code 1291.40).

#### **315.2 POLICY**

The Park Ridge Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Park Ridge Police Department gives missing person cases priority over property-related cases and does not require a specific amount of time to have passed before beginning a missing person investigation.

#### **315.3 REQUIRED FORMS AND DNA COLLECTION KITS**

The Investigation Unit supervisor shall ensure the following forms and kits are developed and available:

- Missing Person Report Form (50 ILCS 722/5(c))
- Missing Person Investigation Checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation
- Missing Person School Notification Form
- Medical Records Release Form
- DNA collection kits

#### **315.4 ACCEPTANCE OF REPORTS**

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction (50 ILCS 722/5(a)).

##### **315.4.1 REPORTS OF MISSING CHILDREN**

Any member taking a report of a missing person under the age of 18 shall provide the reporting party with the following information (325 ILCS 40/7.2):

- (a) The 24-hour toll-free telephone numbers for:
  - 1. The National Center for Missing and Exploited Children® (NCMEC).
  - 2. The National Runaway Safeline.
- (b) A description of the services provided to families of missing children by NCMEC and the National Runaway Safeline.

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##### **315.5 INITIAL INVESTIGATION**

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions as applicable:

- (a) Respond to a dispatched call as soon as practicable.
- (b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be a high-risk missing person.
- (c) Notify a supervisor immediately if there is evidence that a missing person is either high-risk or may qualify for a public alert, or both (see the Public Alerts Policy).
- (d) Broadcast an alert if the person is under 18 years of age or there is evidence that the missing person is high-risk. If the missing person is under 18, the alert should be broadcast immediately or as soon as practicable, but in no event more than one hour after determining the missing person may be high-risk (325 ILCS 40/7).
- (e) Ensure that entries are made into the appropriate missing person networks, as follows:
  1. Immediately when the missing person is high-risk.
  2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.
- (f) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.
  - 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. [Missing Persons Report Waiver](#)
- (g) Collect and/or review:
  1. A photograph and fingerprint card of the missing person, if available.
  2. A voluntarily provided DNA sample of the missing person, if available (e.g., toothbrush, hairbrush).
  3. Any documents that may assist in the investigation, such as court orders regarding custody.
  4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
- (h) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.
- (i) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to a

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high-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

- (j) Determine if assistance is needed from other officers, the Investigations Division, NIPAS, other agencies, the social worker, or a Chaplain team member.
- (k) If the missing person is a child, immediately contact the State Missing Persons Clearinghouse (325 ILCS 40/7(b)).
- (l) In the event that a missing child is not found during the shift in which the report was made, information regarding the missing child shall be disseminated to all sworn officers in the Department, and, if necessary, to neighboring police agencies via the ISPERN radio channel, or the LEADS network. (325 ILCS 40/7(b)).

#### **315.6 REPORT PROCEDURES AND ROUTING**

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

##### **315.6.1 SUPERVISOR RESPONSIBILITIES**

The responsibilities of the supervisor shall include but are not limited to:

- (a) Reviewing and approving missing person reports upon receipt.
  - 1. The reports should be promptly sent to the Records Bureau.
- (b) Ensuring resources are deployed as appropriate.
- (c) Initiating a command post as needed.
- (d) Ensuring applicable notifications and public alerts are made and documented.
- (e) Ensuring that records have been entered into the appropriate missing person networks.
- (f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
  - 1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

##### **315.6.2 RECORDS BUREAU RESPONSIBILITIES**

The responsibilities of the Records Bureau member shall include but are not limited to:

- (a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
- (b) Notifying and forwarding a copy of the report to the law enforcement agency in whose jurisdiction the missing person was last seen.
- (c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
- (d) Forwarding a copy of the report to the Investigation Unit.

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- (e) Coordinating with the NCIC Terminal Contractor for Illinois to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

#### **315.7 INVESTIGATION UNIT FOLLOW-UP**

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- (a) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
  - 1. The notice shall be in writing and should also include a photograph.
  - 2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.
- (b) Should recontact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available.
- (c) In cases involving a person missing for more than 30 days but less than 60 days, may generate a report of the missing person within the National Missing and Unidentified Persons System (NamUs) and, if not previously received, obtain the following (50 ILCS 722/5(d)):
  - 1. DNA samples from family members or from the missing person along with any needed documentation, or both, including any consent forms, required for the use of state or federal DNA databases, including but not limited to the Local DNA Index System (LDIS), State DNA Index System (SDIS), National DNA Index System (NDIS), and NamUs partner laboratories.
  - 2. An authorization to release dental or skeletal X-rays of the missing person.
  - 3. Any additional photographs of the missing person that may aid with the investigation or an identification and enter the photograph into applicable missing person networks (34 USC § 41308). No written authorization to publicly release any photograph that would aid in the investigation or identification of the missing person is required.
    - (a) If the missing person is under 18 years of age, the photographs should be forwarded to the Illinois State Police and LEADS.
  - 4. Dental information and X-rays.
  - 5. Fingerprints.
- (d) Should consider contacting other agencies involved in the case to determine if any additional information is available.
- (e) Shall verify and update LEADS, the NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).



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- (f) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
- (g) Shall maintain a close liaison with state and local child welfare systems and NCMEC if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
- (h) Should make appropriate inquiry with the Medical Examiner.
- (i) Should obtain and forward medical and dental records.
- (j) Should consider making appropriate entries and searches in NamUs.
  - 1. If a DNA sample is obtained, it should be submitted to a NamUs partner laboratory or other local, state, or national DNA system resource within 60 days (50 ILCS 722/5).
- (k) Shall immediately begin an investigation and notify the Illinois State Police if information is received that a request for the birth certificate, school record, or any other information concerning a missing child has been made (325 ILCS 55/6).
- (l) In the case of a high-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

#### **315.7.1 NOTIFICATION TO REPORTING PERSON**

The investigator shall notify the person making the report, a family member or other person in a position to assist the Department in its efforts to locate the missing person of the following (50 ILCS 722/5(d)(1)):

- (a) General information about the handling of the missing person case or about intended efforts in the case to the extent that the disclosure would not adversely affect the ability to locate or protect the missing person or to apprehend or prosecute any person criminally involved in the disappearance.
- (b) That the person should promptly contact the Park Ridge Police Department if the missing person remains missing in order to provide additional information and materials that will aid in locating the missing person such as the missing person's credit cards, debit cards, banking information and cellular telephone records.
- (c) That any DNA samples provided for the missing person case are provided on a voluntary basis and will be used solely to help locate or identify the missing person and will not be used for any other purpose.
- (d) That, dependent upon the missing person's age, NCMEC and NamUs may be contacted.

#### **315.8 WHEN A MISSING PERSON IS FOUND**

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the reporting party and other involved agencies and refer the case for additional investigation if warranted.

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The Records Supervisor shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

- (a) Notification is made to the Illinois State Police.
- (b) A missing child's school is notified.
- (c) Entries are made in the applicable missing person networks.
- (d) When a missing person is high-risk, the fact that the person has been found shall be reported within 24 hours to the Illinois State Police.
- (e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.
- (f) The returned missing person will be questioned, if necessary, to establish the circumstances surrounding his/her disappearance.
- (g) If required, a Social Service Referral will be made for follow-up with the family.
- (h) A Supplemental Report will be completed to document return, cancellation, etc.

#### **315.8.1 UNIDENTIFIED PERSONS**

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

- (a) Obtain a complete description of the person.
- (b) Enter the unidentified person's description into the NCIC Unidentified Person File.
- (c) Use available resources, such as those related to missing persons, to identify the person.

#### **315.9 CASE CLOSURE**

The Investigation Unit supervisor may authorize the closure of a missing person case after considering the following:

- (a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.
- (b) If the missing person is a resident of Park Ridge Police Department or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
- (c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
- (d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

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##### **315.10 TRAINING**

Subject to available resources, the Administrative Services Supervisor should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

- (a) The initial investigation:
  - 1. Assessments and interviews
  - 2. Use of current resources, such as Mobile Audio/Video (MAV)
  - 3. Confirming missing status and custody status of minors
  - 4. Evaluating the need for a heightened response
  - 5. Identifying the zone of safety based on chronological age and developmental stage
- (b) Briefing of department members at the scene.
- (c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile, catastrophe).
- (d) Verifying the accuracy of all descriptive information.
- (e) Initiating a neighborhood investigation.
- (f) Investigating any relevant recent family dynamics.
- (g) Addressing conflicting information.
- (h) Key investigative and coordination steps.
- (i) Managing a missing person case.
- (j) Additional resources and specialized services.
- (k) Update procedures for case information and descriptions.
- (l) Preserving scenes.
- (m) Internet and technology issues (e.g., internet use, cell phone use).
- (n) Media relations.

# Missing Persons with Alzheimer's Disease

## 316.1 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.

## 316.2 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.

## 316.3 PROCEDURE

- (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.)

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- (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.
- (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?

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- (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.
    - (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.

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- (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.
  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.

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- (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
  - 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.



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- (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.

## Public Alerts

### 317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

### 317.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

### 317.3 RESPONSIBILITIES

#### 317.3.1 EMPLOYEE RESPONSIBILITIES

Employees of the Park Ridge Police Department should notify their supervisor, Shift Supervisor or Investigation Unit Supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

#### 317.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Commander and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

- (a) Updating alerts
- (b) Canceling alerts
- (c) Ensuring all appropriate reports are completed
- (d) Preparing an after-action evaluation of the investigation to be forwarded to the Commander

### 317.4 AMBER ALERTS

The AMBER Alert Notification Plan is a tool for law enforcement to promptly notify the media of a confirmed abduction so the information can be broadcast to the public for assistance in locating the child and/or abductor.

#### 317.4.1 CRITERIA

An AMBER Alert should only be implemented when all of the following criteria are met (20 Ill. Adm. Code 1292.30):

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- (a) A confirmed abduction.
- (b) The child must be under the age of 16 or have a proven mental or physical disability.
- (c) The agency has a belief the child is in danger of serious bodily harm or death.
- (d) There is enough descriptive information about the child, abductor, and/or suspect's vehicle to believe an immediate broadcast alert will help.

#### 317.4.2 PROCEDURE

In the event a confirmed child abduction meeting the Illinois AMBER Alert criteria has occurred the following procedures designed to alert the media shall be followed:

- (a) Complete the Amber Alert Notification Plan form, notify the Illinois State Police Communication Center (SCC) (217) 786-6677, and fax the AMBER Fax Packet (217) 786-7191.
- (b) Include detailed information which could be helpful to the public in identifying the child.
- (c) Designate a department contact for the Illinois State Police (ISP) SCC (include a name and telephone number).
- (d) Designate a secondary number Public Information Officer (PIO) for media contacts.
- (e) Follow department policy regarding the actual investigation process involving any abducted/kidnapped child incident which takes place within this department's jurisdiction.
- (f) Disseminate necessary abduction information via a LEADS/NLETS message (sent ISPERN messages shall be coordinated through the ISP district of occurrence).
- (g) If a current portrait of the child is available, forward it electronically along with a copy of all abduction details/summaries to the ISP Clearinghouse for Missing and Exploited Children Manager ([ISPmissing@illinois.gov](mailto:ISPmissing@illinois.gov)).
- (h) The individual responsible for making notifications shall also consider the following resources as the circumstances dictate:
  - 1. Federal Bureau of Investigation (FBI Local Office).
  - 2. Prompt entry of information into the Missing Person System (LEADS/NCIC).
  - 3. National Center for Missing and Exploited Children (800) 843-5678 or [ojjdp.ojp.gov/programs/national-center-missing-and-exploited-children](http://ojjdp.ojp.gov/programs/national-center-missing-and-exploited-children).
- (i) The Investigation Unit investigator or other individual responsible for making notifications shall prepare and fax to the previously described locations, follow-up press releases with updates regarding the search and investigation, or immediately upon locating the abducted child.
- (j) The Investigation Unit investigator or other individual responsible for making notifications shall, immediately upon locating the abducted child, ensure that updated releases to all previous distributions are sent notifying of the recovery and cancellation of the missing alerts.

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#### **317.5 ENDANGERED MISSING PERSON ADVISORY**

The Endangered Missing Persons Advisory is a voluntary partnership between law enforcement and local media to notify the public about a missing and endangered person.

##### **317.5.1 CRITERIA**

The advisory is initiated by the department utilizing the criteria established in the definitions section of the Missing Persons Policy (50 ILCS 722/10).

##### **317.5.2 PROCEDURE**

Upon receipt of a missing person report and using the above criteria, the Investigation Unit investigator or other individual assigned to the investigation shall promptly determine if there is a basis to classify the missing person as high-risk and endangered and, following approval by a supervisor:

- (a) Immediately enter the missing person information, including any vehicle information, into the LEADS and the NCIC databases.
- (b) Complete the Endangered Missing Person Advisory Packet available at [silversearchillinois.org](http://silversearchillinois.org) and fax the completed form to the ISP Communications Center, (217) 786-7191.
- (c) If appropriate, coordinate an ISPERN message through the ISP District of occurrence.
- (d) Upload DNA profiles as determined by the ISP into the State DNA Index System and the National DNA Index System.
- (e) Submit relevant information to the FBI Violent Criminal Apprehension Program (ViCAP).
- (f) Notify department members to be on the lookout for the high-risk missing person and/or suspected abductor.
- (g) Follow department policy regarding missing persons reporting and documentation, required notifications, conduct of the investigation, and follow up investigation.
- (h) Immediately upon locating a missing high-risk individual, ensure that updated releases to all previous distributions are sent notifying of the recovery and cancellation of the missing advisory.

#### **317.6 CRIMES AGAINST POLICE OFFICERS ADVISORY**

The Crimes Against Police Officers Advisory provides a regional system for the rapid dissemination of information regarding a person who is suspected of committing or attempting to commit certain crimes against a peace officer (20 ILCS 2605/2605-600).

##### **317.6.1 CRITERIA**

A Crimes Against Police Officers Advisory may be initiated under the following circumstances (20 ILCS 2605/2605-600):

- (a) The Department believes that a suspect has committed one or more of the following offenses against a peace officer:

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1. First degree murder
  2. Second degree murder
  3. Involuntary manslaughter
  4. Reckless homicide
  5. Concealment of a homicidal death
- (b) The Department believes that the suspect may be a serious threat to the public.
- (c) Sufficient information is available to disseminate to the public that could assist in locating the suspect.

#### 317.6.2 PROCEDURE

The Illinois Department of State Police will be contacted with a request to initiate a Crimes Against Police Officers Advisory (20 ILCS 2605/2605-600).

## Social Services and Victim/Witness Assistance

### 318.1 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 policy 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/departement personnel of various victim/witness rights and available services.

### 318.2 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 policy.

### 318.3 DEFINITIONS

(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.

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(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.
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.

#### **318.4 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.

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- (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
  - 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.

#### **318.5 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



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- (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.
  - 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

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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 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.

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- (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
  - 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.

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- (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 - 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:

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- (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
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,
    - (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
    - (a) 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.

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#### *Social Services and Victim/Witness Assistance*

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- (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 - 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).

# Hate Crimes

## 319.1 PURPOSE AND SCOPE

This department recognizes and places a high priority on the rights of all individuals guaranteed under the Constitution and the laws of this state. When such rights are infringed upon by violence, threats or other harassment, this department will utilize all available resources to see that justice is served under the law. This policy provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

## 319.2 DEFINITIONS

Definitions related to this policy include:

**Hate crime** - A crime motivated by prejudice based on actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability of the victim. This includes creed, ancestry, citizenship, and immigration status (720 ILCS 5/12-7.1).

## 319.3 PREVENTING AND PREPARING FOR LIKELY HATE CRIMES

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for potential hate crimes by among other things:

- (a) Officers should make an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes to form and cooperate with prevention and response networks.
- (b) Accessing assistance by community and victim groups when necessary.
- (c) Providing victim assistance and follow-up as outlined below, including community follow-up.

## 319.4 PROCEDURE FOR INVESTIGATING HATE CRIMES

Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

- (a) Officer(s) will be promptly assigned to contact the victim, witness, or reporting party to investigate the matter further as circumstances may dictate.
- (b) A supervisor should be notified of the circumstances as soon as practical.
- (c) Once "in progress" aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of present suspects, etc.), the assigned officer(s) will take all reasonable steps to preserve available evidence that may tend to establish that a hate crime was involved.
- (d) The assigned officer(s) will interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.
- (e) Depending on the situation, the assigned officer(s) or supervisor may request additional assistance from detectives or other resources to further the investigation.

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#### *Hate Crimes*

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- (f) The assigned officer(s) will include all available evidence indicating the likelihood of a hate crime in the relevant report(s). All related reports will be clearly marked as "Hate Crimes" and, absent prior approval of a supervisor, will be completed and submitted by the assigned officer(s) before the end of the shift.
- (g) The assigned officer(s) will provide the victim(s) of any suspected hate crime with a brochure on hate crimes. Such brochures will also be available to members of the general public upon request. The assigned officer(s) should also make reasonable efforts to assist the victim(s) by providing available information on local assistance programs and organizations.
- (h) The assigned officer(s) and supervisor should take reasonable steps to ensure that any such situation does not escalate further (e.g., Possible Temporary Restraining Order through the State's Attorney or City Attorney).

#### **319.4.1 INVESTIGATION UNIT RESPONSIBILITY**

If a case is assigned to the Investigation Unit, the assigned detective will be responsible for following up on the reported hate crime as follows:

- (a) Coordinate further investigation with the State's Attorney and other appropriate law enforcement agencies, as appropriate. Federal law also prohibits discrimination-based acts and may be considered in addition to or in lieu of state law, depending on the circumstances (18 USC § 245).
- (b) Maintain contact with the victim and other involved individuals as needed.
- (c) Ensure that the Records Supervisor is provided with enough information to meet the reporting requirements of 50 ILCS 709/5-12.

#### **319.5 TRAINING**

All members of this department should receive training on hate crimes recognition and investigation.



# Standards of Conduct

## **320.1 PURPOSE AND SCOPE**

This policy establishes standards of conduct that are consistent with the values and mission of the Park Ridge Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

## **320.2 POLICY**

The continued employment or appointment of every member of the Park Ridge Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

## **320.3 DIRECTIVES AND ORDERS**

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

### **320.3.1 UNLAWFUL OR CONFLICTING ORDERS**

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

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The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

#### **320.3.2 SUPERVISOR RESPONSIBILITIES**

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

#### **320.4 GENERAL STANDARDS**

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Illinois constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

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.

#### **320.5 CAUSES FOR DISCIPLINE**

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.

##### **320.5.1 LAWS, RULES AND ORDERS**

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.

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- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

#### 320.5.2 ETHICS

- (a) Using or disclosing one's status as a member of the Park Ridge Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, department logos, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

#### 320.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

#### 320.5.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on duty or through the use of one's official capacity.
- (b) Engaging in on duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

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- (e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

#### 320.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without a reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without a reasonable excuse.
- (e) Failure to report to the member's supervisor, or the ranking supervisor on duty, as appropriate, at the beginning of tour of duty.
- (f) Failure to report to the member's supervisor, or to the ranking supervisor on duty, as appropriate, prior to terminating a tour of duty.
- (g) Signing in or out for a duty/work assignment for someone else, or otherwise indicating the attendance or presence of another.

#### 320.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.
- (b) Disclosing active or protected investigation information to any unauthorized person.
- (c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

#### 320.5.7 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.

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- (c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.
- (f) Failure to notify the Department of Human Resources of changes relevant to personal information (e.g., information associated with benefits determination) in a timely fashion.

#### 320.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
  - 1. While on department premises.
  - 2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
  - 3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:
  - 1. Unauthorized attendance while on-duty at official legislative or political sessions.
  - 2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except

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as expressly authorized by City policy, the collective bargaining agreement, or the Chief of Police.

- (h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the collective bargaining agreement, or the Chief of Police.
- (i) Any act on- or off-duty that brings discredit to this department.

#### 320.5.9 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in horseplay that reasonably could result in injury or property damage.
- (f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.
- (g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
- (h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
- (i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- (k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement or contract to include fraud in securing the appointment or hire.
- (l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.
- (m) Making inappropriate statements or promises regarding bonds to any person in custody.
- (n) Giving an opinion as to fine or penalty.
- (o) Refusing to correctly or promptly give star number and/or name when requested by other members or private citizens.

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- (p) 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.
- (q) Giving another employee's address or home telephone number to anyone other than authorized employees of the department.
- (r) Giving the names and/or addresses of complainants to citizens requesting such information.
- (s) No sign, bulletin, poster or other form of written communication may be placed or posted throughout the building unless authorized through the Chief of Police.
- (t) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

#### 320.5.10 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.
- (e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.
- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic crash.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but no later than the end of the tour of duty.

#### 320.5.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance or driving.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

# City of Park Ridge Computer, Internet and Electronic Mail Policy

## 321.1 PURPOSE AND SCOPE

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.

### 321.1.1 DEFINITIONS

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.



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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.

#### **321.2 POLICY**

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/her 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/her own, shall report this to his supervisor immediately. The supervisor will then notify the Information Technology Department.

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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

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#### *City of Park Ridge Computer, Internet and Electronic Mail Policy*

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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.

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#### *City of Park Ridge Computer, Internet and Electronic Mail Policy*

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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 business like, 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.

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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.

#### **321.3 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.

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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.

#### **321.4 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.

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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

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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.

#### **321.5 ACCOUNTABILITY**

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.



## Report Preparation

### **322.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidance to those members of the Department who complete investigations and reports as a part of their duties.

### **322.2 POLICY**

It is the policy of the Park Ridge Police Department that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member's memory and shall provide enough detail for follow-up investigation and successful prosecution.

### **322.3 EXPEDITIOUS REPORTING**

Incomplete reports, unorganized reports, or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

### **322.4 REPORT PREPARATION**

Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be held.

All reports shall accurately reflect the identity of the persons involved; all pertinent information seen, heard, or assimilated by any other sense; and any actions taken. Members shall not suppress, conceal, or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member's opinions should not be included in reports unless specifically identified as such.

#### **322.4.1 HANDWRITTEN OR TYPED REPORTS**

County, state, and federal agency forms may be block printed unless the requirement for typing is apparent. Supervisors may require block printing or typing of reports of any nature for department consistency.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting member will be required by the reviewing supervisor to promptly make corrections and resubmit the report.

In general, the narrative portion of reports where an arrest is made or when there is a long narrative should be typed or dictated. Members who dictate reports shall use appropriate grammar, as the content is not the responsibility of the typist.

Members who generate reports on computers are subject to all requirements of this policy.

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### **322.5 REQUIRED REPORTING**

In all of the following situations, members shall complete reports using the appropriate department-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if the member deems it necessary or as directed by a supervisor.

#### **322.5.1 CRIMINAL ACTIVITY**

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

- (a) All arrests.
- (b) All felony crimes.
- (c) Non-felony incidents involving threats or stalking behavior.
- (d) Situations covered by separate policy. These include:
  - (a) Response to Resistance.
  - (b) Domestic Violence Policy.
  - (c) Child Abuse Policy.
  - (d) Adult Abuse Policy.
  - (e) Hate Crimes Policy.
  - (f) Suspicious Activity Reporting Policy.
- (e) All misdemeanor crimes where the victim desires a report.

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., a dispatch log).

#### **322.5.2 NON-CRIMINAL ACTIVITY**

Non-criminal activity to be documented includes:

- (a) Any found property or found evidence.
- (b) All protective custody and welfare detentions.
- (c) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy).
- (d) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
- (e) Suspicious incidents that may place the public or others at risk.
- (f) Any use of force against any person by a member of this department (see the Use of Force Policy).

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- (g) Any firearm discharge (see the Firearms Policy).
- (h) Any time an officer points a firearm at any person.
- (i) Any traffic crashes above the minimum reporting level (see the Traffic Crash Reporting Policy).
- (j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor.

#### 322.5.3 DEATHS

Death investigations require specific investigation methods, depending on circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

- (a) Unattended deaths (no physician or qualified hospice care in the 20 days preceding death)
- (b) Sudden, accidental, or suspicious deaths
- (c) Suicides
- (d) Homicide or suspected homicide
- (e) Found dead bodies or body parts

#### 322.5.4 CITY PERSONNEL OR PROPERTY

Incidents involving City personnel or property shall require a report when:

- An injury occurs as the result of an act of a City employee or on City property.
- There is damage to City property or equipment.

#### 322.5.5 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

- (a) The injury is a result of drug overdose.
- (b) There is an attempted suicide.
- (c) The injury is major or serious, and potentially fatal.
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

#### 322.5.6 ALTERNATE REPORTING FOR VICTIMS

Reports that may be submitted by the public via online or other self-completed reporting processes include:

- (a) Lost property.
- (b) Misdemeanor thefts of property, other than firearms or materials threatening to public safety, when there is no suspect information or serial number or ability to trace the item.

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1. Misdemeanor thefts of cellular telephones may be reported even though they have a serial number.
  - (c) Misdemeanor vandalism with no suspect information and no hate crime implications.
  - (d) Vehicle burglaries with no suspect information or evidence.
  - (e) Stolen vehicle attempts with no suspect information or evidence.
  - (f) Annoying telephone calls with no suspect information.
  - (g) Identity theft without an identifiable suspect.
  - (h) Online or email fraud solicitations without an identifiable suspect and if the financial loss classifies the crime as a misdemeanor.
  - (i) Hit-and-run vehicle crashes with no suspect or suspect vehicle.
  - (j) Supplemental property lists.

Members at the scene of one of the above incidents should not refer the reporting party to an alternate means of reporting without authorization from a supervisor. Members may refer victims to online victim assistance programs (e.g., Federal Communications Commission (FCC) website for identity theft; the Internet Crime Complaint Center (IC3) website for computer crimes).

#### 322.5.7 STOLEN VEHICLE REPORTS

All incidents involving the theft or recovery of any stolen or converted vehicle shall be reported as soon as practicable to the Illinois State Police as provided in 625 ILCS 5/4-107.

#### 322.6 REVIEW AND CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete a correction form stating the reasons for rejection.

The original report and the correction form should be returned to the reporting member for correction as soon as practicable. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

#### 322.6.1 CHANGES AND ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Bureau for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Bureau may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor.

#### 322.7 DISPOSITION CODES

Agency ID	Disposition Code	Description
PR	CC	CANCELLED BY COMPLAINANT
PR	CS	CANCELLED BY POLICE SUPERVISOR
PR	D1	D1 - ADVICE GIVEN
PR	D10	D10 - NO REPORT

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PR	D11	D11 - NO SUCH ADDRESS
PR	D12	D12 - NOTIFICATION MADE
PR	D13	D13 - PARKING TICKET ISSUED
PR	D14	D14 - PEACE RESTORED
PR	D15	D15 - PREMICE SECURE
PR	D16	D16 - REPORT ON FILE
PR	D17	D17 - SECURITY WATCH CANCELLATION
PR	D18	D18 - SENT ON WAY
PR	D19	D19 - SETTLED AMONGST PARTIES
PR	D2	D2 - ARREST
PR	D20	D20 - TOT OTHER AGENCY
PR	D21	D21 - TRAFFIC CITATION ISSUED
PR	D22	D22 - TRANSPORTED TO HOSPITAL
PR	D23	D23 - UNFOUNDED
PR	D24	D24 - UNABLE TO LOCATE
PR	D25	D25 - VERBAL WARNING
PR	D26	D26 - WRITTEN WARNING
PR	D27	D27 - LIQUOR ESTABLISHMENT
PR	D28	D28 - DIRECTED PATROL
PR	D3	D3 - ASSIST CITIZEN
PR	D4	D4 - CHILD PLAYING WITH PHONE
PR	D5	D5 - CIVIL MATTER
PR	D6	D6 - GOA
PR	D7	D7 - HOUSE WATCH CANCELLATION
PR	D8	D8 - MISDIAL
PR	D9	D9 - NO POLICE SERVICE
PR	DUP	DUPLICATE
PR	ERR	ERROR
PR	FD	FIRE DEPARTMENT HANDLED
PR	HOA	HANDLED BY OTHER AGENCY
PR	INFO	INFORMATION TO READ OVER RADIO
PR	LMOR	MATTER OF RECORD
PR	ROB	READ OVER BAND

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PR	TEST	TEST CASE REPORT GENERATED
PR	TX	TX - PHONE REPORT COMPLETED

## Media Relations

### 323.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

### 323.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police, however, in situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, the Deputy Chief, Executive Officer, Commanders, Shift Supervisors and designated Public Information Officer(s), may prepare and release information to the media in accordance with this policy and the applicable law.

#### 323.2.1 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the designated department media representative, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

- (a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from a supervisor or the designated department media representative.
- (b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.
- (c) Under no circumstance should any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.

### 323.3 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Department will maintain a daily information log of significant law enforcement activities that shall be made available, upon request, to media representatives through the Shift Supervisor. This log will generally contain the following information:

- (a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.
- (b) The date, time, location, case number, name, birth date and charges for each person arrested by this department unless the release of such information would endanger

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#### *Media Relations*

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the safety of any individual or jeopardize the successful completion of any ongoing investigation.

- (c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law.

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Coroner's Office.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the custodian of records, or if unavailable, to the Shift Supervisor. Such requests will generally be processed in accordance with the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1, et seq.).

#### **323.3.1 RESTRICTED INFORMATION**

It shall be the responsibility of the authorized member dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department (see the Records Maintenance and Release and Peace Officer Personnel Files policies) (5 ILCS 140/1, et seq.). When in doubt, authorized and available legal counsel should be obtained.



## Subpoenas and Court Appearances

### 324.1 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.

### 324.2 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.

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##### **324.3 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/she will:
  - 1. Assign his/her next scheduled court date on citations or choose an appropriate court key to assign cases and mark citations appropriately.
  - 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/her immediate supervisor or the on-duty watch supervisor and request to 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.

##### **324.4 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/her 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 policies will be followed concerning sick time and its usage.

##### **324.5 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.

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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.

#### **324.6 ACCEPTANCE OF SUBPOENAS**

- (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 as directed in *Distribution of Subpoenas* (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.
- (b) If a member questions the validity or relevance of the subpoena, he/she will accept it and discuss the matter with his/her immediate supervisor as soon as possible.

#### **324.7 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

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#### *Subpoenas and Court Appearances*

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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.

#### **324.8 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.

## Mutual Aid and Additional Staffing Resources

### 325.1 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.

### 325.2 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/her 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.

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#### *Mutual Aid and Additional Staffing Resources*

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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 staging shortage within the city, the watch supervisor is authorized to make up the shortages through hire-backs.

### **325.3 NIPAS**

- (a) NIPAS is a disaster-oriented mutual-aid system operating 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.
- (b) NIPAS functions to:
  1. Provide immediate extra police officers and equipment at the scene of major disasters.
  2. Provide for an automatic and systematic response of personnel teams.
  3. Provide for contractual responsibilities and liabilities.
  4. Provide broad area coverage.
  5. Foster a cooperative spirit for further disaster planning.
  6. 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.

### **325.4 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

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#### *Mutual Aid and Additional Staffing Resources*

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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:
1. Alarm Number. A number which identifies a specific police alarm assignment.
  2. Municipality Name and Phone Number. The name and phone number of the municipality for which the police alarm card was developed.
  3. Staging Area Location. The name and street address of the personnel and equipment staging-area assigned to a specific alarm number.
  4. Directions to the Staging Area. This section of the police alarm card is completed by each "aiding" municipality due to respond to an alarm. It contains specific and individualized street directions to the staging area from the aiding community.
  5. 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:
    - (a) Plan One brings 5 officers, 5 vehicles;
    - (b) Plan Two brings 10 officers, 10 vehicles;
    - (c) Plan Three brings 15 officers, 15 vehicles;
    - (d) Plan Four brings 20 officers, 20 vehicles;
    - (e) Plan Five brings 25 officers, 25 vehicles.
  6. 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.

### **325.5 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

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#### *Mutual Aid and Additional Staffing Resources*

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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.

#### **325.6 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 and provide the following information.
  - 1. Name of requesting department;
  - 2. Alarm number requested;
  - 3. Police-alarm-plan level requested;
  - 4. Nature of the incident;
  - 5. 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.

#### **325.7 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.



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#### *Mutual Aid and Additional Staffing Resources*

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- (c) The staging area supervisor will coordinate activities with the command post. (Refer to the Disaster Plan).
- (d) Some suggested uses of mutual-aid personnel are:
  - 1. Care and aid to the injured;
  - 2. Search and rescue operations;
  - 3. Evacuation;
  - 4. Traffic and crowd control;
  - 5. 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.

#### **325.8 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.

#### **325.9 NIPAS MANUALS**

- (a) The Department has 4 NIPAS manuals. These manuals are assigned to the following locations:
  - 1. Manual 1. Post One;
  - 2. Manual 2. Patrol Shift Commander's Office;
  - 3. Manual 3. Deputy Chief of Field Operations;
  - 4. 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.

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#### *Mutual Aid and Additional Staffing Resources*

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##### **325.10 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.

##### **325.11 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.

##### **325.12 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.

## Sex Offender Information

### 326.1 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.

#### 326.1.1 DEFINITIONS

- (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.

### 326.2 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.

### 326.3 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

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#### *Sex Offender Information*

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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.
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.

#### **326.4 PROCEDURES FOR OFFICERS**

##### Street Contact with Sex Offenders

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#### *Sex Offender Information*

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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:

- (a) Sex offender is registered
  1. The officer will complete a Field Contact form
  2. Contact forms will be forwarded to Post One, and
  3. A LEADS add on will be made following LEADS guidelines.
  4. Field Contact forms will then be forwarded to the Deputy Chief of Field Operations
- (b) Sex offender is not registered as required
  1. The officer or Post One personnel will contact the Illinois State Police and confirm the non-compliance.
  2. 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.
  3. If the subject is arrested, the following procedure should be followed:
    - (a) The subject should be taken into custody as per Department procedure,
    - (b) The proper reports will be completed with the subject's information, charges, bond, etc., and
    - (c) A copy of the reports will be forwarded to the Investigative Division for follow up.
  4. If the subject is not arrested, the following procedure should be followed:
    - (a) The officer will complete an incident report,
    - (b) The officer will advise the offender he must register with the proper police agency,
    - (c) The officer should note in his report that the subject was told that he must register, and
    - (d) 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.
- (c) Sex offender has not been notified to register
  1. The officer will advise the subject of his duty to register with the proper police agency.
  2. The officer will complete an incident report indicating the subject has been advised of his duty to register.

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#### *Sex Offender Information*

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3. The officer will ensure that a LEADS add on will be entered to include the following:
  - (a) Name, sex, and date of birth and current address of the subject,
  - (b) Vehicle description including registration information,
  - (c) Location of contact with subject, and
  - (d) An indication that subject was advised to register.
4. 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.

#### **Contact Person**

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.

All files and logs will be the responsibility of the Deputy Chief of Field Operations and/or his designee.

#### **326.5 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.
- (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.

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#### *Sex Offender Information*

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- (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.

# Major Incident Notification

## 327.1 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.

## 327.2 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.



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#### *Major Incident Notification*

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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 in nature
8. When in doubt, call.

#### **327.3 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.

#### **327.4 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.

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#### *Major Incident Notification*

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- (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.

## Death Investigation

### 328.1 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.

### 328.2 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.

### 328.3 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.

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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 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.

#### **328.4 NOTIFYING MEDICAL EXAMINER**

Prior to moving a deceased person, the Medical Examiner must be notified.

##### Medical Examiner

(a) The Medical Examiner will be notified under the following circumstances:

1. All homicides, suspicion of homicide, or when death is apparently due to a criminal act or criminal negligence.
2. All suicides or suspicion of suicide.
3. All deaths due to violence, accidents, or disasters.
4. Death due to poison or suspicion of poisoning.
5. All deaths that occur in police custody, or jail.
6. Deaths that occur during therapeutic or medical procedures (including any form of therapy by any licensed or unlicensed practitioner).
7. Deaths occurring in unknown, unnatural or suspicious circumstances.
8. Sudden and unexpected deaths not apparently related to a previously known illness or disorder.

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#### Death Investigation

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9. 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).
- (b) 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.
- (c) 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.

#### Information Provided to the Medical Examiner

- (a) When calling the Medical Examiner, the officer shall be prepared to give the following information:
  1. Name, age, and address of deceased.
  2. Place where the body was found and place where the accident, injury, etc. occurred if different from the place where the body was found.
  3. Name and address of any witness to the injury or attack.
  4. Name and address of any witness to the death.
  5. Name and address of the person finding the body and time when the body was found.
  6. Name and address of the last person to see the deceased alive and when the deceased was last seen alive.
  7. Name, address, and telephone number of the next-of-kin.
  8. Name, rank, and agency of the officer calling, and report number.

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:

- (a) The name of the Medical Examiner concurring with the private physician's decision to accept responsibility, and
- (b) The Medical Examiner's case number (if one is assigned).

#### Hospice death cases

- (a) 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.

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- (b) 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.

#### Advocate Lutheran General Hospital deaths

- (a) 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 (d) below for jurisdiction.
- (b) 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.
- (c) 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.
- (d) 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:
  - 1. 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.
  - 2. If this information is determined after an officer is assigned the call, the officer will ensure that notification is made to the appropriate jurisdiction.

#### Pronouncements

- (a) The Medical Examiner of Cook County has authorized his/her investigators to make 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.
- (b) If preliminary indications appear that the death is natural or non-criminal in nature, the following guidelines shall be followed:
  - 1. 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.
  - 2. The reporting officer will then investigate the circumstances surrounding the death and examine the deceased body.
  - 3. If nothing unusual is noted, the officer will then contact the Medical Examiner's Office for authorization to remove the body.

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- (c) 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.
- (d) 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.

#### **328.5 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 329.6 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.

#### **328.6 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.
- (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

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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.

#### **328.7 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.



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##### **328.8 SPECIMEN SUBMISSION**

As soon as possible, but no later than 30 days after receipt of any blood, buccal or tissue specimen from the Medical Examiner, the Investigations Bureau Commander shall ensure the specimen and department case number is submitted to an approved National DNA Index System (NDIS) participating laboratory within this state for analysis and categorizing into genetic marker groupings and that the results are submitted to the Illinois State Police (55 ILCS 5/3-3013).

##### **328.9 UNUSED MEDICATIONS**

If an officer collects any unused prescription medication at the scene of a death investigation, the officer shall (210 ILCS 150/18(g)):

- (a) Document the number or amount of medication to be disposed of.
- (b) If the medication is collected as evidence, photograph the unused medication and its container or packaging, if available, and include the photograph and documentation with the report.

##### **328.10 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
- (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.

##### **328.11 DEATH REPORT**

All incidents involving a death shall be documented on the appropriate form.

# Identity Theft

## 329.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

## 329.2 REPORTING

- (a) In an effort to maintain uniformity in reporting, officers presented with the crime of identity theft shall initiate a report for victims residing within the jurisdiction of this department (720 ILCS 5/16-35). For incidents of identity theft occurring outside this jurisdiction, officers should observe the following:
  - 1. For any victim not residing within this jurisdiction, the officer may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he/she resides.
- (b) Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).
- (c) Officers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus and U.S. Postal Service with all known report numbers).
- (d) Following supervisory review and departmental processing, the initial report should be forwarded to the appropriate detective for follow up investigation, coordination with other agencies and prosecution as circumstances dictate.

## 329.3 VICTIM ASSISTANCE

- (a) Officers should provide all victims of identity theft with the Attorney General's Identity Theft Resource Guide.
- (b) In a case where another person has been arrested, cited or charged in the victim's name, where a criminal complaint was filed against a perpetrator in the victim's name or where the victim's name has been mistakenly associated with a criminal conviction, the reporting officer should inform the victim of identity theft of his/her right to obtain an expedited judicial determination of factual innocence (720 ILCS 5/16-35(b)).
- (c) The victim will be instructed on how to obtain a copy for their records pursuant to the regulations under the Freedom of Information Act.

## 329.4 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.

## Limited English Proficiency Services

### 330.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

#### 330.1.1 DEFINITIONS

Definitions related to this policy include:

**Authorized interpreter** - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

**Interpret or interpretation** - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

**Limited English proficient (LEP)** - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

**Qualified bilingual member** - A member of the Park Ridge Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

**Translate or translation** - The replacement of written text from one language (source language) into an equivalent written text (target language).

### 330.2 POLICY

It is the policy of the Park Ridge Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

### 330.3 LEP COORDINATOR

The Chief of Police shall delegate certain responsibilities to an LEP Coordinator, to his/her Administrative Assistant. The LEP Coordinator shall be appointed by, and directly responsible to, the Chief of Police.

The responsibilities of the LEP Coordinator include, but are not limited to:

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- (a) Coordinating and implementing all aspects of the Park Ridge Police Department's LEP services to LEP individuals.
- (b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.
- (c) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Shift Supervisor and Dispatch Supervisor. The list should include information regarding the following:
  - 1. Languages spoken
  - 2. Contact information
  - 3. Availability
- (d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.
- (e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.
- (f) Annually assessing demographic data and other resources, including contracted language services utilization data and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.
- (g) Identifying standards and assessments to be used by the Department to qualify individuals as qualified bilingual members or authorized interpreters.
- (h) Periodically reviewing efforts of the Department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, new procedures or recommending modifications to this policy.
- (i) Receiving and responding to complaints regarding department LEP services.
- (j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

#### **330.4 TYPES OF LEP ASSISTANCE AVAILABLE**

Park Ridge Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

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Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

#### **330.5 WRITTEN FORMS AND GUIDELINES**

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP Coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

#### **330.6 AUDIO RECORDINGS**

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

#### **330.7 QUALIFIED BILINGUAL MEMBERS**

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this department is not available, personnel from other City departments, who have been identified by the Department as having the requisite skills and competence, may be requested.

#### **330.8 AUTHORIZED INTERPRETERS**

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP Coordinator which demonstrates that their skills and abilities include:

- (a) The competence and ability to communicate information accurately in both English and in the target language.
- (b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.

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- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (d) Knowledge of the ethical issues involved when acting as a language conduit.

#### **330.8.1 SOURCES OF AUTHORIZED INTERPRETERS**

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other City departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

#### **330.8.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE**

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

#### **330.9 CONTACT AND REPORTING**

While all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

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Whenever any member of this department is required to complete a report or other documentation and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

### **330.10 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE**

The Park Ridge Police Department will take reasonable steps and will work with the Department of Human Resources to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

#### **330.10.1 EMERGENCY CALLS TO 9-1-1**

Department members will make every reasonable effort to promptly accommodate LEP individuals utilizing 9-1-1 lines. When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in Cook County 911 Center, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller's language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.

Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

While 9-1-1 calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

### **330.11 FIELD ENFORCEMENT**

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

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### **330.12 INVESTIGATIVE FIELD INTERVIEWS**

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

### **330.13 CUSTODIAL INTERROGATIONS**

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

### **330.14 BOOKINGS**

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.



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##### **330.15 COMPLAINTS**

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

# Communications with Persons with Disabilities

## 331.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

### 331.1.1 DEFINITIONS

Definitions related to this policy include:

**Auxiliary aids** - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

**Disability or impairment** - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

**Qualified interpreter** - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters. Qualified interpreters shall have a valid Illinois license to practice interpreting for the deaf (225 ILCS 443/15), unless they are exempt under 225 ILCS 443/25.

## 331.2 POLICY

It is the policy of the Park Ridge Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

## 331.3 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

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The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Park Ridge Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

#### **331.4 TYPES OF ASSISTANCE AVAILABLE**

Park Ridge Police Department members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

#### **331.5 TTY AND RELAY SERVICES**

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

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Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

#### **331.6 REPORTING**

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

#### **331.7 FIELD ENFORCEMENT**

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

##### **331.7.1 FIELD RESOURCES**

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

- (a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.
- (b) Exchange of written notes or communications.

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#### *Communications with Persons with Disabilities*

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- (c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.
- (d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
- (e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

#### **331.8 CUSTODIAL INTERROGATIONS**

In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

#### **331.9 ARRESTS AND BOOKINGS**

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee's health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

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#### *Communications with Persons with Disabilities*

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##### **331.10 COMPLAINTS**

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the department ADA Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Department.

## Chaplain/Clergy Team Program

### 332.1 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.

### 332.2 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).

### 332.3 PROCEDURES

- (a) The police chaplain is not a law enforcement officer but a person of God, duly ordained. Chaplain responsibilities are to assist all officers, their families, and community members, upon request on matters within the chaplain's realm. Chaplains shall not in any way interfere with an officer in the performance of his/her duties.
- (b) The police chaplains are assigned to the Chief, under the supervision of the Deputy Chief of Administration. Chaplains are authorized to visit the agency and have access to all buildings and scenes where the presence of police officers necessitates need for their services.
- (c) Police chaplains shall carry on their person the identification card issued by the department. Chaplains, when on duty, shall prominently display the proper department identification, be courteous, and conduct themselves in a manner commensurate with their 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.

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#### *Chaplain/Clergy Team Program*

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- (e) 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.
- (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 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;
  - 4. Debriefing and stress management with department members as a follow-up to critical incident situations.

#### **332.4 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.



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#### *Chaplain/Clergy Team Program*

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- (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.
- (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.

#### **332.5 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.

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#### *Chaplain/Clergy Team Program*

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- (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.

#### **332.6 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
    - (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.

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#### *Chaplain/Clergy Team Program*

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#### **332.7 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.

#### **332.8 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.  
Information may only be released in accordance with departmental policies and procedures and not to violate religious canons of confidentiality.
- (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 serving in an official roll, should refuse personal gifts, favors or gratuities, large or small, which the public could interpret as being offered to influence others.

#### **332.9 INCIDENT REPORT FORM**

When a chaplain is called for service, an incident report form will be completed and forwarded to the Chief's office.

## Child and Dependent Adult Safety

### 333.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

### 333.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Park Ridge Police Department will endeavor to create a strong cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

### 333.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, the officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

- (a) Inquire about and confirm the location of any children or dependent adults.
- (b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
- (c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

The officer shall assist the arrestee in the placement of the children or dependent adult with a relative or other responsible person designated by the arrestee. If the officer has reasonable cause to believe that a child may be a neglected child as defined in the Abused and Neglected Child Reporting Act, he/she shall report it immediately to the Department of Children and Family Services (725 ILCS 5/107-2(2)).

Whenever reasonably possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent

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#### *Child and Dependent Adult Safety*

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or caregiver suggests this conversation would be non-productive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

##### 333.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

- (a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
  - 1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.
- (b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
  - 1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.
- (c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.
- (d) Notify the Illinois Department of Children and Family Services, if appropriate.
- (e) Notify the field supervisor or Shift Supervisor of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

##### 333.3.2 DURING THE BOOKING PROCESS

During the booking process the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any

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#### *Child and Dependent Adult Safety*

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child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law.

If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

#### **333.3.3 REPORTING**

- (a) For all arrests where children are present or living in the household, the reporting employee will document the following information:
  - 1. Name
  - 2. Sex
  - 3. Age
  - 4. Special needs (e.g., medical, mental health)
  - 5. How, where and with whom or which agency the child was placed
  - 6. Identities and contact information for other potential caregivers
  - 7. Notifications made to other adults (e.g., schools, relatives)
- (b) For all arrests where dependent adults are present or living in the household, the reporting employee will document the following information:
  - 1. Name
  - 2. Sex
  - 3. Age
  - 4. Whether he/she reasonably appears able to care for him/herself
  - 5. Disposition or placement information if he/she is unable to care for him/herself

#### **333.3.4 SUPPORT AND COUNSELING REFERRAL**

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

#### **333.4 DEPENDENT WELFARE SERVICES**

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked patrol car or taken into formal protective custody.

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#### *Child and Dependent Adult Safety*

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Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

#### **333.5 TRAINING**

The Administrative Services Supervisor is responsible to ensure that all personnel of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

## Service Animals

### 334.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

#### 334.1.1 DEFINITIONS

Definitions related to this policy include:

**Service animal** - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, the horse is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i); 720 ILCS 5/48-8).

Service animal also includes any animal that is trained in obedience and task skills to meet the needs of a person with a disability or that is trained or being trained as a hearing animal, a guide animal, an assistance animal, a seizure alert animal, a mobility animal, a psychiatric service animal, an autism service animal, or an animal trained for any other physical, mental or intellectual disability (510 ILCS 70/2.01c; 720 ILCS 5/48-8).

### 334.2 POLICY

It is the policy of the Park Ridge Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

### 334.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.



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#### *Service Animals*

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- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or to follow daily routines.

#### **334.4 MEMBER RESPONSIBILITIES**

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed (720 ILCS 5/48-8; 775 ILCS 30/3). Department members are expected to treat individuals with service animals with the same courtesy and respect that the Park Ridge Police Department affords to all members of the public (28 CFR 35.136).

##### **334.4.1 INQUIRY**

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

##### **334.4.2 CONTACT**

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

##### **334.4.3 REMOVAL**

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.

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#### *Service Animals*

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##### 334.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

# Abandoned Newborn Infant Protection

## 335.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper managing of incidents of newborn infant abandonment according to the Abandoned Newborn Infant Protection Act (325 ILCS 2/10).

## 335.2 ACCEPTANCE

Officers must accept a newborn infant relinquished at the Department (325 ILCS 2/20 (c)). The State of Illinois defines a newborn infant as a child who a licensed physician reasonably believes is 30 days old or less at the time the child is initially relinquished (325 ILCS 2/10). Although a person relinquishing a newborn infant retains the right to limited immunity and anonymity, officers should request the person's personal information. Absent any other information, officers should attempt to obtain any known medical information about the newborn infant. Any information obtained should be documented in the report and, if appropriate, transmitted to the hospital or medical facility to which the newborn infant is taken.

If there is no evidence of abuse or neglect of the newborn infant, the relinquishing person has the right to remain anonymous and leave the premises at any time without being pursued or followed. The act of relinquishing a newborn infant does not, in and of itself, constitute a basis for a finding of abuse, neglect or abandonment. If there is suspected abuse or neglect that is not based solely on the newborn infant's relinquishment, the relinquishing person no longer has the right to remain anonymous (325 ILCS 2/30).

## 335.3 MEDICAL CONSIDERATIONS

After accepting a relinquished newborn infant the officer will request paramedics for a medical evaluation and transportation to the nearest hospital (325 ILCS 2/20 (c)). If the infant is not being transported by the paramedics, the officer will see that transportation of the infant to the nearest hospital is accomplished as soon as transportation can be arranged. Newborn infants will not be transported in a department vehicle equipped with a prisoner screen or in any department vehicle without the appropriate child safety restraint and/or which does not allow for the proper placement of such child safety restraint.

## 335.4 NOTICE TO RELINQUISHING PERSON

When accepting a newborn infant, officers will offer the relinquishing person an information packet prepared and maintained by the Department for this purpose (325 ILCS 2/35). If possible, the employee will also inform the relinquishing person of the following:

- His/her acceptance of the information is completely voluntary.
- Registration with the Illinois Adoption Registry and Medical Information Exchange is voluntary.
- He/she will remain anonymous if they complete a Denial of Information Exchange.
- He/she has the option to provide medical information only and still remain anonymous.

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#### *Abandoned Newborn Infant Protection*

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- By relinquishing the child anonymously, he/she will have to petition the court of jurisdiction if he/she desires to prevent the termination of parental rights and regain custody of the child.

#### [Save-Abandoned-Babies-Brochure-Packet-English](#)

##### **335.4.1 SUPERVISOR NOTIFICATION**

When accepting a newborn infant, officers will notify their immediate supervisor as soon as practical.

##### **335.4.2 DOCUMENTATION**

When accepting a newborn infant, officers will generate a report and document all pertinent information.

##### **335.5 RIGHT OF PARENT TO RETURN**

If the parent of a relinquished newborn infant returns to reclaim the infant within 72 hours after relinquishing the infant at the Department, an officer must inform the parent of the name and location of the hospital where the infant was transported (325 ILCS 2/20 (c)).

##### **335.6 INFORMATION DISCLOSURE**

Employees will not publicly disclose any information concerning the relinquishment of a newborn infant and the individuals involved, except as otherwise provided by law (325 ILCS 2/37).

##### **335.7 INVESTIGATIVE RESPONSIBILITIES**

Neither a child protective investigation nor a criminal investigation should be initiated solely because a newborn infant is relinquished (325 ILCS 2/25 (c)).

After accepting a newborn infant, or upon being contacted to assist in regards to a newborn infant relinquished elsewhere, the handling employee should take the necessary steps to ensure that the infant is not a missing child.

If there is suspected child abuse or neglect that is not based solely on the newborn infant's relinquishment, as mandated reporters under the Abused and Neglected Child Reporting Act officers shall report their observations (325 ILCS 2/25(b)). In this instance, officers shall begin their criminal investigation.

##### **335.8 REQUIRED SIGNAGE**

The Executive Officer will ensure that an appropriate sign is posted in a conspicuous place on the exterior of the police facility informing persons that a newborn infant may be relinquished at the facility. The sign and its placement will comply with the prescribed specifications to ensure statewide uniformity (325 ILCS 2/22).

## Volunteer Program

### 336.1 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.

#### 336.1.1 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.

### 336.2 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

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- 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

#### **336.3 RECRUITING**

Volunteers will be recruited on a continuous basis. All recruitment will be consistent with the Department's policy on equal opportunity non-discriminatory employment. A primary qualification for participation in the application process shall be an interest in, and the ability to, assist the Department in serving the public.

#### **336.4 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

#### **336.5 SELECTION AND PLACEMENT**

- (a) Upon their selection, applicants shall receive a confirmation letter prior to the start of service.
- (b) All volunteers shall be required to sign a volunteer agreement.
- (c) Volunteers shall be placed only in job assignments or programs that are consistent with the knowledge, skills, abilities, and needs of the agency.

#### **336.6 TRAINING**

- (a) 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.
- (b) Volunteers shall receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position.
- (c) Volunteers shall receive periodic ongoing training as deemed appropriate by their supervisor or the Coordinator of Volunteers.
- (d) 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.

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- (e) All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the department.

#### **336.7 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

#### **336.8 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.

#### **336.9 CONFIDENTIALITY**

- (a) With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor 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.

#### **336.10 PROPERTY AND 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.

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##### **336.11 DISCIPLINARY PROCEDURES/TERMINATION**

A volunteer may be removed from the volunteer program at the discretion of the Chief of Police or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing which shall be limited to a single appearance before the Chief of Police or authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

##### **336.12 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.

##### **336.13 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.

##### **336.14 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.

##### **336.15 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.

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- (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.

#### **336.16 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.

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- (c) No member of the PRVC is authorized to wear or display on their clothing the official patches of the Park Ridge Police Department.

## Off-Duty Law Enforcement Actions

### 337.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Park Ridge Police Department with respect to taking law enforcement action while off-duty.

### 337.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

### 337.3 FIREARMS

Officers of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the Firearms Policy. When carrying firearms while off-duty officers shall also carry their department-issued badge and identification.

Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any officer who has consumed an amount of an alcoholic beverage or taken any drugs or medication or any combination thereof that would tend to adversely affect the officer's senses or judgment.

### 337.4 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

- (a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
- (b) The inability to communicate with responding units.
- (c) The lack of equipment, such as handcuffs, OC or baton.

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- (d) The lack of cover.
- (e) The potential for increased risk to bystanders if the off-duty officer were to intervene.
- (f) Unfamiliarity with the surroundings.
- (g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

#### **337.4.1 INTERVENTION PROCEDURE**

If involvement is reasonably necessary the officer should attempt to call, or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as an Park Ridge Police Department officer until acknowledged. Official identification should also be displayed.

#### **337.4.2 INCIDENTS OF PERSONAL INTEREST**

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

#### **337.4.3 CIVILIAN RESPONSIBILITIES**

Civilian personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

#### **337.4.4 OTHER CONSIDERATIONS**

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

#### **337.5 REPORTING**

Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Shift Supervisor as soon as practicable. The Shift Supervisor shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

## Department Use of Social Media

### 338.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

#### 338.1.1 DEFINITIONS

Definitions related to this policy include:

**Social media** - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

### 338.2 POLICY

The Park Ridge Police Department may use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

### 338.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

### 338.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission and conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

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- (a) Announcements.
- (b) Tips and information related to crime prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the department mission.
- (e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- (f) Traffic information.
- (g) Press releases.
- (h) Recruitment of personnel.

#### **338.4.1 INCIDENT-SPECIFIC USE**

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

#### **338.5 PROHIBITED CONTENT**

Content that is prohibited from posting includes but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory, or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal, or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation, or professionalism of the Park Ridge Police Department or its members.
- (e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects, or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

#### **338.5.1 BOOKING PHOTOGRAPHS**

Booking photographs in connection with civil, petty, and business offenses, and Class B and C misdemeanors may not be published on department social media sites unless the photograph is posted to assist in the search for a fugitive, person of interest, missing person, or individual wanted in relation to a crime other than a petty or business offense, or Class B or C misdemeanor (5 ILCS 140/2.15).

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##### **338.5.2 PUBLIC POSTING PROHIBITED**

Department social media sites shall be designed and maintained to prevent posting of content by the public.

The Department may provide a method for members of the public to contact department members directly.

##### **338.6 MONITORING CONTENT**

The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

##### **338.7 RETENTION OF RECORDS**

The Administrative Division Commander should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

##### **338.8 TRAINING**

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.



# Native American Graves Protection and Repatriation

## 339.1 PURPOSE AND SCOPE

This policy is intended ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

### 339.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

**Funerary objects and associated funerary objects** - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes or to contain human remains.

**Native American human remains** - The physical remains of the body of a person of Native American ancestry.

**Objects of cultural patrimony** - Objects having ongoing historical, traditional or cultural importance that is central to the Native American group or culture itself and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

**Sacred objects** - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

## 339.2 POLICY

It is the policy of the Park Ridge Police Department that the protection of Native American human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes.

## 339.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.4).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

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Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4):

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land - [Medical Examiner/JOP] (20 ILCS 3440/3)
- Tribal land - Responsible Indian tribal official

#### **339.4 EVIDENCE AND PROPERTY**

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).

# Community Relations

## 340.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Function Policy.
- Suspicious Activity Reporting Policy.

## 340.2 POLICY

It is the policy of the Park Ridge Police Department to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

## 340.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

- (a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).
- (b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.
- (c) Work with community members and the department community strategies coordinator to identify issues and solve problems related to community relations and public safety.
- (d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and Cook County 911 Center of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform Cook County 911 Center of their location and status during the foot patrol.

## 340.4 COMMUNITY STRATEGIES COORDINATOR

The Park Ridge Police Department's Community Strategies Coordinator is a civilian position that reports directly to the Executive Officer and is responsible for:

- (a) Obtaining department-approved training related to his/her responsibilities.

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- (b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.
- (c) Organizing surveys to measure the condition of the department's relationship with the community.
- (d) Working with community groups, department members and other community resources to:
  - (a) Identify and solve public safety problems within the community.
  - (b) Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.
- (e) Working with patrol supervisors to develop patrol deployment plans that allow officers the time to participate in community engagement and problem-solving activities.
- (f) Recognizing department and community members for exceptional work or performance in community relations efforts.
- (g) Attending City council and other community meetings to obtain information on community relations needs.
- (h) Assisting with the department's response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.
- (i) Informing the Chief of Police and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

#### **340.5 SURVEYS**

The Community Strategies Coordinator should arrange for a survey of community members and department members to be conducted at least annually to assess the condition of the relationship between the Department and the community. Survey questions should be designed to evaluate perceptions of the following:

- (a) Overall performance of the Department
- (b) Overall competence of department members
- (c) Attitude and behavior of department members
- (d) Level of community trust in the Department
- (e) Safety, security or other concerns

A written summary of the compiled results of the survey should be provided to the Chief of Police.

#### **340.6 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS**

The Community Strategies Coordinator should organize or assist with programs and activities that create opportunities for department members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

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- (a) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).
- (b) Police-community get-togethers (e.g., cookouts, meals, charity events).
- (c)
- (d) School resource officer
- (e) Neighborhood Watch and crime prevention programs.

#### **340.7 INFORMATION SHARING**

The Community Strategies Coordinator should work with the Public Information Officer to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

- (a) Community meetings.
- (b) Social media (see the Department Use of Social Media Policy).
- (c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

#### **340.8 LAW ENFORCEMENT OPERATIONS EDUCATION**

The Community Strategies Coordinator should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

- (a) Development and distribution of informational cards/flyers.
- (b) Department website postings.
- (c) Presentations to driver education classes.
- (d) Instruction in schools.
- (e) Department ride-alongs (see the Ride-Alongs Policy).
- (f) Scenario/Simulation exercises with community member participation.
- (g) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.

#### **340.9 SAFETY AND OTHER CONSIDERATIONS**

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, not allow them to be present in any location or situation that would jeopardize their safety.

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Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

#### **340.10 TRANSPARENCY**

The Department should periodically publish statistical data and analysis regarding the department's operations. The reports should not contain the names of officers, suspects or case numbers.

#### **340.11 TRAINING**

Subject to available resources, members should receive training related to this policy, including training on topics such as:

- (a) Effective social interaction and communication skills.
- (b) Cultural, racial and ethnic diversity and relations.
- (c) Building community partnerships.
- (d) Community policing and problem-solving principles.
- (e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

#### **340.12 POLICE STATION TOURS**

Requests for tours of the station will be made and handled through the Community Strategies Bureau as designated by the Chief.

# Firearms Restraining Orders

## 341.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning for and serving firearms restraining orders and accounting for firearms, ammunition, firearm parts that could be assembled to make an operable firearm, any Firearm Owner's Identification card, and concealed carry licenses obtained pursuant to those orders.

### 341.1.1 DEFINITIONS

Definitions related to this policy include:

**Firearms Restraining Order** - A court order prohibiting and enjoining a named person from having in the person's custody or control, purchasing, possessing, or receiving any firearms, ammunition, or firearm parts that could be assembled to make an operable firearm (430 ILCS 67/5; 430 ILCS 67/35; 430 ILCS 67/40). The order requires the named person to surrender to local law enforcement any firearm, ammunition, and firearm parts that could be assembled to make an operable firearm in the respondent's possession for the duration of the order (430 ILCS 67/35; 430 ILCS 67/40).

## 341.2 POLICY

It is the policy of the Park Ridge Police Department to petition for and serve firearms restraining orders in compliance with state law, and to properly account for firearms, any Firearm Owner's Identification Card, and concealed carry licenses obtained by the Department pursuant to such orders.

## 341.3 FIREARMS RESTRAINING ORDER COORDINATOR

The Investigations Commander or Supervisor will be the firearms restraining order coordinator. The responsibilities of the coordinator include:

- (a) Developing and maintaining procedures for the filing of a petition for a firearms restraining order by the Department (430 ILCS 67/1 et seq.)
- (b) Developing and maintaining procedures for the receipt and service of firearms restraining orders consistent with the requirements of 430 ILCS 67/50. Procedures should include:
  1. Acceptance of voluntarily surrendered firearms, ammunition, firearm parts, any Firearm Owner's Identification card, and concealed carry license from a person who is the subject of the restraining order.
  2. Assessing a firearms restraining order prior to service to determine whether the order should be served pursuant to the Warrant Service Policy and the Operations Planning and Deconfliction Policy.
  3. Preparing or obtaining a search warrant prior to attempting service of the firearms restraining order.

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- (c) Coordinating with the Administrative Services Supervisor to provide officers who may be involved in petitioning for or serving firearms restraining orders with appropriate training. Training should include determining when a petition is appropriate, the process for seeking a firearms restraining order, and the service of firearms restraining orders.
- (d) Reviewing each petition for a firearms restraining order (and associated affidavits or court documents, if applicable) to ensure compliance with this policy, department procedures, and state law.

#### **341.4 FIREARMS RESTRAINING ORDERS**

An officer who reasonably believes that a firearms restraining order is appropriate should obtain supervisor approval prior to seeking an order.

##### **341.4.1 STANDARDS**

Firearms restraining orders may be appropriate if a person poses an immediate and present danger of causing personal injury to him/herself or others by having a firearm in his/her custody or control (430 ILCS 67/35; 430 ILCS 67/40).

##### **341.4.2 REQUIREMENTS OF PETITION**

A petition for a firearms restraining order should be prepared and served consistent with state law, court-approved forms, and the procedures developed by the Firearms Restraining Order coordinator (430 ILCS 67/1 et seq.). If known, the petition should identify existing or previous protective orders and clear and present danger reports involving the subject of the petition.

##### **341.4.3 NOTICE TO FAMILIES AND PERSONS AT RISK**

Upon the application for a firearms restraining order, officers should make a good faith effort to provide notice to a family or household member of the person who is the subject of the firearms restraining order and to any other person reasonably known to be at risk of violence.

Officers shall also make reasonable efforts to provide notice to any and all intimate partners if the petition alleges that the named person poses a significant danger of causing personal injury to them.

The notice shall include (430 ILCS 67/35; 430 ILCS 67/40):

- (a) The department's intention to petition the court for a firearms restraining order.
- (b) Information and referrals to appropriate resources, such as counseling services, domestic violence or stalking advocacy, if applicable.

Officers should document all reasonable efforts to provide notice.

#### **341.5 SERVICE**

Officers shall serve a copy of a firearms restraining order, including renewals or terminations of orders, and any accompanying notice of hearing and petition, on the person named in the order as soon as practicable if the named person was not present in court when the order was issued (430



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ILCS 67/50). Service of firearms restraining orders takes precedence over the service of other orders, except for orders of a similar emergency nature.

If applicable, officers may serve a firearms restraining order upon the named person via short form notification (430 ILCS 67/50).

##### 341.5.1 SAFETY CONSIDERATIONS

Upon receipt of a firearms restraining order, the operations director or the authorized designee should evaluate the circumstances of the order and consider what precautions are appropriate for service.

When appropriate based on the circumstances and department procedures, service of firearms restraining orders should be executed pursuant to the Operations Planning and Deconfliction Policy.

In no circumstances should fewer than two officers be present when a firearms restraining order is being served.

##### 341.5.2 SURRENDER OF FIREARMS, ANY FIREARM OWNER'S IDENTIFICATION CARD, AND CONCEALED CARRY LICENSE

Officers serving a firearms restraining order should request that the person who is the subject of the order immediately surrender all firearms, ammunition, and firearm parts in the person's custody, control, or possession along with any Firearm Owner's Identification card and concealed carry license issued to the person. Officers shall take custody of any items surrendered (430 ILCS 67/35; 430 ILCS 67/40).

##### 341.5.3 RECEIPT OF COURT-ORDERED ITEMS

A receipt identifying all surrendered items should be prepared by the officers and a copy given to the person. The officers should ensure a copy of the receipt is forwarded to the Records Supervisor as soon as practicable.

All items collected should be handled and booked in accordance with the Property and Evidence Office Policy.

##### 341.5.4 SEARCH WARRANTS

If the person subject to the firearms restraining order refuses to surrender all items subject to the order or if an officer serving a firearms restraining order reasonably believes there are items ordered to be relinquished in the person's custody, control, or possession that have not been surrendered, the officer should consider whether to seek a search warrant.

Officers should be prepared to file a search warrant prior to attempting service of a firearms restraining order. Preparation and service of the search warrant should be done in accordance with the Warrant Service Policy.

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##### **341.5.5 SEARCH WARRANT RETURN**

A return of a search warrant that was issued in relation to a firearm restraining order is required to be filed with the court within four days of issuance (430 ILCS 67/35; 430 ILCS 67/40).

##### **341.5.6 INFORMATION FOR RETAKING POSSESSION OF FIREARMS, ANY FIREARM OWNER'S IDENTIFICATION CARD, AND CONCEALED CARRY LICENSE**

An officer who takes custody of firearms, ammunition, firearm parts, a Firearm Owner's Identification card, and concealed carry license should inform the person who is the subject of the order of the process for retaking possession of those items after the period of safekeeping has ended.

##### **341.5.7 DATABASE CHECK OF SEIZED FIREARMS**

An officer who takes custody of firearms from the person who is the subject of the order should run the firearms through LEADS and the National Crime Information Center (NCIC) database.

##### **341.6 RENEWAL OF FIREARMS RESTRAINING ORDER**

The Investigation Unit supervisor is responsible for the review of any firearms restraining order obtained by the Department to determine if renewal or extension of a firearms restraining order should be requested within the time prescribed by law (430 ILCS 67/45).

##### **341.7 RELEASE OF FIREARMS, FIREARM OWNER'S IDENTIFICATION CARD, AND CONCEALED CARRY LICENSE**

Any person requesting the release of any firearm, ammunition, firearm parts, Firearm Owner's Identification card, or license to carry a concealed weapon or firearm in department custody pursuant to a firearms restraining order should be referred to the Property and Evidence Office (430 ILCS 67/35; 430 ILCS 67/40).

##### **341.8 REPORTING CLEAR AND PRESENT DANGER TO ISP**

An officer encountering an individual, who based on known circumstances, would pose a clear and present danger to self or others (as defined by 430 ILCS 65/1.1), shall forward a report to the ISP in the approved format (430 ILCS 65/8.1). This requirement applies regardless of whether a petition for a firearms restraining order has been filed.

## Peer Jury System

### 342.1 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.

### 342.2 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.

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- (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
  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.

#### **342.3 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.

## **Chapter 4 - Patrol Operations**

## Patrol Function

### 400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of the patrol unit of the Department to ensure intra-department cooperation and information sharing.

#### 400.1.1 FUNCTION

Officers will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas of Park Ridge Police Department, respond to calls for assistance, act as a deterrent to crime, enforce state and local laws and respond to emergencies 24 hours per day seven days per week.

Patrol will generally provide the following services within the limits of available resources:

- (a) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order, and the discovery of hazardous situations or conditions. Patrol units, when not patrolling, will park in visible areas and not remain in one location for extended periods of time.
- (b) Crime prevention activities such as residential inspections, business inspections, community presentations, etc.
- (c) Calls for service, both routine and emergency in nature.
- (d) Investigation of both criminal and non-criminal acts.
- (e) The apprehension of criminal offenders.
- (f) Community Oriented Policing and Problem Solving activities such as citizen assists and individual citizen contacts of a positive nature.
- (g) The sharing of information between the Patrol and other divisions within the Department, as well as other outside governmental agencies.
- (h) The application of resources to specific problems or situations within the community, which may be improved or resolved by Community Oriented Policing and problem solving strategies.
- (i) Traffic direction and control.
- (j) Directed Patrols
- (k) Foot Patrols / Residential and Commercial

#### 400.1.2 TERRORISM

It is the goal of the Park Ridge Police Department to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report or Field Interview (FI). The supervisor should ensure that all terrorism related reports and FIs are forwarded to the Investigation Unit Supervisor in a timely fashion.

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##### 400.1.3 AFFIRMATION AND ADOPTION OF THE 10 SHARED PRINCIPALS

[Link to 10 Shared Principals](#)

#### **400.2 PATROL INFORMATION SHARING PROCEDURES**

The following guidelines are intended to develop and maintain intra-department cooperation and information flow between the various divisions of the Park Ridge Police Department.

##### 400.2.1 PATROL ROLL-CALL

Patrol supervisors, and Support Services personnel are encouraged to share information as much as possible. All supervisors and/or officers will be provided an opportunity to share information at the daily patrol Roll Calls as time permits.

##### 400.2.2 INFORMATIONAL RESOURCES

Several informational resources, such as Directed Patrols, Daily Blog, and Critical Reach Fliers, will be maintained in the Roll Call room and on the Roll-Call display monitor.

#### **400.3 CROWDS, EVENTS AND GATHERINGS**

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

#### **400.4 RESPONSE TO UNDERAGE DRINKING-PARTIES-CANNABIS**

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).

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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.
  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



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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.

## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Park Ridge Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach and partnerships).

#### 401.1.1 DEFINITIONS

Definitions related to this policy include:

**Bias-based policing** - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.

### 401.2 POLICY

The Park Ridge Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

### 401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

### 401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.

#### 401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

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Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

#### **401.4.2 REPORTING STOPS**

The Chief of Police or the authorized designee shall ensure stop cards are created and available to members, and contain all of the information required by 625 ILCS 5/11-212 for traffic and pedestrian stops. Officers shall complete one of these cards when they detain, conduct a pat-down search of or arrest a pedestrian in a public place, issue a summons to a pedestrian, search a pedestrian's property or conduct a traffic stop.

#### **401.5 SUPERVISOR RESPONSIBILITIES**

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations of this policy in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
  - 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Data Terminal (MDT) data, and any other available resource used to document contact between officers and the public to ensure compliance with this policy.
  - 1. Supervisors should document these periodic reviews.
  - 2. Recordings that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

#### **401.6 STATE REPORTING**

The Records Bureau shall compile the required data on the standardized law enforcement data compilation form and transmit the data to the Illinois Department of Transportation. This shall be done by March 1 for data collected during July through December of the previous calendar year, and by August 1 for data collected during January through June of the current calendar year (625 ILCS 5/11-212).

#### **401.7 ADMINISTRATION**

Each year, the Operations Commander should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information about any specific complaint, member of the public or officer. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

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Supervisors should review the required state reporting forms and the annual report and discuss the results with those they are assigned to supervise.

#### **401.8 TRAINING**

Training on fair and objective policing and review of this policy should be conducted as directed by the Training Section.

## Roll Call Training and Responsibilities

### 402.1 PURPOSE AND SCOPE

Roll Call training is generally conducted at the beginning of the officer's assigned shift. Roll Call provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Roll Call; however officers may conduct Roll Call for training purposes with supervisor approval.

Roll Call should accomplish, at a minimum, the following basic tasks:

- (a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations.
- (b) Notifying officers of changes in schedules and assignments.
- (c) Notifying officers of new Special Orders or changes in Special Orders.
- (d) Reviewing recent incidents for training purposes.
- (e) Providing training on a variety of subjects, such as discussion on teachable moments.
- (f) Inspectional opportunities (e.g. uniform, equipment).

### 402.2 PREPARATION OF MATERIALS

The supervisor conducting Roll Call is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his/her absence or for training purposes.

### 402.3 SHIFT BRIEFINGS

- (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. The supervisor will also pass along any information pertinent to the operations of the watch or department.

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#### *Roll Call Training and Responsibilities*

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5. 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.

#### **402.4 INSPECTIONS**

- (a) Uniform
- (b) Squad
- (c) Bulletin board and blackboard

#### **402.5 RETENTION OF ROLL CALL TRAINING RECORDS**

Roll Call training materials and a curriculum or summary shall be forwarded to the Administrative Services Supervisor for inclusion in training records, as appropriate.

# Crime and Disaster Scene Integrity

## 403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

## 403.2 POLICY

It is the policy of the Park Ridge Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

## 403.3 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:

- (a) Broadcast emergency information, including requests for additional assistance and resources.
- (b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- (c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
- (d) Provide first aid to injured parties if it can be done safely.
- (e) Evacuate the location safely as required or appropriate.
- (f) Secure the inner perimeter.
- (g) Protect items of apparent evidentiary value.
- (h) Secure an outer perimeter.
- (i) Identify potential witnesses.
- (j) Start a chronological log noting critical times and personnel allowed access.

## 403.4 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

## 403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to 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

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persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

##### 403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.



# Special Threat Situations & the Emergency Services Team

## 404.1 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.

## 404.2 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:

- (a) Containment and negotiation;
- (b) Containment and use of chemicals;
- (c) Containment and use of selective rifle fire by marksmen; and
- (d) Containment and assault.

The determination of the course of action to be used during an incident rests solely with the Incident Commander.

## 404.3 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).

## 404.4 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.

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- (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.
- (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.

#### **404.5 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;

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- (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 an 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;
  - (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;

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- (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.
  - 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

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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.

#### **404.6 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:

##### **Incident Commander**

The Incident Commander (IC) could be any supervisor who assumes control of the situation.

- (a) Be responsible for the entire police operation during the incident;
  - (b) Manage the operation from the command post;
  - (c) Decide what strategies are to be used during the operation;
  - (d) Determine what information will be released to the news media during the operation;
  - (e) Make any decisions regarding negotiations and police actions during the operation with NIPAS EST input;
  - (f) Assume overall command of operations at the scene;
  - (g) Maintain liaison with concerned agencies and jurisdictions;
  - (h) Ensure the National Incident Management System is implemented;
  - (i) 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);
  - (j) Ensure availability of technical skills, or person(s) with pertinent knowledge associated with the incident;
  - (k) Coordinate the outer perimeter boundaries and man them with patrol personnel or NIPAS/ILEAS car plan personnel;
  - (l) 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;
1. The Incident Commander has the authority to approve the use of deadly force by Park Ridge Police personnel and to cancel such an order.
    - (a) 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:

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1. Escalation of force principles
2. Requirements stated in the Response to Resistance policy
- (b) Prior to authorizing the use of deadly force by Park Ridge Police personnel, the Incident Commander shall consider and evaluate the following:
  1. The risks to victims, citizens, law enforcement personnel and suspect(s)
  2. All intelligence available
  3. Assessments made by either the negotiation of tactical team, or both, when possible; and
  4. Whenever possible, review the totality of the circumstances with a State's Attorney and the Chief of Police.
- (m) Appoint a Deputy Incident Commander, an Incident Personnel Officer, Log Officer, Public Information Officer, and any operations section supervisors necessary.

#### **Deputy Incident Commander**

The Deputy Incident Commander will be responsible for:

- (a) Posting and maintaining maps and diagrams;
- (b) Operating the command post radio;
- (c) Assisting the Incident Commander in any way the situation necessitates; and
- (d) Assume interim command in the absence of the Incident Commander.

#### **Incident Personnel Officer**

This officer will be responsible for:

- (a) Supplying the Incident Commander with manpower to meet operational needs, assist in briefing and assigning personnel;
- (b) Maintaining a record of assignments;
- (c) Ensuring personnel assigned have the equipment necessary for the assignment; and
- (d) If possible, maintaining a pool of police personnel that can be utilized at locations should circumstances make it necessary for their deployment.
- (e) All officers directed to report to the scene must check in with the Incident Personnel Officer.

#### **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:

- (a) The date and time the log becomes operational;
- (b) The time of each entry;

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- (c) 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;
- (d) Sufficient detail of the activities, as to accurately reflect what took place; and
- (e) Maintain an updated map of the location or area.

#### **Public Information Officer**

The Chief of Police or his designee will be responsible for maintaining liaison with members of the news media.

- (a) This officer will be responsible for setting up a press area in a safe location and conducting briefings for news media personnel whenever feasible.
- (b) The Incident Commander will determine what information will be released to the news media.

#### **Operations Section Supervisor**

This officer will be responsible for managing operational units, related to stabilization and resolution, under the direction of the Incident Commander.

#### **Investigations Supervisor**

The responsibilities of the Incident Investigation Supervisor will be as follows:

- (a) Coordinate all investigative and intelligence gathering activities;
- (b) Interview witnesses, friends, and relatives of the hostage-taker and any captured offenders;
- (c) Obtain criminal, medical, and mental health records of the offender(s);
- (d) Coordinate investigative assistance from other agencies;
- (e) Debrief released hostages and first officers on the scene;
- (f) Take control of the offender after the surrender procedures; and
- (g) Coordinate the forensic technician work after the incident is resolved.

#### **Staging Area and Outer Perimeter Supervisor**

This supervisor is generally an available department supervisor who is designated as such by the Incident Commander. Responsibilities include:

- (a) Cordon off the area and isolate it from pedestrian and vehicular traffic;
- (b) Establish alternate routes for traffic;
- (c) Provide officers stationed on the outer perimeter with a description of the offender and any pertinent information;
- (d) Provide for relief of officers on the outer perimeter;
- (e) Ensure that all personnel remain at the staging area when not assigned to a specific position;

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- (f) Coordinate traffic control assistance from other agencies; and
- (g) Ensure that fire department resources are on the scene or readily available, including paramedics and fire apparatus, if appropriate.

#### **Support Unit Supervisor**

This supervisor, when utilized, is generally an available department supervisor who is designated as such by the Incident Commander. Responsible for providing support assistance to the Incident Commander, and other

responsibilities include:

- (a) Provide personnel for transporting equipment and supplies to the scene;
- (b) Provide personnel as "runners" when requested to do so by other units involved in the operation;
- (c) Arrange for transportation of the offender's relatives, clergy, etc., to the scene if ordered by the Incident Commander;
- (d) Provide personnel to assist in setting up equipment in non-dangerous areas;
- (e) Ensure that non-sworn members of the unit are not used in a capacity which will place them in immediate danger; and
- (f) Provide any additional assistance that is ordered by the Incident Commander.

#### **Dispatch and Post One**

- (a) 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.
- (b) Post One personnel, upon request of the patrol supervisor, will contact and request the NIPAS EST.
- (c) 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.
- (d) Advise responding units of streets or areas which may be unsafe in every broadcast.
- (e) Keep radio transmission not connected with the emergency off of the designated frequency.

#### **Chief of Police (or designee) will:**

- (a) Ensure availability of the department's resources for the successful conclusion of the situation;
- (b) May alter the operation at will, through the Incident Commander;
- (c) 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.).

#### **Advisory Panel**



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- (a) The Chief of Police or designee may establish an advisory panel to serve as a "think tank" in formulating strategy and developing plans.
- (b) The advisory panel's function is to:
  - 1. 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;
  - 2. Act as staff advisory committee to the Incident Commander;
  - 3. Ensure that all jurisdictional disputes are settled;
  - 4. Obtain any specialized equipment needed to assist in handling the incident;
  - 5. Recommend alternatives to unusual negotiation demands; and
  - 6. Assist in developing strategy or contingency plans for dealing with the situation.

A psychologist may be utilized at any phase of the operation.

Legal Counsel (may be a State's Attorney) will:

- (a) Act as staff advisor for the Chief and the Incident Commander;
- (b) Serve as consultant regarding the legal aspects of all criminal or civil issues arising in the special threat situation;
- (c) Act as liaison and represent the department in communications with judges, federal prosecutors, defense attorneys, and any other member of the legal profession; and
- (d) Prepare or oversee the preparation of all legal documents needed for the successful conclusion of the situation. These documents will include: criminal charges, civil commitments, and any other legal document deemed appropriate.

#### **404.7 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.

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- (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.

#### **404.8 SPECIAL THREAT PLAN CRITICAL INCIDENTS TABLE OF ORGANIZATION**

[PRPD Special Threat Plan Org Chart.pdf](#)

## Ride-Alongs

### **405.1 PURPOSE AND SCOPE**

The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function first hand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

#### **405.1.1 ELIGIBILITY**

The Park Ridge Police Department Ride-Along Program is offered to residents, students and those employed within the City. Every attempt will be made to accommodate interested persons however any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 15 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the Department
- Denial by any supervisor

#### **405.1.2 AVAILABILITY**

The Ride-Along Program is available on most days of the week, with certain exceptions. The ride-along times are from 10:00 a.m. to 11:00 p.m. Exceptions to this schedule may be made as approved by the Chief of Police, Commander, or Shift Supervisor.

### **405.2 PROCEDURE TO REQUEST A RIDE-ALONG**

Generally, ride-along requests will be scheduled by the Shift Supervisor. The participant will complete a ride-along waiver form. Information requested will include a valid ID or Illinois driver's license, address, and telephone number. If the participant is under 18 years of age, a parent/guardian must be present to complete the Ride-Along Form.

The Shift Supervisor will schedule a date, based on availability, at least one week after the date of application. If approved, a copy will be forwarded to the respective Shift Supervisor as soon as possible for his/her scheduling considerations.

If the ride-along is denied after the request has been made, a representative of the Department will contact the applicant and advise him/her of the denial.

#### **405.2.1 PROGRAM REQUIREMENTS**

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception would apply to the following: Cadets, Explorers, RSVP, Chaplains, Part-time and Auxiliary, police applicants, and all others with approval of the Shift Supervisor.

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#### *Ride-Alongs*

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An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the officer's vehicle at a given time.

Ride-along requirements for police cadets are covered in the Police Cadets Policy.

#### **405.2.2 SUITABLE ATTIRE**

Any person approved to ride along is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the police vehicle. The Shift Supervisor or field supervisor may refuse a ride along to anyone not properly dressed.

#### **405.2.3 PEACE OFFICER RIDE-ALONGS**

Off-duty members of this department or any other law enforcement agency will not be permitted to ride-along with on-duty officers without the expressed consent of the Shift Supervisor. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

#### **405.2.4 RIDE-ALONG CRIMINAL HISTORY CHECK**

All Ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and an Automated check through LEADS prior to their approval as a ride-along with a law enforcement officer (provided that the ride-along is not an employee of the Park Ridge Police Department).

#### **405.3 OFFICER'S RESPONSIBILITY**

The officer shall advise the telecommunicator that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times. Officers should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. The telecommunicator will be advised of the situation and as soon as practical have another police unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time. The Shift Supervisor shall be immediately notified of any injury or noteworthy incident involving the ride-along.

The Watch Supervisor is responsible for maintaining and scheduling ride-alongs. Any injury or noteworthy incident involving the ride-along shall be documented or reported appropriately.

#### **405.4 CONTROL OF RIDE-ALONG**

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

- (a) The ride-along will follow the directions of the officer.
- (b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any police equipment.

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- (c) The ride-along may terminate the ride at any time and the officer may return the observer to their home or to the station if the ride-along interferes with the performance of the officer's duties.
- (d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.
- (e) Officers will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- (f) Under no circumstance shall a civilian ride along be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person.

#### **405.5 RIDE ALONG WAIVER**

##### [Ride-along Waiver](#)

# Hazardous Material Response

## 406.1 PURPOSE AND SCOPE

Hazardous materials present a potential harm to employees resulting from their exposure.

### 406.1.1 HAZARDOUS MATERIAL DEFINED

A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure. Hazardous materials are characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

## 406.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill, or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:

- (a) Attempt to identify type of hazardous substance. Identification can be determined by placard, driver's manifest or statements from the person transporting the material.
- (b) Notify the Fire Department.
- (c) Provide first-aid for injured parties if it can be done safely and without contamination.
- (d) Begin evacuation of the immediate area and surrounding areas dependent on substance. Voluntary evacuation should be considered; however depending on the substance, mandatory evacuation may be necessary.

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.

## 406.3 REPORTING EXPOSURE(S)

Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the employee in an employee memorandum that shall be forwarded via chain of command to the Commanding Officer. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the memorandum.

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness in addition to a crime report or incident report.

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#### *Hazardous Material Response*

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##### 406.3.1 SUPERVISOR RESPONSIBILITY

When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure.

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the Department will be obtained through the Fire Department.

# Response to Bomb Calls

## 407.1 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.

## 407.2 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. 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



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#### *Response to Bomb Calls*

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1. The on-duty patrol watch supervisor, or his/her 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.
  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
1. When notifying any of the above agencies, the following information should be given to them, to assist them in evaluating the situation:
    - (a) Location, clear and exact directions to the scene, and command post location;
    - (b) Description of the bomb;
    - (c) If in a box or container, give size of box or container;
    - (d) If possible detonation time is known, tell them;
    - (e) Phone number where the supervisor can be reached;
    - (f) 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.

## Crisis Intervention Incidents

### 408.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

#### 408.1.1 DEFINITIONS

Definitions related to this policy include:

**Person in crisis** - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

### 408.2 POLICY

The Park Ridge Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

### 408.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

- (a) A known history of mental illness
- (b) Threats of or attempted suicide
- (c) Loss of memory
- (d) Incoherence, disorientation or slow response
- (e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
- (f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
- (g) Social withdrawal
- (h) Manic or impulsive behavior, extreme agitation, lack of control
- (i) Lack of fear
- (j) Anxiety, aggression, rigidity, inflexibility or paranoia

Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

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#### **408.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS**

The police social worker will collaborate with the mental health professionals to develop an education and response protocol. It should include a list of community resources, to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

#### **408.5 FIRST RESPONDERS**

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

- (a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
- (b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.
- (c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
- (d) Attempt to determine if weapons are present or available.
- (e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.
- (f) Secure the scene and clear the immediate area as necessary.
- (g) Employ tactics to preserve the safety of all participants.
- (h) Determine the nature of any crime.
- (i) Request a supervisor, as warranted.
- (j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.
- (k) If circumstances reasonably permit, consider and employ alternatives to force.

#### **408.6 DE-ESCALATION**

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

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Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

#### **408.7 INCIDENT ORIENTATION**

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the dispatcher provide critical information as it becomes available. This includes:

- (a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.
- (b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police response.
- (c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

#### **408.8 SUPERVISOR RESPONSIBILITIES**

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

- (a) Attempt to secure appropriate and sufficient resources.
- (b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

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- (c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.
- (d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.
- (e) Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Commander.
- (f) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

#### **408.9 OPTIONS FOR ADMISSION TO MENTAL HEALTH FACILITY**

##### **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.

##### **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:

- (a) 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:
  - 1. 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.
  - 2. To protect such person or others from physical harm.
- (b) Upon arrival at the facility, the peace officer shall complete the petition under section 405 ILCS 5/3-601.

##### **Completing a petition (405 ILCS 5/3-601)**

- (a) 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.
- (b) The petition shall include the following:
  - 1. 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.

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2. 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.
3. 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.
4. The names, addresses and phone numbers of the witnesses by which the facts asserted may be proved.

#### **408.10 INCIDENT REPORTING**

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

##### **408.10.1 DIVERSION**

Individuals who are not being arrested should be processed in accordance with the Civil Commitments Policy.

#### **408.11 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS**

Civilian members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, and animal control issues.

- (a) Members should treat all individuals equally and with dignity and respect.
- (b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.
- (c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

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##### **408.12 EVALUATION**

The police social worker will coordinate the crisis intervention strategy for this department should ensure that a thorough review and analysis of the department response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, officers or incidents and will be submitted to the Chief of Police through the chain of command.

##### **408.13 TRAINING**

Subject to available resources, the Department will provide training to department members to enable them to effectively interact with persons in crisis.

Training may include the ILETSB's training on crisis response (50 ILCS 705/10.17).

# Foreign Diplomatic and Consular Representatives

## 410.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Park Ridge Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

## 410.2 POLICY

The Park Ridge Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

## 410.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

- (a) Notify a supervisor.
- (b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.
- (c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
- (d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089 , or at another current telephone number and inform the center of the circumstances.
- (e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.



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#### **410.4 STATE STATUTE - ILLINOIS COMPILED STATUTES (725 ILCS 5/10-7-7)**

- (a) 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.)
- (b) Electors shall be privileged from arrest going to and returning from an election. (Except for Felony or breach of the peace arrests.)
- (c) Militia shall be privileged from arrest going to and returning from attendance at musters. (Except for Felony or breach of the peace arrests.)
- (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.

#### **410.5 ENFORCEMENT ACTION**

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

- (a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
- (b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.
- (c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
  - 1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.
- (d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
  - 1. Diplomatic-level staff of missions to international organizations and recognized family members
  - 2. Diplomatic agents and recognized family members
  - 3. Members of administrative and technical staff of a diplomatic mission and recognized family members
  - 4. Career consular officers, unless the person is the subject of a felony warrant
- (e) The following persons may generally be detained and arrested:
  - 1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
  - 2. Support staff of missions to international organizations

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3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
4. Honorary consular officers

#### **410.6 DIPLOMATIC IMMUNITY TABLE**

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes note a	Yes	Yes	Yes	No for official acts Yes otherwise note a	No immunity or inviolability note a
Career Consul Officer	Yes if for a felony and pursuant to a warrant note a	Yes note d	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise note a	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employee	Yes note a	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise note a	No immunity or inviolability note a
Int'l Org Staff note b	Yes note c	Yes note c	Yes	Yes note c	No for official acts Yes otherwise note c	No immunity or inviolability

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Diplomatic-Level Staff of Missions to Int'l Org	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

- (a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.
- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.
- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

#### **410.7 DOCUMENTATION**

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

#### **410.8 LIST OF USEFUL TELEPHONE NUMBERS**

[Park Ridge Police Department Procedures Manual: 405.1 LIST OF HELPFUL TELEPHONE NUMBERS](#)

## Rapid Response and Deployment

### 411.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers in situations that call for rapid response and deployment.

### 411.2 POLICY

The Park Ridge Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

#### 411.2.1 WHEN TO DEPLOY

***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."

##### (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 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.

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3. Due to the location of the victim(s), an immediate rescue is necessary to prevent death or great bodily harm.

#### **411.3 CONSIDERATIONS**

When dealing with a crisis situation members should:

- (a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
- (b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
- (c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
- (d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

#### **411.4 FIRST RESPONSE**

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should:

- (a) Consider whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.
- (b) Consider whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.
- (c) Consider whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
- (d) Consider whether the suspect can be contained or denied access to victims.
- (e) Consider whether the officers have the ability to effectively communicate with other personnel or resources.
- (f) Consider whether planned tactics can be effectively deployed.

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- (g) Consider the availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.
- (h) 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.
  - 1. On-duty watch supervisors will take control and deploy field personnel.
  - 2. The on-duty watch supervisor is in command of the situation until such authority is properly delegated to NIPAS EST.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

#### **411.5 PLANNING**

The Operations Commander should coordinate critical incident planning. Planning efforts should consider:

- (a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- (b) Availability of building plans and venue schematics of likely critical incident target sites.
- (c) Communications interoperability with other law enforcement and emergency service agencies.
- (d) Training opportunities in critical incident target sites, including joint training with site occupants.
- (e) Evacuation routes in critical incident target sites.
- (f) Patrol first-response training.
- (g) Response coordination and resources of emergency medical and fire services.
- (h) Equipment needs.
- (i) Mutual aid agreements with other agencies.
- (j) Coordination with private security providers in critical incident target sites.

##### **411.5.1 SCHOOL SAFETY DRILLS**

The Support Services Supervisor should work with the administration of public and private elementary and secondary schools that offer education to persons under 21 to schedule annual on-site drills within 90 days after the first day of the school year to respond to school shooting incidents (105 ILCS 128/15; 105 ILCS 128/20).

#### **411.6 TRAINING**

The Response to Resistance Coordinator should include rapid response to critical incidents in the department training plan.

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This training should address:

- (a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- (b) Communications interoperability with other law enforcement and emergency service agencies.
- (c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.
- (d) First aid, including gunshot trauma.
- (e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

# Immigration Violations

## **412.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidelines to members of the Park Ridge Police Department relating to immigration and interacting with federal immigration officials.

## **412.2 POLICY**

It is the policy of the Park Ridge Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

## **412.3 VICTIMS AND WITNESSES**

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Illinois constitutions.

## **412.4 DETENTIONS**

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.

An officer should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant (5 ILCS 805/15).

An officer shall not inquire into an arrestee's immigration or citizenship status or country of birth unless there is a connection between the information and an investigation into a violation of state or local criminal law (5 ILCS 805/15).

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the officer may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.



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If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, the officer may continue the detention and may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.

An officer should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

#### **412.4.1 SUPERVISOR RESPONSIBILITIES**

When notified that an officer has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

- (a) Transfer the person to federal authorities.
- (b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority Policy).

#### **412.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT**

Generally, an officer should not notify federal immigration officials when booking arrestees at a jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

#### **412.6 FEDERAL REQUESTS FOR ASSISTANCE**

Requests by federal immigration officials for assistance from this department should be directed to a supervisor.

No member of the Park Ridge Police Department, unless presented with a federal criminal warrant or otherwise required by federal law, shall (5 ILCS 805/15):

- (a) Participate in federal immigration enforcement operations, including offering collateral assistance such as the use of equipment, transporting individuals, or establishing a security or traffic perimeter.
- (b) Give federal immigration agents access, including by telephone, to any individual in the Park Ridge Police Department's custody.
- (c) Transfer any person into a federal immigration agent's custody.
- (d) Permit federal immigration agents the use of department facilities or equipment, including any agency electronic databases not available to the public, for investigative interviews or any other investigative or immigration enforcement purpose.

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- (e) Enter into or maintain any agreement with any federal agency enforcing civil immigration violations granting direct access to any electronic database or other data-sharing platform maintained by the Park Ridge Police Department.
- (f) Provide to any federal immigration agent information not otherwise available to the public relating to an individual's release or contact information, or otherwise facilitate an immigration agent's apprehension or questioning of an individual for immigration enforcement.

#### **412.7 INFORMATION SHARING**

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; 5 ILCS 805/5):

- (a) Sending information to, or requesting or receiving such information from federal immigration officials
- (b) Maintaining such information in department records
- (c) Exchanging such information with any other federal, state, or local government entity

##### **412.7.1 IMMIGRATION DETAINERS**

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 or any other hold request unless the person has been charged with a federal crime or the detainer is accompanied by a judicial warrant. Notification to the federal authority issuing the detainer should be made prior to the release (5 ILCS 805/15).

##### **412.7.2 REPORTING TO THE ILLINOIS ATTORNEY GENERAL**

The Investigation Unit supervisor shall ensure that data regarding the number of requests for assistance from federal immigration authorities and of civil immigration detainers and warrants received is collected and provided to the Custodian of Records for required reporting to the Attorney General (see the Records Maintenance and Release Policy) (5 ILCS 805/25).

#### **412.8 U VISA AND T VISA NONIMMIGRANT STATUS**

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)). The Investigation Unit supervisor is designated to complete the law enforcement certification for a U visa.

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)). The Investigation Unit supervisor is designated to complete a law enforcement declaration for a T visa (5 ILCS 825/10).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Investigation Unit supervisor assigned to oversee the handling of any related case. The Investigation Unit supervisor should:

- (a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

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- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.
  - 1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
  - 2. There is a rebuttable presumption that a victim is helpful, has been helpful, or is likely to be helpful to the detection, investigation, or prosecution of a qualifying crime if the victim has not refused or failed to provide information or assistance (5 ILCS 825/10).
  - 3. The appropriate form should be completed within 90 business days of the request unless (5 ILCS 825/10):
    - (a) There is a written agreement with the victim or the victim's representative extending the time to complete the form.
    - (b) The victim is eligible for expedited completion of the form.
  - 4. Complete and reissue an appropriate form within 90 days of a request to reissue by a victim unless the circumstances of the victim require expedited completion (5 ILCS 825/10).
- (d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

The Investigation Unit supervisor and any designee processing requests should receive periodic training regarding the requirements of 5 ILCS 825/10 (5 ILCS 825/25).

#### 412.8.1 NON-DISCLOSURE OF IMMIGRATION STATUS

No member shall disclose the immigration status of the victim or the person requesting the certification form unless authorized in writing by the individual or as required by law (5 ILCS 825/10).

#### 412.8.2 PUBLICATION OF DECLARATION AND CERTIFICATION FORM PROCESS

The Investigation Unit supervisor should make the department's procedures for certification requests publicly available for victims and their representatives (5 ILCS 825/10).

#### 412.8.3 DENIAL OF CERTIFICATION

If certification is denied, the Investigation Unit supervisor shall inform the victim or the victim's representative in writing of the reason for the denial and the opportunity to appeal the decision. The Investigation Unit supervisor should respond to any appeals within 30 business days of receipt (5 ILCS 825/11).

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##### **412.8.4 U VISA AND T VISA DOCUMENTATION AND REPORTING**

The Investigation Unit supervisor shall collect written documentation regarding the number of requests that were (5 ILCS 825/20):

- (a) Received by the Park Ridge Police Department with the dates of receipt.
- (b) Granted and with the dates granted.
- (c) Denied and with the dates denied.

The Investigation Unit supervisor or the authorized designee should ensure that the information collected regarding certification forms is transmitted in a timely manner to the Custodian of Records for annual reporting to the Illinois Attorney General.

##### **412.9 TRAINING**

The Administrative Services Supervisor should ensure officers receive training on this policy.

Training should include:

- (a) Identifying civil versus criminal immigration violations.
- (b) Factors that may be considered in determining whether a criminal immigration offense has been committed.

## Emergency Utility Service

### 413.1 PURPOSE AND SCOPE

The City Public Works Department has personnel available to handle emergency calls 24 hours per day. Calls for service during non-business hours are frequently directed to the Police Department. Requests for such service received by this department should be handled in the following manner.

#### 413.1.1 BROKEN WATER LINES

The City's responsibility ends at the water meter. Any break or malfunction in the water system from the water meter to the citizen's residence or business is the customer's responsibility. Public Works can only turn off the valve at the meter. The citizen can normally accomplish this.

If a break occurs on the City side of the meter, emergency personnel should be called as soon as practical by police desk / Post 1.

#### 413.1.2 ELECTRICAL LINES

City Public Works does not maintain electrical lines to street light poles. When a power line poses a hazard, an officer should be dispatched to protect against personal injury or property damage that might be caused by power lines. The appropriate utility company or Public Works should be promptly notified.

#### 413.1.3 RESERVOIRS, PUMPS, WELLS, ETC.

Public Works maintains the public water equipment and may maintain other municipal utility equipment as well. In the event of flooding or equipment malfunctions, emergency personnel should be contacted as soon as possible.

#### 413.1.4 EMERGENCY NUMBERS

A current list of emergency personnel who are to be called for municipal utility emergencies is maintained by Cook County 911 Center and Park Ridge Police Department police desk / Post 1.

### 413.2 TRAFFIC SIGNAL MAINTENANCE

The City of Park Ridge Police Department contracts with a private maintenance company to furnish maintenance for all traffic signals within the City, other than those maintained by the Illinois Department of Transportation or other unit of government.

#### 413.2.1 OFFICER'S RESPONSIBILITY

Upon observing a damaged or malfunctioning signal, the officer will advise police desk / Post 1 of the location and problem with the signal. The desk officer should make the necessary notification to the proper maintenance agency.

## Field Training

### 414.1 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.

### 414.2 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.

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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.
- (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 Section a (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.

#### **414.3 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

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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 regularly informed of each recruit/OIT's progress.

#### **414.4 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.



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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 Manger
    - (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.
  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

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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.
    - (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.

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##### (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 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.

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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

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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.

#### **414.5 FTO TRAINING MANUAL**

##### [FTO Training Manual](#)

## Aircraft Accidents

### 415.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

#### 415.1.1 DEFINITIONS

Definitions related to this policy include:

**Aircraft** - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

### 415.2 POLICY

It is the policy of the Park Ridge Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

### 415.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

### 415.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

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#### *Aircraft Accidents*

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##### **415.5 NOTIFICATIONS**

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Fire department
- (b) Appropriate airport tower
- (c) Emergency medical services (EMS)

##### **415.6 CONTROLLING ACCESS AND SCENE AUTHORITY**

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- (a) FAA.
- (b) Fire department, EMS or other assisting law enforcement agencies.
- (c) [Medical Examiner/JOP].
- (d) Air Carrier/Operators investigative teams with NTSB approval.
- (e) Appropriate branch of the military, when applicable.
- (f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

##### **415.7 DANGEROUS MATERIALS**

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- (a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- (b) Pressure vessels, compressed gas bottles, accumulators and tires.
- (c) Fluids, batteries, flares and igniters.

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- (d) Evacuation chutes, ballistic parachute systems and composite materials.

#### **415.8 DOCUMENTATION**

All aircraft accidents occurring within the City of Park Ridge Police Department shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of PRPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

##### **415.8.1 WRECKAGE**

When reasonably safe, members should:

- (a) Obtain the aircraft registration number (N number) and note the type of aircraft.
- (b) Attempt to ascertain the number of casualties.
- (c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
  - 1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
- (d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
- (e) Acquire copies of any recordings from security cameras that may have captured the incident.

##### **415.8.2 WITNESSES**

Members tasked with contacting witnesses should obtain:

- (a) The location of the witness at the time of his/her observation relative to the accident site.
- (b) A detailed description of what was observed or heard.
- (c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
- (d) The names of all persons reporting the accident, even if not yet interviewed.
- (e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

#### **415.9 MEDIA RELATIONS**

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.



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Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

## Obtaining Air Support Assistance

### 416.1 PURPOSE AND SCOPE

The use of a law enforcement helicopter can be invaluable in certain situations. This policy specifies potential situations where the use of a helicopter may be requested and the responsibilities for making a request.

### 416.2 REQUEST FOR HELICOPTER ASSISTANCE

If a supervisor or officer in charge of an incident determines that the use of a helicopter would be beneficial, a request to obtain helicopter assistance may be made.

#### 416.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for a helicopter, the Shift Supervisor, or his/her designee, will call the closest agency having helicopter support available. The Shift Supervisor on duty will apprise that agency of the specific details of the incident prompting the request.

#### 416.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Law Enforcement helicopters may be requested under any of the following conditions:

- (a) When the helicopter is activated under existing mutual aid agreements.
- (b) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the helicopters may reduce such hazard.
- (c) When the use of the helicopters will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community.
- (d) When a helicopter is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard.
- (e) Vehicle pursuits.

While it is recognized that the availability of helicopter support will generally provide valuable assistance to ground personnel, the presence of a helicopter will rarely replace the need for officers on the ground.

## Contacts and Temporary Detentions

### 417.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

#### 417.1.1 DEFINITIONS

Definitions related to this policy include:

**Consensual encounter** - 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/her contact with the officer is voluntary.

**Field interview (FI)** - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

**Field photographs** - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

**Pat-down search** - A type of search used by officers in the field to check an individual for dangerous 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.

**Reasonable suspicion** - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

**Temporary detention** - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

### 417.2 POLICY

The Park Ridge Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

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#### *Contacts and Temporary Detentions*

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#### **417.3 FIELD INTERVIEWS**

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Park Ridge Police Department to strengthen community involvement, community awareness, and problem identification.

##### **417.3.1 INITIATING A FIELD INTERVIEW**

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

- (a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.
- (b) Actions suggesting that he/she is engaged in a criminal activity.
- (c) Presence in an area at an inappropriate hour of the day or night.
- (d) Presence in a particular area is suspicious.
- (e) Carrying of suspicious objects or items.
- (f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.
- (g) Location in proximate time and place to an alleged crime.
- (h) Physical description or clothing worn that matches a suspect in a recent crime.
- (i) Prior criminal record or involvement in criminal activity as known by the officer.

#### **417.4 PAT-DOWN SEARCHES**

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

- (a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.
- (b) Where more than one suspect must be handled by a single officer.
- (c) The hour of the day and the location or area where the stop takes place.
- (d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
- (e) The actions and demeanor of the suspect.

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- (f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

#### **417.5 FIELD PHOTOGRAPHS**

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

##### **417.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT**

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

##### **417.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT**

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

##### **417.5.3 DISPOSITION OF PHOTOGRAPHS**

All detainee photographs must be adequately labeled and submitted to the Shift Supervisor with either an associated FI card or other documentation explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation where a case number has been issued, the Shift Supervisor should review and forward the photograph to one of the following locations:

- (a) If the photograph and associated FI or documentation is relevant to criminal organization/enterprise enforcement, the Shift Supervisor will forward the photograph and documents to the designated criminal intelligence system supervisor. The supervisor will ensure the photograph and supporting documents are retained as prescribed in the Criminal Organizations Policy.
- (b) Photographs that do not qualify for retention in a criminal intelligence system or temporary information file shall be forwarded to the Records Bureau.

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When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

#### **417.5.4 SUPERVISOR RESPONSIBILITIES**

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 is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

#### **417.6 WITNESS IDENTIFICATION AND INTERVIEWS**

Because potential witnesses to an incident may become unavailable 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 investigator to utilize available members for the following:

- (a) Identifying all persons present at the scene and in the immediate area.
  - 1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
  - 2. 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 probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.
  - 1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

#### **417.7 STOP RECEIPTS**

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.

#### **DEFINITIONS**

- (a) Pedestrian: A person on foot, in a public place.

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- (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.

#### **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 Park Ridge Police Department Pedestrian Stop Receipt shall be completed and provided to the pedestrian. The receipt will contain the following information:
  - 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. 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.

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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.



# Criminal Organizations

## 418.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Park Ridge Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

### 418.1.1 DEFINITIONS

Definitions related to this policy include:

**Criminal intelligence system** - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

## 418.2 POLICY

The Park Ridge Police Department recognizes that certain criminal activities, including but not limited to gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this department to collect and share relevant information while respecting the privacy and legal rights of the public.

## 418.3 CRIMINAL INTELLIGENCE SYSTEMS

No department member may create, submit to or obtain information from a criminal intelligence system unless the Chief of Police has approved the system for department use.

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.

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for department use. The supervisor or the authorized designee should ensure the following:

- (a) Members using any such system are appropriately selected and trained.
- (b) Use of every criminal intelligence system is appropriately reviewed and audited.
- (c) Any system security issues are reasonably addressed.

### 418.3.1 SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information from a report, FI, photo or other relevant document into an authorized criminal intelligence system. If

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entries are made based upon information that is not on file with this department, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Bureau. Any supporting documentation for an entry shall be retained by the Records Bureau in accordance with the established records retention schedule and for at least as long as the entry is maintained in the system.

Types of intelligence information that may be included in the system are:

- (a) Active offenders and/or street-gang members with criminal histories, to include personal history information;
- (b) Registration file of motor vehicles used by known offenders;
- (c) Areas or locales frequented by known offenders;
- (d) Informants (these are confidential and in their own file);
- (e) Information received from other jurisdictions and relating to criminal activity of known offenders;
- (f) Lists of confirmed street-gang members.

The designated supervisor should ensure that any documents retained by the Records Bureau are appropriately marked as intelligence information. The Records Supervisor may not purge such documents without the approval of the designated supervisor.

#### **418.3.2 SWORD SYSTEM ENTRIES**

It is the designated supervisor's responsibility to approve the entry of any information into the Statewide Organized Criminal Gang Database (SWORD) criminal intelligence system (20 ILCS 2605/2605-305). Entries into such a database should be based upon on reasonable suspicion of criminal activity or actual criminal activity, and should be supported by documentation, where documentation is available.

The designated supervisor may approve creation or submission of information into the SWORD criminal intelligence system when the individual has been arrested and there is a reasonable belief that the individual is a member or affiliate of an organized gang. The designated supervisor may notify the appropriate prosecutor of the individual's alleged gang membership or gang affiliate status (20 ILCS 2640/15).

#### **418.4 TEMPORARY INFORMATION FILE**

No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the department-approved CIS only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of CIS entries.

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##### **418.4.1 FILE CONTENTS**

A temporary information file may only contain information and documents that, within one year, will have a reasonable likelihood to meet the criteria for entry into an authorized criminal intelligence system.

Information and documents contained in a temporary information file:

- (a) Must only be included upon documented authorization of the responsible department supervisor.
- (b) Should not be originals that would ordinarily be retained by the Records Bureau or Property and Evidence Office, but should be copies of, or references to, retained documents such as copies of reports, field interviews (FI) forms, Cook County 911 Center records or booking forms.
- (c) Shall not include opinions. No person, organization or enterprise shall be labeled as being involved in crime beyond what is already in the document or information.
- (d) May include information collected from publicly available sources or references to documents on file with another government agency. Attribution identifying the source should be retained with the information.

##### **418.4.2 FILE REVIEW AND PURGING**

- (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.
  - 4. 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.

##### **418.5 INFORMATION RECOGNITION**

Department members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

- (a) Gang indicia associated with a person or residence.
- (b) Information related to a drug-trafficking operation.
- (c) Vandalism indicating an animus for a particular group.
- (d) Information related to an illegal gambling operation.

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Department supervisors who utilize an authorized criminal intelligence system should work with the Administrative Services Supervisor to train members to identify information that may be particularly relevant for inclusion.

#### **418.6 RELEASE OF INFORMATION**

Department members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to department members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.

When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile's name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

#### **418.7 CRIMINAL STREET GANGS**

The Investigation Unit supervisor should ensure that there are an appropriate number of department members who can:

- (a) Testify as experts on matters related to criminal street gangs, and maintain an above average familiarity with identification of criminal street gangs, criminal street gang members and patterns of criminal gang activity.
- (b) Coordinate with other agencies in the region regarding criminal street gang crimes and information.
- (c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

#### **418.8 TRAINING**

The Administrative Services Supervisor should provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

- (a) The protection of civil liberties.
- (b) Participation in a multi-agency criminal intelligence system.
- (c) Submission of information into a multi-agency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.
- (d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.
- (e) The review and purging of temporary information files.

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#### **418.9 STRATEGIC INTELLIGENCE**

- (a) 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.
- (b) 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.
- (c) Strategic intelligence may be disseminated within the agency through:
  - 1. Weekly bulletins
  - 2. Special bulletins
  - 3. Shift briefings
  - 4. An open door policy between the Investigations Commander or designee and the Patrol Division in order to promote sharing of information.
- (d) 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.

## Mobile Audio/Video

### 419.1 PURPOSE AND SCOPE

The Park Ridge Police Department has equipped marked patrol cars with Mobile Audio and Video (MAV) recording systems to provide records of events and assist uniformed officers in the performance of their duties by providing a visual and/or audio record of patrol-related activities when permitted by law (720 ILCS 5/14-3(h)). This policy provides guidance on the use of these systems.

#### 419.1.1 DEFINITIONS

Definitions related to this policy include:

**Activate** - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

**In-car video and Mobile Audio Video (MAV) system** -Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

**MAV technician** - Personnel certified or trained in the operational use and repair of MAVs, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

**Recorded media** - Audio-video signals recorded or digitally stored on a storage device or portable media.

### 419.2 POLICY

It is the policy of the Park Ridge Police Department to use mobile audio and video technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.

### 419.3 ACTIVATION OF THE MAV

The system is always on, but will automatically start to record and remain recording when one of the triggers is activated. Once activated, the system will continue recording until the trigger has been deactivated, and the operator has manually depressed the red stop button on the 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 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 triggers for the system are as follows:

- (a) The light bar is activated in any position.
- (b) Manual recording activated by the operator after depressing the record button on the MVR control unit.

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- (c) When the vehicle speed exceeds 75 mph.
- (d) When the vehicle is involved in an accident
- (e) The body worn camera system may be used in conjunction with the MVR.

#### 419.3.1 REQUIRED ACTIVATION OF MAV

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident, due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated as soon as practicable in any of the following situations:

- (a) All field contacts involving actual or potential criminal conduct, within video or audio range:
  - 1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
  - 2. Priority responses
  - 3. Vehicle pursuits
  - 4. Suspicious vehicles
  - 5. Arrests
  - 6. Vehicle searches
  - 7. Physical or verbal confrontations or use of force
  - 8. Pedestrian stops
  - 9. DUI investigations including field sobriety tests
  - 10. Crimes in progress
  - 11. Responding to an in-progress call
  - 12. When any subject(s) is placed in the back seat of the vehicle, (arrestee, transport, etc.) the back seat camera will be activated by the officer.
- (b) All self-initiated activity in which an officer would normally notify Cook County 911 Center
- (c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:
  - 1. Domestic violence calls
  - 2. Disturbance of peace calls
  - 3. Offenses involving violence or weapons

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- (d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording
- (e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

#### **419.3.2 CESSATION OF RECORDING**

Once activated, the MAV system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

#### **419.3.3 WHEN ACTIVATION IS NOT REQUIRED**

Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

#### **419.4 ACTIVATION OF THE MAV**

The MAV system shall be activated (powered-on) continuously throughout the officer's shift (50 ILCS 707/15).

#### **419.5 REVIEW OF MAV RECORDINGS**

All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the agency is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the department MAV technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

- (a) For use when preparing reports or statements
- (b) By a supervisor investigating a specific act of officer conduct
- (c) By a supervisor to assess officer performance
- (d) To assess proper functioning of MAV systems
- (e) By a department investigator who is participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation
- (f) By department personnel who request to review recordings



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- (g) By an officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to his/her employment
- (h) By court personnel through proper process or with permission of the Chief of Police or the authorized designee
- (i) By the media through proper process or with permission of the Chief of Police or the authorized designee
- (j) To assess possible training value
- (k) Recordings may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the officer's objection
- (l) While on a traffic stop, motorist assist, or suspicious vehicle call. (The officer may allow the violator to view the recorded traffic violation.)

Employees desiring to view any previously uploaded or archived MAV recording should submit a request in writing to the Shift Supervisor. Approved requests should be forwarded to the MAV technician for processing.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

#### **419.6 DOCUMENTING MAV USE**

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer shall make a notation on the back of the records copy of the citation indicating that the incident was recorded.

#### **419.7 RECORDING MEDIA STORAGE AND INTEGRITY**

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of 90 days and disposed of in compliance with the established records retention schedules (720 ILCS 5/14-3(h-15)).

Recordings of the following incidents shall be secured as evidence:

- (a) A confrontation involving physical contact.
- (b) Any DUI or felony arrest.
- (c) 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.
- (d) Any incident that may have value in training or an officer's evaluation.

##### **419.7.1 RECORDING RETENTION REQUIREMENTS**

Notwithstanding the 90 day retention period in 720 ILCS 5/14-3(h-15), if the Department receives funds under the Illinois Law Enforcement Camera Grant Act, MAV video records must be stored for no less than two years (50 ILCS 707/15).

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##### **419.7.2 COPIES OF ORIGINAL RECORDING MEDIA**

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

##### **419.7.3 MAV RECORDINGS AS EVIDENCE**

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the Park Ridge Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

#### **419.8 SYSTEM OPERATIONAL STANDARDS**

- (a) MAV system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturer's recommendations.
- (b) The MAV system should be configured to minimally record for 30 seconds prior to an event.
- (c) The MAV system may not be configured to record audio data occurring prior to activation.
- (d) Unless the transmitters being used are designed for synchronized use, only one transmitter, usually the primary initiating officer's transmitter, should be activated at a scene to minimize interference or noise from other MAV transmitters.
- (e) Officers using digital transmitters that are synchronized to their individual MAV shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.
- (f) With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used inside MAV-equipped law enforcement vehicles to minimize the possibility of causing electronic or noise interference with the MAV system.
- (g) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings. Only a supervisor, MAV technician or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.
- (h) To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MAV technician.

#### **419.9 MAV TECHNICIAN RESPONSIBILITIES**

The MAV technician is responsible for:

- (a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.

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- (b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the MAV technician:
  - 1. Ensures it is stored in a secure location with authorized controlled access.
  - 2. Makes the appropriate entries in the chain of custody log.
- (c) Erasing of media:
  - 1. Pursuant to a court order.
  - 2. In accordance with established records retention policies, including reissuing all other media deemed to be of no evidentiary value.
- (d) Assigning all media an identification number prior to issuance to the field:
  - 1. Maintaining a record of issued media.
- (e) Ensuring that an adequate supply of recording media is available.
- (f) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the department evidence storage protocols and the records retention schedule.

#### **419.9.1 ADDITIONAL MAV TECHNICIAN RESPONSIBILITIES FOR GRANT FUNDING**

If the Department receives any grants under the Illinois Law Enforcement Camera Grant Act, the MAV technician is also responsible for (50 ILCS 707/15):

- (a) Remaining familiar with the applicable requirements of the Illinois Law Enforcement Camera Grant Act including any model rules developed by the Illinois Law Enforcement Training and Standards Board (ILETSB).
- (b) Ensuring the MAV system includes audio of the officer when the officer is outside of the vehicle.
- (c) Limiting access to the camera to the officer's supervisor.
- (d) Working with the Records Supervisor to develop procedures to process requests from other law enforcement agencies and local State's Attorneys for video recordings, including procedures for protecting identities of individuals not related to the recorded incident.
- (e) Completing the annual MAV report required by 50 ILCS 707/15.

#### **419.10 TRAINING**

All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.

## Mobile Data Terminal Use

### 420.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Terminal (MDT) system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and Cook County 911 Center.

### 420.2 POLICY

Park Ridge Police Department members using the MDT shall comply with all appropriate federal and state rules and regulations and shall use the MDT in a professional manner, in accordance with this policy.

### 420.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

### 420.4 RESTRICTED ACCESS AND USE

MDT use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member to their supervisors or Shift Supervisors.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDT system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDT system unless directed to do so by a supervisor. Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

#### 420.4.1 USE WHILE DRIVING

Use of the MDT by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

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In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

#### **420.5 DOCUMENTATION OF ACTIVITY**

Except as otherwise directed by the Shift Supervisor or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDT unless security or confidentiality prevents such broadcasting.

MDT and voice transmissions are used to document the member's daily activity. To ensure accuracy:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDT.

##### **420.5.1 STATUS CHANGES**

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDT system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDT when the vehicle is not in motion.

##### **420.5.2 EMERGENCY ACTIVATION**

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.

Members should ensure a field supervisor and the Shift Supervisor are notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

#### **420.6 EQUIPMENT CONSIDERATIONS**

##### **420.6.1 MALFUNCTIONING**

Whenever possible, members will not use vehicles with malfunctioning MDTs. Whenever members must drive a vehicle in which the MDT is not working, they shall notify Cook County 911 Center. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

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##### 420.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDTs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDT could cause some devices to detonate.

## Body Worn Camera System

### 421.1 PURPOSE AND SCOPE

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.

#### 421.1.1 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.

**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.

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#### *Body Worn Camera System*

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##### **421.2 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.

##### **421.3 PROCEDURES**

- (a) Objectives of the body worn camera program - 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 the 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.



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#### *Body Worn Camera System*

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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.
  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.

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- (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 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.
  - (l) Officers shall also adhere to the provisions set forth in the Mobile Audio/Video policy.
- (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 422.5 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.

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- (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.

#### **421.4 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.

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- (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.

#### **421.5 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 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.

#### **421.6 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 the Mobile Audio/Video policy.

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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 422.5 Reasonable Privacy Expectations for more information on expectation of privacy.
  4. The incident involves sensitive exposures of private body parts, unless required for capturing evidence.
  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.

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- (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.

#### **421.7 ACCIDENTAL RECORDINGS**

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.

#### **421.8 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.

#### **421.9 UPLOADING AND CATEGORIZATION**

- (a) All BWC recordings may be considered as evidence.
- (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.

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- (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.

#### **421.10 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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#### **421.11 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.
      - i. 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 field 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.

#### **421.12 SUPERVISORY 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.



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- (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. 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.

#### **421.13 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.

## Public Recording of Law Enforcement Activity

### 422.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence (50 ILCS 706/10-20).

### 422.2 POLICY

The Park Ridge Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

### 422.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present (720 ILCS 5/14-2; 50 ILCS 706/10-20).
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to (50 ILCS 706/10-20):
  - 1. Inciting others to violate the law.
  - 2. Being so close to the activity as to present a clear safety hazard to the officers.
  - 3. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.
  - 4. Engaging in any other action that could interfere with an officer's ability to maintain safety and control, secure crime scenes and accident sites, protect the integrity and confidentiality of investigations or protect the public safety and order.

### 422.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or

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behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

#### **422.5 SUPERVISOR RESPONSIBILITIES**

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

- (a) Request any additional assistance as needed to ensure a safe environment.
- (b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
- (c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
- (d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
- (e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

#### **422.6 SEIZING RECORDINGS AS EVIDENCE**

Officers should not seize recording devices or media unless (42 USC § 2000aa):

- (a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
  - 1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
- (b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
- (c) The person consents.
  - 1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.
  - 2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the

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#### *Public Recording of Law Enforcement Activity*

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evidence is to transmit a copy of the recording from a device to a department device.

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Office Policy.

#### **422.7 DISCIPLINE**

Departmental discipline consistent with the Personnel Complaints Policy and criminal prosecution may result from unlawful confiscation or destruction of a public recording of law enforcement activity (50 ILCS 706/10-20).

## Medical Marijuana

### 423.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production, or use of cannabis under the Illinois Compassionate Use of Medical Cannabis Program Act (the Act) (410 ILCS 130/1 et seq.).

#### 423.1.1 DEFINITIONS

Definitions related to this policy include (410 ILCS 130/10):

**Authorized amount** - No more than 2.5 ounces of usable cannabis unless the person has a Department of Public Health-approved quantity waiver for more than 2.5 ounces. The pre-mixed weight of cannabis used in making cannabis-infused products shall apply toward the authorized amount of cannabis.

**Cardholder** - A person who has been issued a valid registry identification card or valid provisional registration by the Department of Public Health (410 ILCS 130/55).

**Dispensary** - An organization or business that is registered by the Department of Financial and Professional Regulation to acquire medical cannabis from a registered cultivation center for the purpose of dispensing cannabis, paraphernalia, or related supplies and educational materials to cardholders.

**Medical use of cannabis** - The acquisition, administration, delivery, possession, transfer, transportation, or use of cannabis to treat or alleviate a person's debilitating medical condition or symptoms associated with the debilitating medical condition.

**Qualifying patient** - A person who has been diagnosed by a physician, an advanced practice registered nurse, or a physician assistant as having a debilitating medical condition listed in 410 ILCS 130/10(h).

**Registered designated caregiver** - A person who has a valid registry identification card to assist a qualifying patient with the medical use of cannabis.

**Registry identification card** - A document issued by the Department of Public Health that identifies a person as a registered qualifying patient or registered designated caregiver.

**Usable cannabis** - The seeds, leaves, buds, and flowers of the cannabis plant. It does not include the stalks and roots of the plant or the weight of any non-cannabis ingredients combined with cannabis, such as ingredients added to prepare a topical administration, food, or drink.

### 423.2 POLICY

It is the policy of the Park Ridge Police Department to prioritize resources to avoid making arrests related to cannabis that the arresting officer reasonably believes would not be prosecuted by state or federal authorities.

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Illinois medical cannabis laws are intended to provide protection from arrest and prosecution to those who comply with the registration requirements of the law and who use, possess or provide care to mitigate the symptoms of certain chronic or debilitating medical conditions, or produce or deliver cannabis. However, Illinois medical cannabis laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of cannabis. The Park Ridge Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Illinois law and the resources of the Department.

#### **423.3 INVESTIGATION**

Investigations involving the possession, delivery, production or use of cannabis generally fall into one of two categories:

- (a) Investigations when no person makes a medicinal claim
- (b) Investigations when a medicinal claim is made by a cardholder

##### **423.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM**

In any investigation involving the possession, delivery, production, or use of cannabis or drug paraphernalia where no person claims that the cannabis is used for medicinal purposes, the officer should proceed with a criminal investigation if the amount is greater than permitted for personal use of marijuana (410 ILCS 705/10-5). A medicinal defense may be raised at any time, so officers should document any statements and observations that may be relevant to whether the cannabis was possessed or produced for medicinal purposes.

##### **423.3.2 INVESTIGATIONS INVOLVING A CARDHOLDER**

No enforcement action should be taken when a person is in possession of, delivers, or uses cannabis or cannabis paraphernalia when the following amounts of cannabis are not exceeded (410 ILCS 130/25; 410 ILCS 130/10; 410 ILCS 705/10-5):

- (a) 2.5 ounces of cannabis obtained from a dispensary
- (b) More than 2.5 ounces of cannabis obtained from a dispensary if the person has a Department of Public Health-approved quantity waiver
- (c) Five plants more than 5 inches tall (unless properly licensed to possess more plants under a special license)

The total amount possessed between the patient and caregiver shall not exceed the patient's adequate supply.

Despite the existence of a valid registry identification card, if there is evidence that the conduct related to cannabis was not for the purpose of treating or alleviating the qualifying patient's medical condition or symptoms associated with the medical condition, a criminal investigation should occur (410 ILCS 130/25(a)-(d)).

Registered qualifying patients and their designated caregivers are required to possess their registry identification cards at all times when engaging in the medical use of cannabis (410 ILCS

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130/70). However, officers who reasonably believe that a person who does not have a registry identification card in his/her possession has been issued a card may treat the investigation as if the person has the card in his/her possession.

#### 423.3.3 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving cannabis possession, delivery, production, or use (410 ILCS 130/25):

- (a) No person may be arrested solely for:
  - 1. Selling cannabis paraphernalia to a cardholder, if the person is employed and registered as a dispensing agent of a dispensary.
  - 2. Being in the presence or vicinity of the medical use of cannabis.
  - 3. Assisting a qualifying patient in possession of a registry identification card with the act of administering cannabis.
- (b) Cannabis, cannabis paraphernalia, illegal property, or interest in legal property that is possessed, owned, or used in connection with the medical use of cannabis may not be seized or forfeited. However, nothing in this policy prohibits cannabis exceeding the authorized amounts or unrelated to any cannabis that is possessed, manufactured, transferred, or used under the Act from being seized or forfeited
- (c) Possession of, or application for, a registry identification card or registration certificate does not itself constitute reasonable suspicion or probable cause to search, nor does it preclude the existence of other independent probable cause.
- (d) Because enforcement of medical cannabis laws can be complex, time consuming, and call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:
  - 1. The suspect has been identified and can be easily located at another time.
  - 2. The case would benefit from review by a person with expertise in medical cannabis investigations.
  - 3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
  - 4. There are any other relevant factors, such as available department resources and time constraints.
- (e) Registered cultivation centers and dispensaries, as well as their officers, agents, and employees, may not be searched or seized solely because they are a cultivation center or dispensary, or are officers, agents, or employees of such facilities.
- (f) Before proceeding with enforcement related to a cultivation center, officers should consider conferring with appropriate legal counsel or the medical department of the state police (410 ILCS 705/15-135).

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##### 423.3.4 EXCEPTIONS

This policy does not apply to the following offenses. Officers may take enforcement action if the person (410 ILCS 130/30):

- (a) Undertakes any task under the influence of cannabis when doing so would constitute negligence, professional malpractice, or professional misconduct.
- (b) Possesses or uses cannabis:
  - 1. In a school bus, except as provided under 105 ILCS 5/22-33.
  - 2. On the grounds of any preschool, or primary, or secondary school, except as provided under 105 ILCS 5/22-33.
  - 3. In any correctional facility.
  - 4. In a vehicle, except that a person may possess medical cannabis if it is in a reasonably secured, sealed, container and is reasonably inaccessible while the vehicle is moving (see 625 ILCS 5/11-502.15 for how recreational marijuana may be transported in a motor vehicle).
  - 5. In a private residence that is used at any time to provide licensed child care or other similar social service care on the premises.
- (c) Uses cannabis:
  - 1. In any motor vehicle.
  - 2. In any place except a private residence where an individual could reasonably be expected to be observed by others, except as provided under 105 ILCS 5/22-33.
  - 3. Knowingly in close physical proximity to anyone under the age of 18, except as provided under 105 ILCS 5/22-33.
  - 4. As an active duty law enforcement officer, correctional officer, correctional probation officer, or firefighter.
  - 5. As a person with a school bus permit or a Commercial Driver's License (CDL).
- (d) Smokes medical cannabis in any place where smoking is prohibited under the Smoke Free Illinois Act.
- (e) Operates, navigates, or is in actual physical control of any motor vehicle, aircraft, or motorboat while using or under the influence of cannabis, in violation of Sections 11-501 and 11-502.1 of the Illinois Vehicle Code.
- (f) Uses or possesses cannabis if that person does not have a debilitating medical condition and is not a registered qualifying patient or registered designated caregiver.
- (g) Allows another person who is not allowed to use cannabis under the Act to use cannabis that a cardholder is allowed to possess.
- (h) Transfers cannabis to any person contrary to the provisions of the Act
- (i) Drives any vehicle in violation of Section 11-503 of the Illinois Vehicle Code (reckless driving).



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##### **423.4 FEDERAL LAW ENFORCEMENT**

Officers should provide information regarding a cannabis investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

##### **423.5 PROPERTY AND EVIDENCE OFFICE SUPERVISOR RESPONSIBILITIES**

The Property and Evidence Office supervisor should ensure that cannabis, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical cannabis is not destroyed. The Property and Evidence Office supervisor is not responsible for caring for live cannabis plants.

Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property and Evidence Office supervisor should return to the person from whom it was seized any useable cannabis, plants, drug paraphernalia or other related property.

The Property and Evidence Office supervisor should not destroy cannabis that was alleged to be for medical purposes except upon receipt of a court order.

The Property and Evidence Office supervisor may release cannabis to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Investigation Unit supervisor.

## Bicycle Patrol Unit

### 424.1 PURPOSE AND SCOPE

The Park Ridge Police Department has established the Bicycle Patrol Unit (BPU) for the purpose of enhancing patrol efforts in the community. Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas and their quiet operation can provide a tactical approach to crimes in progress. The purpose of this policy is to provide guidelines for the safe and effective operation of the patrol bicycle.

### 424.2 POLICY

Patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control, or special events. The use of the patrol bicycle will emphasize their mobility and visibility to the community.

Bicycles may be deployed to any area at all hours of the day or night, according to Department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the Bicycle Patrol Unit supervisor or the Shift Supervisor.

### 424.3 TRAINING

Participants in the program must complete an initial Department approved bicycle-training course after acceptance into the program. The initial training shall minimally include the following:

- Bicycle patrol strategies
- Bicycle safety and accident prevention
- Operational tactics using bicycles

### 424.4 UNIFORMS AND EQUIPMENT

Officers shall wear the department-approved uniform and safety equipment while operating the department bicycle. Safety equipment includes department-approved helmet, riding gloves, protective eyewear and approved footwear.

The bicycle patrol unit uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt with department badge and patches and department-approved bicycle patrol pants or shorts.

Optional equipment includes jacket in colder weather, turtleneck shirts or sweaters when worn under the uniform shirt, and a radio head set and microphone.

Bicycle patrol officers shall carry the same equipment on the bicycle patrol duty belt as they would on a regular patrol assignment.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

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##### **424.5 CARE AND USE OF PATROL BICYCLES**

Officers will be assigned a specially marked and equipped patrol bicycle, attached gear bag.

Bicycles utilized for uniformed bicycle patrol shall be primarily black or white in with a Police decal affixed to each side of the crossbar or the bike's saddlebag. Every such bicycle shall be equipped with front and rear reflectors and front lights.

Bicycles utilized for uniformed bicycle patrol shall be equipped with a rear rack and/or saddle bag(s) sufficient to carry all necessary equipment to handle routine patrol calls including report writing, vehicle storage and citations.

Each bicycle shall be equipped with an oscillating, rotating or flashing red and/or blue warning light that is visible from the front, sides, or rear of the bicycle (625 ILCS 5/12-215).

Bicycle officers shall conduct an inspection of the bicycle and equipment prior to use to ensure proper working order of the equipment. Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

If a needed repair is beyond the ability of the bicycle officer, a repair work order will be completed and forwarded to the program supervisor for repair by an approved technician.

Each bicycle will have scheduled maintenance annually.

At the end of a bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

Officers shall not modify the patrol bicycle, remove, modify or add components except with the expressed approval of the bicycle supervisor, or in the event of an emergency.

Vehicle bicycle racks are available should the officer need to transport the patrol bicycle. Due to possible component damage, transportation of the patrol bicycle in a trunk is discouraged.

Bicycles shall be properly secured when not in the officer's immediate presence.

##### **424.6 OFFICER RESPONSIBILITY**

Officers must operate the bicycle in compliance with the vehicle code under normal operation. Officers may operate the bicycle without lighting equipment during hours of darkness when such operation reasonably appears necessary for officer safety and tactical considerations. Officers must use caution and care when operating the bicycle without lighting equipment.

Officers operating an authorized emergency vehicle may park or stand, irrespective of the provisions of the Illinois Vehicle Code (625 ILCS); proceed past a red or stop signal or stop sign, but only after slowing down as may be required and necessary for safe operation; exceed the maximum speed limits so long as he/she does not endanger life or property; disregard regulations governing direction of movement or turning in specified directions (625 ILCS 5/11-205).

The driver of an authorized emergency vehicle is not relieved from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

## Use of Citations

### 425.1 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.

### 425.2 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 (3) 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 (4) part form referred to as an "MC" citation.

### 425.3 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 Records Division 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 Records Division.
- (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.

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- (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.
- (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 violator's signature.
  - 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

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1. Compliance citation(s) copies and Compliance violation citation (hard copy) which is given to the violator) will be deposited 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 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 and yellow 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

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1. The Records Division will issue P/C Citation books to Lutheran General Security Officers.
2. Copies of completed P/C citations will be turned in to the Records Division, 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.

#### **425.4 RECORDS DIVISION RESPONSIBILITIES FOR CITATIONS**

- (a) The Records Division 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.
- (c) When the Records Division 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.

#### **425.5 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.

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- (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.

#### **425.6 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.

#### **425.7 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 Records Division 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 Records Division. 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 Records Division indicating which ticket numbers were borrowed.

#### **425.8 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:
    - (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 Records Division 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.



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- (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 Records Division 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 maybe 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 Records Division 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-suited tickets.

## Foot Pursuits

### 426.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue a pursuit of suspects on foot.

### 426.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

### 426.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances present at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

- (a) Containment of the area.
- (b) Saturation of the area with law enforcement personnel, including assistance from other agencies.
- (c) A canine search.
- (d) Thermal imaging or other sensing technology.
- (e) Air support.

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- (f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

#### **426.4 GENERAL GUIDELINES**

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

- (a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.
- (b) The officer is acting alone.
- (c) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.
- (d) The officer is unsure of his/her location and direction of travel.
- (e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspect should a confrontation occur.
- (f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.
- (g) The officer loses radio contact with the dispatcher or with assisting or backup officers.
- (h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.
- (i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.
- (j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.
- (k) The officer loses possession of his/her firearm, radio, or other essential equipment.
- (l) The officer or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
- (m) The suspect's location is no longer known.
- (n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.

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- (o) The officer's ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

#### **426.5 RESPONSIBILITIES IN FOOT PURSUITS**

##### **426.5.1 INITIATING OFFICER RESPONSIBILITIES**

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

- (a) Location and direction of travel
- (b) Call sign identifier
- (c) Reason for the foot pursuit, such as the crime classification
- (d) Number of suspects and description, to include name if known
- (e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the dispatcher of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

##### **426.5.2 ASSISTING OFFICER RESPONSIBILITIES**

Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize non-essential radio traffic to permit the involved officers maximum access to the radio frequency.

##### **426.5.3 SUPERVISOR RESPONSIBILITIES**

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible;

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the supervisor does not, however, need not be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

#### **426.5.4 COOK COUNTY 911 CENTER RESPONSIBILITIES**

Upon notification or becoming aware that a foot pursuit is in progress, the dispatcher is responsible for:

- (a) Clearing the radio channel of non-emergency traffic.
- (b) Coordinating pursuit communications of the involved officers.
- (c) Broadcasting pursuit updates as well as other pertinent information as necessary.
- (d) Ensuring that a field supervisor is notified of the foot pursuit.
- (e) Notifying and coordinating with other involved or affected agencies as practicable.
- (f) Notifying the Shift Supervisor as soon as practicable.
- (g) Assigning an incident number and logging all pursuit activities.

#### **426.6 REPORTING REQUIREMENTS**

The initiating officer shall complete appropriate crime/arrest reports documenting, at a minimum:

- (a) Date and time of the foot pursuit.
- (b) Initial reason and circumstances surrounding the foot pursuit.
- (c) Course and approximate distance of the foot pursuit.
- (d) Alleged offenses.
- (e) Involved vehicles and officers.
- (f) Whether a suspect was apprehended as well as the means and methods used.
  - 1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
- (g) Arrestee information, if applicable.
- (h) Any injuries and/or medical treatment.
- (i) Any property or equipment damage.
- (j) Name of the supervisor at the scene or who handled the incident.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

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The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

# Firearm Concealed Carry

## 427.1 PURPOSE AND SCOPE

This policy provides guidance for responding to situations involving individuals who possess concealed carry handgun licenses under the provisions of the Illinois Firearm Concealed Carry Act (430 ILCS 66/1 et seq.).

## 427.2 POLICY

The Park Ridge Police Department respects the rights of individuals to carry concealed handguns in compliance with the Illinois Firearm Concealed Carry Act.

It is the policy of the Park Ridge Police Department to not unreasonably interfere with or discriminate against individuals who lawfully carry concealed handguns.

## 427.3 OFFICER RESPONSIBILITY

When an officer initiates an investigative stop, including a traffic stop, and determines that any persons contacted, including passengers, are in possession of concealed firearms and are license holders, the duration of the contact may only be extended by the amount of time reasonably necessary to verify the validity of the license or to verify that possession of the weapon is lawful, absent reasonable suspicion of other criminal activity.

If an officer reasonably believes a person is a clear and present danger because the person has engaged in verbally or physically threatening behavior (e.g., violent, suicidal or assaultive threats or actions), the officer shall report this information to the Illinois State Police (ISP) within 24 hours (430 ILCS 65/8.1). The fact that ISP has been notified and the manner of notification should be documented.

The officer should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent). Officers are cautioned that a search warrant may be needed before seizing weapons or entering a residence or other place to search, unless a lawful, warrantless entry has already been made (e.g., exigent circumstances, consent).

[See attachment: PRPD Firearm Reclamation Information.pdf](#)

### 427.3.1 OFFICER SAFETY

If an officer reasonably believes it is necessary for the safety of anyone present, the officer may secure a firearm or direct that it be secured during any contact with a licensee lawfully carrying a firearm or non-resident lawfully transporting a firearm in a vehicle. The officer shall return the firearm to the person after it is determined he/she is not a threat to the safety of any person present unless he/she is being transported to another location for treatment, in which case the officer shall proceed as provided in the Firearms in Non-Custody Situations section of this policy (430 ILCS 66/10(h-1)).

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##### **427.4 FIREARMS IN CUSTODY SITUATIONS**

No person shall be transported in a department vehicle or be brought into a department facility or other prohibited facility while armed. If no other reasonable accommodation for the firearm is available, officers should take possession of the firearm, safely secure it during transport and retain possession until the person is released. If the person is not released, the firearm will be submitted to the Property and Evidence Office as evidence or for safekeeping.

If a licensee's vehicle is towed and his/her firearm is in the vehicle, officers should handle the vehicle inventory in a manner that is consistent with the Vehicle Towing Policy. The officer should remove any firearms and submit them to the Property and Evidence Office for either safekeeping or evidence, whichever is appropriate for the circumstances.

If the firearm is locked in a storage container inside the vehicle and is not considered evidence, officers should ask the licensee whether he/she prefers to have the firearm secured for safekeeping in the Property and Evidence Office or left with the vehicle. If the licensee chooses to leave the firearm with the vehicle, his/her decision should be documented in the incident report or towed vehicle report.

The handling officer should provide a receipt, along with instructions for regaining possession of the firearm. Any firearm retained and stored for safekeeping shall be returned to the lawful owner, without fees, in accordance with the Property and Evidence Office Policy.

##### **427.5 FIREARMS IN NON-CUSTODY SITUATIONS**

If a licensee who is in lawful possession of a firearm is encountered under circumstances where he/she cannot adequately secure the firearm, (i.e., is incapacitated or being transported to the hospital for medical reasons), the firearm shall be retained and submitted to the Property and Evidence Office for safekeeping.

The handling officer should provide a receipt documenting the make, model, caliber and serial number of the firearm, along with instructions for regaining possession of the firearm. Any firearm retained and stored for safekeeping shall be returned to the lawful owner, without fees, in accordance with the Property and Evidence Office Policy (430 ILCS 66/10(h-1)).

##### **427.6 OBJECTIONS TO LICENSE APPLICATIONS**

State law allows law enforcement agencies to file an objection to a license applicant when there is reasonable suspicion that the applicant is a danger to him/herself or others, or poses a threat to public safety (430 ILCS 66/15(a)). Any member who becomes aware of a license applicant who the member reasonably suspects is a danger to him/herself or others, or who poses a threat to public safety should promptly forward an incident report or a memorandum, as appropriate, to the Chief of Police or the authorized designee for approval and forwarding to ISP.

##### **427.7 SURRENDER OR SEIZURE OF LICENSES**

Members receiving a concealed carry license that has been voluntarily surrendered to the department because it has been revoked, suspended or denied shall provide the individual



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surrendering the license with a receipt and ensure that the license is forwarded to ISP (430 ILCS 66/70).

Officers should seize concealed carry licenses when the officer serves an order of protection and the person served is known to possess a concealed carry license. A notification of the order and the license must be forwarded to ISP within seven days of the date the order was served (430 ILCS 66/70).

It is a misdemeanor for a person to fail to surrender a concealed carry license within 48 hours of receiving notice of the revocation, denial or suspension of the license. Officers observing a license in the possession of a person whose license has been revoked, suspended or denied should consider seizing the license as evidence, if there are articulable facts that establish the person was aware of the revocation, suspension or denial. If the license is seized as evidence, ISP should be notified as soon as practicable. A copy of the report should be forwarded to ISP.

# Suspicious Activity Reporting

## 428.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

### 428.1.1 DEFINITIONS

Definitions related to this policy include:

**Involved party** - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

**Suspicious activity** - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

## 428.2 POLICY

The Park Ridge Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism, and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

## 428.3 RESPONSIBILITIES

All supervisors and authorized designees will manage reports of suspicious activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Investigations Commander include, but are not limited to:

- (a) Remaining familiar with those databases available to the Department that would facilitate the purpose of this policy.

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- (b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.
- (c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.
- (d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.
- (e) Ensuring that suspicious activity information is appropriately disseminated to members in accordance with their job responsibilities.
- (f) Coordinating investigative follow-up, if appropriate.
- (g) Coordinating with any appropriate agency or fusion center.
- (h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

#### **428.4 REPORTING AND INVESTIGATION**

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any civilian member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a Suspicious Activity Report (SAR) report and include information about involved parties and the circumstances of the incident.

## Medical Aid and Response

### 429.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

### 429.2 POLICY

It is the policy of the Park Ridge Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

### 429.3 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.

### 429.4 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so (720 ILCS 5/7-15).

Prior to initiating medical aid, the member should contact Cook County 911 Center and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Cook County 911 Center with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.

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- (d) Information on the person in need of EMS, such as:
  - 1. Signs and symptoms as observed by the member.
  - 2. Changes in apparent condition.
  - 3. Number of patients, sex, and age, if known.
  - 4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
  - 5. Whether the person is showing signs of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

#### **429.5 TRANSPORTING ILL AND INJURED PERSONS**

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

#### **429.6 PERSONS REFUSING EMS CARE**

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a civil commitment in accordance with the Civil Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

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Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

#### **429.7 SICK OR INJURED ARRESTEE**

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

#### **429.8 MEDICAL ATTENTION RELATED TO USE OF FORCE**

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

#### **429.9 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE**

A member should use an AED only after he/she has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization or rules existing under the AED Act, 410 ILCS 4/20.

##### **429.9.1 AED USER RESPONSIBILITY**

Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the designated supervisor, who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member using an AED shall notify Cook County 911 Center as soon as possible and request response by EMS (410 ILCS 4/20).

##### **429.9.2 AED REPORTING**

Any member using an AED will complete an incident report detailing its use.

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##### **429.9.3 AED TRAINING AND MAINTENANCE**

The designated supervisor shall ensure that the Park Ridge Police Department is equipped with at least one operational and functional AED and that all AED are appropriately maintained and tested (55 ILCS 5/3-6040; 65 ILCS 5/11-1-13; 410 ILCS 4/20).

Records of all maintenance and testing should be maintained in accordance with the established records retention schedule.

The designated supervisor shall ensure that an adequate number of members receive training in the use of an AED (55 ILCS 5/3-6040; 65 ILCS 5/11-1-13; 410 ILCS 4/20).

#### [AED Supplemental Training and Procedure Content](#)

##### **429.10 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION**

The designated supervisor shall maintain written procedures to manage the department's acquisition, storage, transportation, training and administration of opioid overdose medication (20 ILCS 301/5-23).

Members who have received training may administer opioid overdose medication in accordance with protocol specified by the health care professional who prescribed the overdose medication for use by the member (20 ILCS 301/5-23).

##### **429.10.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES**

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the designated supervisor.

Any member who administers an opioid overdose medication should contact Cook County 911 Center as soon as possible and request response by EMS.

##### **429.10.2 OPIOID OVERDOSE MEDICATION REPORTING**

Any member administering opioid overdose medication should detail its use in an appropriate report.

##### **429.10.3 OPIOID OVERDOSE MEDICATION TRAINING**

The designated supervisor should ensure training is provided to members authorized to administer opioid overdose medication that includes information and training on drug overdose prevention, recognition, the administration of an overdose medication and care for the person after administration of the medication as provided in 20 ILCS 301/5-23.

#### [Narcan Supplemental Training and Procedure Content](#)

##### **429.11 FIRST AID TRAINING**

Subject to available resources, the designated supervisor should ensure officers receive periodic first aid training appropriate for their position.

## Civil Disputes

### 430.1 PURPOSE AND SCOPE

This policy provides members of the Park Ridge Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Illinois law.

### 430.2 POLICY

The Park Ridge Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

### 430.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

- (a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.
- (b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.
- (c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.
- (d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.
- (e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

### 430.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent



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court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

- (a) The person's knowledge of the court order or whether proof of service exists.
- (b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

#### **430.4.1 STANDBY REQUESTS**

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

#### **430.5 VEHICLES AND PERSONAL PROPERTY**

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

#### **430.6 REAL PROPERTY**

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

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#### **430.7 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.

#### **430.8 EVICTIONS**

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."

#### **430.9 UNLAWFUL VISITATION INTERFERENCE AND PARENTING TIME INTERFERENCE 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,

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- (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;
  - (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.

#### **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.

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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.

#### **430.10 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).

# First Amendment Assemblies

## 431.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

## 431.2 POLICY

The Park Ridge Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

## 431.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, loitering and disorderly conduct. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

- (a) Engage in assembly or demonstration-related discussion with participants.
- (b) Harass, confront or intimidate participants.
- (c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

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##### **431.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS**

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

Care should be taken to ensure that any simultaneous audio recording does not violate the Illinois Eavesdropping Act (720 ILCS 5/14-2; 720 ILCS 5/14-3).

##### **431.4 UNPLANNED EVENTS**

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to Cook County 911 Center, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

##### **431.5 PLANNED EVENT PREPARATION**

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

##### **431.5.1 INFORMATION GATHERING AND ASSESSMENT**

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.

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- Information about past and potential unlawful conduct associated with the event or similar events.
- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

#### 431.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

- (a) Command assignments, chain of command structure, roles and responsibilities.
- (b) Staffing and resource allocation.
- (c) Management of criminal investigations.
- (d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).
- (e) Deployment of specialized resources.
- (f) Event communications and interoperability in a multijurisdictional event.
- (g) Liaison with demonstration leaders and external agencies.
- (h) Liaison with City government and legal staff.
- (i) Media relations.
- (j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.
- (k) Traffic management plans.
- (l) First aid and emergency medical service provider availability.
- (m) Prisoner transport and detention.
- (n) Review of policies regarding public assemblies and use of force in crowd control.
- (o) Parameters for declaring an unlawful assembly.
- (p) Arrest protocol, including management of mass arrests.
- (q) Protocol for recording information flow and decisions.

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- (r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.
- (s) Protocol for handling complaints during the event.
- (t) Parameters for the use of body-worn cameras and other portable recording devices.

#### **431.5.3 MUTUAL AID AND EXTERNAL RESOURCES**

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

#### **431.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS**

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

#### **431.7 RESPONSE TO RESISTANCE**

Response to resistance is governed by current department policy and applicable law (see the Response to Resistance, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and Electronic Control Weapons should be considered only when the participants' conduct reasonably appears to present the



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potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

Force or control devices should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any response to resistance by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

#### **431.8 ARRESTS**

The Park Ridge Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

- (a) Reasonable measures to address the safety of officers and arrestees.
- (b) Dedicated arrest, booking and report writing teams.
- (c) Timely access to medical care.
- (d) Timely access to legal resources.
- (e) Timely processing of arrestees.
- (f) Full accountability for arrestees and evidence.
- (g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Notice to Appear or Summons Releases Policy).

##### **431.8.1 MASS ARRESTS**

##### **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.
- (d) The arresting officer should be photographed with the prisoner prior to the prisoner's being transported from the scene.

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1. If possible, the forensic, technician should perform this function.

#### **TRANSPORTATION**

- (a) After being searched, arrestees will be transported to the designated booking location for processing.
- (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.

#### **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.

Prisoners should be removed from the front lines of any civil disorder and transported as soon as possible to the designated detention area.

#### **431.9 MEDIA RELATIONS**

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

#### **431.10 DEMOBILIZATION**

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

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##### **431.11 POST EVENT**

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

- (a) Operational plan
- (b) Any incident logs
- (c) Any assignment logs
- (d) Vehicle, fuel, equipment and supply records
- (e) Incident, arrest, use of force, injury and property damage reports
- (f) Photographs, audio/video recordings, Cook County 911 Center records/tapes
- (g) Media accounts (print and broadcast media)

##### **431.11.1 AFTER-ACTION REPORTING**

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

- (a) Date, time and description of the event
- (b) Actions taken and outcomes (e.g., injuries, property damage, arrests)
- (c) Problems identified
- (d) Significant events
- (e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

##### **431.12 TRAINING**

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

## **Chapter 5 - Traffic Operations**

# Traffic Function and Responsibility

## 500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

## 500.2 TRAFFIC SECTION RESPONSIBILITIES

- (a) 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.
  - 5. Liaison with the traffic safety agencies or groups.
  - 6. The preparation and distribution of traffic safety educational materials to the public.
  - 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.
  - 13. Mobile Traffic Trailer ([See attached Mobile Traffic Trailer Procedure](#)).

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#### *Traffic Function and Responsibility*

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##### **500.2.1 TRAFFIC OFFICER DEPLOYMENT**

Several factors are considered in the development of deployment schedules for officers of the Park Ridge Police Department. Traffic crash information provided by the Illinois Department of Transportation is a valuable resource for traffic accident occurrences and therefore officer deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors

All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of accident causing violations during high accident hours and at locations of occurrence. All officers will take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine. All officers shall maintain high visibility while working general enforcement, especially at high accident locations.

Other factors to be considered for deployment are citizen requests, construction zones or special events.

##### **500.3 ENFORCEMENT**

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas. The number of citations issued by any officer shall not be used as criterion for evaluating officer overall performance, but the number of traffic stops completed, arrests, written warnings, and crime prevention measures are appropriate evaluation criterion (55 ILCS 5/5-1136; 65 ILCS 5/11-1-12).

Bicycle Violation Enforcement ([See attached Procedure](#))

Motor Vehicle Stops ([See attached Training and Procedure](#))

Confronting the Traffic Violator ([See attached Training and Procedure](#))

##### **500.3.1 WARNINGS**

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

##### **500.3.2 CITATIONS**

Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:

- (a) Explanation of the violation or charge.

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- (b) Court appearance procedure including the optional or mandatory appearance by the motorist.
- (c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court.

#### **500.3.3 PHYSICAL ARREST**

Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Criminal Code. These physical arrest cases usually deal with, but are not limited to:

- (a) Reckless homicide.
- (b) Felony and misdemeanor driving under the influence of alcohol/drugs.
- (c) Felony or misdemeanor hit-and-run.
- (d) Refusal to sign notice to appear.
- (e) Any other misdemeanor at the discretion of the officer, such as reckless driving with extenuating circumstances.

#### **500.4 STOP RECEIPTS AND STOP CARDS**

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.

##### 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 complaint or compliance citation, the officer will complete a field contact card (stop card).

- (a) 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.

#### **500.5 SEIZURE OF ITEMS**

Officers who reasonably believe that any certificate of title, registration card, permit, license, registration plate, license plate, disability license plate, parking decal or device, or registration sticker is fictitious, expired, revoked, cancelled, suspended or unlawfully issued shall seize such items for return of the items to the Secretary of State (625 ILCS 5/2-111).

#### **500.6 SUSPENDED OR REVOKED DRIVERS LICENSES**

If an officer contacts a traffic violator for driving on a suspended or revoked license, the officer may physically arrest the driver, or issue a traffic citation pursuant to 625 ILCS 5/6-303.

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##### **500.7 HIGH-VISIBILITY VESTS**

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

##### **500.7.1 REQUIRED USE**

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, accident investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plainclothes officer might benefit from being readily identified as a member of law enforcement.

##### **500.7.2 CARE AND STORAGE OF HIGH-VISIBILITY VEST**

High-visibility vests shall be maintained in the trunk of each patrol and investigation unit, in the side box of each police motorcycle and in the saddlebag or gear bag of each police bicycle. Each vest should be stored inside the re-sealable plastic bag provided to protect and maintain the vest in a serviceable condition. Before going into service each employee shall ensure a serviceable high-visibility vest is properly stored.

A supply of high-visibility vests will be maintained in the equipment room for replacement of damaged or unserviceable vests. The Administrative Services Supervisor should be promptly notified whenever the supply of vests in the equipment room needs replenishing.



# Traffic Crash Reporting

## 501.1 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.

## 501.2 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.

## 501.3 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-incapacitating, 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.)

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#### *Traffic Crash Reporting*

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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.
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).

#### **501.4 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 and in accordance with the most current State guidelines (as outlined in the SR1 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.

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#### *Traffic Crash Reporting*

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- (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 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.

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- (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:
  - (a) 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.
  - (b) In the circumstance that a manual or paper SR1 1050 is completed, a paper supplemental report shall be completed.
  - (c) If a new incident number was generated, it will be coded out appropriately and then referred to the original traffic crash complaint number.
  - (d) 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.

#### **501.5 RESPONSE TO MOTOR VEHICLE CRASHES**

- (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.

#### **501.6 CRASH SCENE RESPONSIBILITIES**

- (a) Responding to the Crash Scene

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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.
  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

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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/she will immediately request that a supervisor respond to the scene. He/She 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.
  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

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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.

#### **501.7 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.

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2. The vehicle glass for evidence of damage/obstructions, or short-lived evidence such 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.



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(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.
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.

## Vehicle Towing

### 502.1 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.

### 502.2 RECORD OF VEHICLE TOW

- (a) An incident 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 incident 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

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- (d) 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. If the vehicle is being 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.
- (e) 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.

#### **502.3 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 incident 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

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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 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 the 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 incident 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.

#### **502.4 IMPOUNDING AND TOWING OF MOTOR VEHICLES USED IN CONNECTION WITH ILLEGAL ACTIVITIES SUBJECT TO 13-23 OF THE CITY OF PARK RIDGE MUNICIPAL CODE**

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.

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##### **502.5 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.

##### **502.6 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.

## Administrative Towing

### 503.1 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.

#### 503.1.1 DEFINITIONS

**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.

**Vehicle** - Any "motor vehicle" as defined by ILCS or the City of Park Ridge Municipal Code.

### 503.2 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:
    - (a) 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

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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 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.

#### **503.3 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.

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- (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 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.

#### **503.4 RELEASE OF IMPOUNDED VEHICLE 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.



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- (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 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.

#### **503.5 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.

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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.

# Impaired Driving

## 504.1 PURPOSE AND SCOPE

- (a) To identify driving under the influence enforcement as a department priority.
- (b) This policy 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.

## 504.2 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.

## 504.3 PROCEDURES

### 504.3.1 USE OF PRELIMINARY BREATH TEST (PBT) DEVICE

- (a) 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.
- (b) 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)
- (c) Only PBT devices owned by the Park Ridge Police Department or other police agency may be used.

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##### 504.3.2 ARREST

- (a) 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).
- (b) If the arrestee is a juvenile, the juvenile subject shall be charged and prosecuted the same as an adult.
  - 1. All citations will be processed in the usual manner.
  - 2. Juveniles will not be detained in a Detention Center for traffic violations alone. These cases are to be resolved by:
    - (a) Securing bond from the juvenile's parent or guardian
    - (b) Issuance of a notice to appear
    - (c) 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).
- (c) 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:
  - 1. Towing the vehicle in accordance with department policies. (See the General Orders regarding towing and Administrative Tow Procedure).
  - 2. Leaving the vehicle legally parked, and if possible, locked.
  - 3. Releasing the vehicle to a person of arrestee's choice.
  - 4. The watch supervisor may authorize another alternative.
- (d) Complete the driving under the influence citation.

##### 504.3.3 REQUEST THE SUBJECT TO SUBMIT TO A TEST OR TESTS

- (a) 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:
  - 1. He or she refuse to submit to a chemical test,
  - 2. The test disclose a blood alcohol concentration of 0.08 or more, or
  - 3. 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.
- (b) The arresting officer will fill out the Warning to Motorist form completely and distribute as indicated on the form.
- (c) The Implied Consent Statute does not apply on private property.
- (d) 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:
  - 1. Breath test - submission to a breath test will be requested unless:

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- (a) Transporting the arrested subject to an instrument location is impractical due to his physical condition,
  - (b) No instrument or operator is readily available, or
  - (c) 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.
- 2. Blood test - with the approval of the watch supervisor, submission to a blood test will be requested:
  - (a) When submission to a breath test is not requested for reasons as stated above,
  - (b) 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
  - (c) In all cases involving a driving under the influence arrest in conjunction with a fatal traffic accident investigation.
- 3. 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.
  - (a) 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).
- (e) Submission to test
  - 1. If the arrested subject agrees to submit, the arresting officer will make arrangements for the appropriate test or tests.
  - 2. 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.
- (f) Recording of test(s) or refusals in the Chemical Test Log Book.
  - 1. The arresting officer shall enter in the Chemical Test Log Book any chemical test refusal or any blood and/or urine test required.
  - 2. 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.

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##### 504.3.4 CONDUCTING TESTS

###### **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.

###### **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.
- (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.

###### **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-2IL. 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.

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- 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-2IL. 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:
    - (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.

#### **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.

#### **504.3.5 LAW ENFORCEMENT SWORN REPORT**

- (a) The Law Enforcement Sworn Report does not apply to DUI arrests on private property.
- (b) 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

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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.

1. If the arrestee has surrendered his driver's license, the officer will sign his name and badge number.
  2. 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.
- (c) Only one (1) Law Enforcement Sworn Statement will be made for each arrestee, regardless of how many tests were refused.
- (d) 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.

#### 504.3.6 ALCOHOL AND/OR DRUG INFLUENCE REPORT

- (a) 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.
- (b) 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.
- (c) The arrestee shall be given the Miranda Warning prior to beginning the interview section of the influence report.

#### 504.3.7 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:

- (a) The person has previously committed two (2) prior violations of 11-501 (supervision for 11-501 counts as a prior "commission"),
- (b) The offense is committed while driving a school bus with children on board,
- (c) 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
- (d) 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.

#### 504.3.8 DUI ARREST REPORTS/FORMS REQUIRED

- (a) Traffic citation(s),
- (b) Arrest Report,



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- (c) Alcohol Influence Report,
- (d) 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),
- (e) Process through CABS,
- (f) Request form for Abstract of Driving Record,
- (g) Request form for State's Attorney Abstract of Driving Record,
- (h) Motor Vehicle Accident Report, if applicable,
- (i) Motor Vehicle Tow Report, if applicable,
- (j) Warning to Motorist Form,
- (k) Law Enforcement Sworn Report, if applicable,
- (l) Breath test print out, if applicable,
- (m) 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,
- (n) Felony Complaint and Felony 101 Form (with fingerprint cards), if applicable, and
- (o) Administrative Tow paperwork, if applicable.

#### 504.3.9 RELEASE OF DUI OFFENDERS

- (a) 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.
- (b) There is no authority to continue to hold a person in custody once bail has been posted.
  - 1. A juvenile offender should be released to a parent or other responsible guardian.
  - 2. An intoxicated offender should be encouraged to contact a third party for transportation.
  - 3. 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.
  - 4. 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.
- (c) If the person commits another offense after being released, he should be arrested again and charged accordingly.

#### 504.3.10 DRIVING UNDER THE INFLUENCE (DUI) EMERGENCY COST WORKSHEET FORM

- (a) 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.

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1. 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.
2. Once this form is complete, copies shall be made for the following:
  - (a) One copy for the State's Attorney,
  - (b) One copy for the Chief of the Clerk's Office (Second District), and
  - (c) Two copies for the C-jacket.
3. 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.**
4. 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.

#### 504.3.11 FORWARDING OF REPORTS/FORMS

- (a) 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:
  1. 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.
- (b) The watch supervisor will ensure that the arrestee receives the following:
  1. Copies of all traffic citations and other complaints, etc. if applicable,
  2. A copy of the bond form,
  3. Any personal property inventoried prior to incarceration (except contraband),
  4. A copy of the breath test card if requested by the arrestee, and
  5. Arrestee's copy of the Warning to Motorist Form and the Law Enforcement Sworn Report, if applicable.
- (c) The watch supervisor will forward the C-jacket and other reports/forms in accordance with applicable orders concerning report distribution.
- (d) The watch supervisor will place the appropriate bond and copies of citations in the drop safe located in the Report Room.
  1. 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

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2. Mail Secretary of State copy of the Law Enforcement Sworn Report to the Secretary of State
- (e) The Records Section will perform the following:
  1. Review forwarded reports,
  2. Forward copies of the contents of the C-jackets to the State's Attorney's office,
  3. Upon receipt of the standard fee, issue copies of the report to the arrestee, if requested.

#### **504.4 OTHER IMPLIED CONSENT**

##### **504.4.1 ZERO TOLERANCE**

- (a) 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.
- (b) Zero Tolerance may be enforced when:
  1. The driver of a motor vehicle is stopped and cited for a violation of the Illinois Vehicle Code,
  2. The vehicle was being operated on the highway,
  3. The officer has probable cause the driver has consumed an alcoholic beverage,
  4. The driver is under the age of twenty-one (21), and
  5. The driver is placed under custodial arrest for a separate offense.
- (c) 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.
- (d) 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.
- (e) 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.

##### **504.4.2 ILLINOIS SCHOOL BUS DRIVER ZERO TOLERANCE**

- (a) Illinois School Bus Driver Zero Tolerance may be enforced when:
  1. The driver has been issued a school bus driver permit by the Secretary of State,
  2. The driver is driving or is in actual physical control of a school bus,

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3. The bus is being used over a regularly scheduled route for the transportation of persons enrolled as students in grade twelve (12) or below,
  4. The bus is being driven on the public highway,
  5. The driver is stopped for and cited for a violation of the Illinois Vehicle Code, and
  6. The officer has probable cause to believe that the driver has consumed an alcoholic beverage, but not enough to be DUI.
- (b) 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.
- (c) 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.

#### 504.4.3 COMMERCIAL DRIVER "OUT OF SERVICE" ORDER

- (a) 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.
- (b) A Commercial Driver "Out of Service" order only affects the driver's commercial driver's license and does not affect the regular driving privileges

#### 504.4.4 TRAFFIC ACCIDENT IMPLIED CONSENT

- (a) 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).
- (b) 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.
- (c) 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.

## Disabled Vehicles and Vehicular Lock-Out

### 505.1 PURPOSE AND SCOPE

All law enforcement agencies having responsibility for traffic enforcement should develop and adopt a written policy to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

### 505.2 POLICY

It is the policy of the Park Ridge Police Department to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

### 505.3 OFFICER RESPONSIBILITY

When an on-duty officer observes a disabled vehicle on the roadway, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the telecommunicator should be advised of the location of the disabled vehicle and the need for assistance. The telecommunicator should then assign another available officer to respond for assistance as soon as practical.

### 505.4 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the time of day, the location, the availability of departmental resources, and the vulnerability of the disabled motorist.

#### 505.4.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle.

#### 505.4.2 RELOCATION OF DISABLED MOTORIST

The relocation of a disabled motorist should only occur with the person's consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

### 505.5 LOCK-OUT REQUESTS

Vehicle lockouts will only be assigned on vehicles located within the boundaries of the City of Park Ridge. 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. Exceptions are:

- (a) If a child is inside the locked vehicle,
- (b) If the vehicle is running, and/or

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- (c) If the communications officer or watch supervisor determines that the situation warrants an immediate response.

#### Request to Gain Entry Form

- (a) 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.
- (b) 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.

# Abandoned or Derelict Vehicle Violations

## 506.1 PURPOSE AND SCOPE

This policy provides procedures for the marking, recording, and storage of vehicles parked in violation of the Park Ridge Police Department City Ordinance or state laws regulating abandoned or derelict vehicles.

### 506.1.1 DEFINITIONS

Definitions related to this policy include:

**Abandoned vehicle** - Means any vehicle in a state of disrepair rendering the vehicle incapable of being driven in its condition or any vehicle that has been left unattended for any amount of time and is creating a traffic hazard because of its position in relation to the highway or its physical appearance is causing the impeding of traffic; or for 2 hours or more on a toll highway, interstate highway, or expressway or expressway; or on a highway in an urban district 10 hours or more; or outside of an urban district for 24 hours or more; or on private property for 7 consecutive days or more (625 ILCS 5/4-201; 625 ILCS 5/4-203).

**Derelict vehicle** - Means any inoperable, unregistered, discarded motor vehicle, regardless of title, that constitutes a danger, hazard, or blight (625 ILCS 5/4-301).

## 506.2 MARKING VEHICLES

Vehicles suspected of being in violation of the City of Park Ridge Police Department abandoned or derelict vehicle ordinance shall be marked and noted on the Park Ridge Police Department Marked Vehicle Card. No case number is required at this time.

All Marked Vehicle Cards shall be submitted to the Traffic Bureau for computer data entry.

If a marked vehicle has been moved or the markings have been removed during the period of observation, the vehicle shall be marked again for the 7-day abandonment period and a Marked Vehicle Card completed and forwarded to the Traffic Bureau.

Parking citations for the ordinance violation shall not be issued when the vehicle is towed and stored for the violation.

### 506.2.1 MARKED VEHICLE FILE

The Traffic Bureau shall be responsible for maintaining a file for all Marked Vehicle Cards.

Parking control officers assigned to the Traffic Bureau shall be responsible for the follow up investigation of all abandoned or derelict vehicle violations noted on the Marked Vehicle Cards.

### 506.2.2 VEHICLE STORAGE

Any vehicle in violation shall be towed and stored by the authorized towing service and a vehicle tow report shall be completed by the officer authorizing the storage of the vehicle.

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The vehicle tow report form shall be submitted to the Records Bureau immediately following the storage of the vehicle. It shall be the responsibility of the officer to notify Cook County 911 for LEADS entries.

Within 48 hours of the storage of any such vehicle, excluding weekends and holidays, it shall be the responsibility of the Records Bureau to determine the names and addresses of any individuals having an interest in the vehicle. Notice to all such individuals shall be sent first-class or certified mail.

#### 506.2.3 PROCESSING DERELICT OR ABANDONED VEHICLES AS JUNK

If this department elects or is otherwise required to process a derelict or abandoned vehicle as a junk vehicle the department shall, within 15 days complete the following (625 ILCS 5/3-117.1):

- (a) Surrender the junk vehicle's certificate of title, salvage certificate, certificate of purchase, or a similarly acceptable out of state document of ownership to the Secretary of State along with an application for a junking certificate.
- (b) Dispose of the vehicle as junk upon receipt of the junking certificate.

Vehicles or vehicle parts that have had the manufacturer's identification number removed, altered, defaced or destroyed shall be identified in compliance with 625 ILCS 5/4-107(i) before processing as junk.



## **Chapter 6 - Investigation Operations**

# Investigation and Prosecution

## 600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

## 600.2 POLICY

It is the policy of the Park Ridge Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

## 600.3 INVESTIGATIVE PROCEDURES

The Support Services Commander or the authorized designee is responsible for the development of investigative procedures, including:

- (a) [Management of criminal investigative case files.](#)
- (b) Preliminary and follow-up criminal investigation responsibilities and checklists.
- (c) Multijurisdictional investigative task force roles and responsibilities.
- (d) Use of polygraph examinations.
- (e) Cold case investigations.
- (f) Undercover, surveillance, decoy, and raid operations, including use of surveillance and undercover equipment.
- (g) Collecting, processing, and preserving digital evidence.
- (h) DNA collection from a known source.
- (i) Submission of ballistic evidence to the National Integrated Ballistics Information Network (NIBIN) or to an Illinois State Police laboratory for NIBIN processing (720 ILCS 5/24-8).

### [Vice, Drug, and Organized Crime Conditions](#)

## 600.4 INITIAL INVESTIGATION

### 600.4.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
  - 1. An initial statement from any witnesses or complainants.
  - 2. A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the officer shall:
  - 1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.

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2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
  3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Shift Supervisor.
  4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
  5. Collect any evidence.
  6. Take any appropriate law enforcement action.
  7. Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

#### 600.4.2 CIVILIAN MEMBER RESPONSIBILITIES

A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

#### 600.5 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

##### 600.5.1 AUDIO/VIDEO RECORDINGS

All custodial interrogations at the Park Ridge Police Department of suspects in investigations of offenses as provided in 725 ILCS 5/103-2.1 shall be electronically recorded in their entirety (motion picture, audiotape or videotape, or digital recording) (725 ILCS 5/103-2.1; 705 ILCS 405/5-401.5). Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of an interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigation Unit supervisor. Copies of recorded interrogations or interviews may be made in the same or different format provided they are true, accurate and complete copies and are made only for authorized and legitimate law enforcement purposes. Electronic recordings of a custodial interrogation in connection with an investigation for the offenses listed in 725 ILCS 5/103-2.1 shall be preserved until the conclusion of all criminal

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proceedings, including the exhaustion of habeas corpus appeals or the prosecution is barred by law (725 ILCS 5/103-2.1(c); 705 ILCS 405/5-401.5(c)).

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

#### 600.5.2 INTERVIEW ROOM

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.

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.

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- (b) Security Precautions - The intent of the following security precautions, as well as the supervision procedures described above, is to protect the well being of the arrestee and Department members and to prevent escape.
  - 1. Access - Only officers involved in the detention or investigation of an arrestee have authorized access to the arrestee and the interview room.
  - 2. 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.
  - 3. 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.
  - 4. 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.

#### **600.6 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.

#### [Follow-up Investigation Procedures](#)

#### **600.7 DISCONTINUATION OF INVESTIGATIONS**

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

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- (a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.
- (b) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.
- (c) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.
- (d) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
- (e) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

#### **600.8 COMPUTERS AND DIGITAL EVIDENCE**

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

#### **600.9 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES**

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and the Criminal Organizations policies).

##### **600.9.1 INTERCEPTING ELECTRONIC COMMUNICATION**

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

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##### **600.10 MODIFICATION OF CHARGES FILED**

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of the Deputy Chief or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

# Asset Forfeiture

## 601.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

### 601.1.1 DEFINITIONS

Definitions related to this policy include:

**Fiscal agent** - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Park Ridge Police Department seizes property for forfeiture or when the Park Ridge Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

**Forfeiture** - The process by which legal ownership of an asset is transferred to a government or other authority.

**Forfeiture reviewer** - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and for acting as the liaison between the Department and the assigned attorney.

### Property subject to forfeiture -

- (a) Profits, proceeds, property, etc. derived from or used for crimes set forth in 725 ILCS 5/124B-10 may be subject to forfeiture
- (b) Receipts obtained, and any interests in, claims against, receipts from, or property or rights resulting from calculated and gang criminal drug conspiracies (720 ILCS 570/405; 720 ILCS 570/405.2)
- (c) Profits, proceeds, property, etc. forfeitable through civil action under the Illinois Controlled Substances Act, the Cannabis Control Act, the Illinois Food, Drug and Cosmetic Act, or the Methamphetamine Control and Community Protection Act
- (d) Counterfeit trademark items and instrumentalities used for a violation of the Counterfeit Trademark Act (765 ILCS 1040/9)
- (e) Vehicles, vessels, or aircraft used with the knowledge and consent of the owner in the commission of, or in the attempt to commit any of the offenses identified in 720 ILCS 5/36-1
- (f) Illegal gambling devices or funds (720 ILCS 5/28-5)
- (g) Profits, proceeds, property, etc. derived or used to launder money or conduct unlawful financial transactions (720 ILCS 5/17-10.6; 720 ILCS 5/29B-5)
- (h) Any interest in any enterprise, real property, or personal property including money in violation of the Illinois Street Gang and Racketeer Influenced and Corrupt Organizations Law (720 ILCS 5/33G-6)
- (i) Any profits, proceeds, and property derived or used or intended for use in any manner to facilitate street gang related activity (740 ILCS 147/40)



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**Seizure** - The act of law enforcement officials taking property, cash, or assets that have been used in connection with or acquired by specified illegal activities.

#### **601.2 POLICY**

The Park Ridge Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

It is the policy of the Park Ridge Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

#### **601.3 ASSET SEIZURE**

Property may be seized for forfeiture as provided in this policy.

##### **601.3.1 PROPERTY SUBJECT TO SEIZURE**

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

- (a) Property that is subject to forfeiture because it constitutes evidence of a crime and may be legally seized as part of a criminal investigation, search warrant, or by other court order.
- (b) Property seized without a court order when there is probable cause to believe that the property is subject to forfeiture, the property is seized under circumstances in which a warrantless seizure or arrest would be reasonable (i.e., property would be lost without immediate seizure), and the seizure is authorized by statute, as in:
  - 1. Seizure of vessels, vehicles, and aircraft under the Criminal Code of 2012 (720 ILCS 5/36-1.1).
    - (a) 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.
  - 2. Money laundering (720 ILCS 5/29B-6).
  - 3. The Illinois Controlled Substances Act (725 ILCS 150/3.1).
  - 4. The Cannabis Control Act (725 ILCS 150/3.1).
  - 5. The Illinois Food, Drug and Cosmetic Act (410 ILCS 620/3.23; 725 ILCS 150/3.1).
  - 6. The Methamphetamine Control and Community Protection Act (725 ILCS 150/3.1).

Officers may request the Attorney General or any State's Attorney seek a court order to seize property when there is probable cause to believe that it may be subject to forfeiture upon a successful criminal prosecution (725 ILCS 5/124B-805; 725 ILCS 5/124B-150).

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Whenever practicable, a court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

#### **601.3.2 PROPERTY NOT SUBJECT TO SEIZURE**

The following property should not be seized for forfeiture:

- (a) Cash and property that does not meet the statutory or State Attorney's current minimum forfeiture thresholds
- (b) If reasonably known to the officer, property held by a person known as an "innocent owner" or a "lender" who did not have knowledge or intent that would reasonably justify a seizure (720 ILCS 5/29B-17; 725 ILCS 5/124B-130; 725 ILCS 150/8)
- (c) Property that the officer reasonably believes would be excessive as it relates to the offense in question (720 ILCS 5/36-3.1; 725 ILCS 150/9.5)

#### **601.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS**

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following (720 ILCS 5/36-1.2; 725 ILCS 150/3.2):

- (a) Complete the applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.
- (b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.
- (c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The officer will book seized property as evidence with the notation in the comment section of the property form, "Seized Subject to Forfeiture." Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry, and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

#### **601.5 MAINTAINING SEIZED PROPERTY**

The Property and Evidence Office supervisor is responsible for ensuring compliance with the following:

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- (a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition (720 ILCS 5/36-1.3; 725 ILCS 150/3.3).
- (b) All property received for forfeiture is checked to determine if the property has been stolen.
- (c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.
- (d) Property received for forfeiture is not used unless the forfeiture action has been completed.

#### **601.6 FORFEITURE REVIEWER**

The Chief of Police will appoint a forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a department-approved course on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

- (a) Remaining familiar with forfeiture laws, particularly the Seizure and Forfeiture Reporting Act, the Drug asset Forfeiture Procedure Act, and the forfeiture policies of the State's Attorney and the Illinois State Police (5 ILCS 810/10 et seq.).
- (b) Serving as the liaison between the Department, the State's Attorney, and the Illinois State Police and ensuring prompt legal review of all seizures.
  - 1. Presentation for review should generally be accomplished as soon as practicable but within seven days of a seizure (720 ILCS 5/29B-8; 720 ILCS 5/29B-9; 720 ILCS 5/36-1.4; 720 ILCS 5/36-1.5; 725 ILCS 150/3.5; 725 ILCS 150/5).
  - 2. Presentation for review shall include a form 4-64 when required.
- (c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing, and tracking forfeitures.
- (d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.
- (e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.
- (f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form, and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:
  - 1. Names and contact information for all relevant persons and law enforcement officers involved.
  - 2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).

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3. The signature of the person from whom cash or property is being seized.
  4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure, and a detailed description of the items seized (720 ILCS 5/36-1.2; 725 ILCS 150/3.2).
  5. Any other information that may be required for reporting under 5 ILCS 810/10.
- (g) Ensuring that those who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs), or Special Order. The training should cover this policy and address any relevant statutory changes and court decisions.
- (h) Reviewing each asset forfeiture case to ensure that:
1. Written documentation of the seizure and the items seized is in the case file.
  2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
  3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property (720 ILCS 5/36-2.1; 720 ILCS 5/29B-10; 725 ILCS 150/4).
  4. Property is promptly released to those entitled to its return (720 ILCS 5/29B-25; 720 ILCS 5/36-2; 720 ILCS 5/36-6; 725 ILCS 150/9; 725 ILCS 150/13.1).
  5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
  6. Any cash received is deposited with the fiscal agent.
  7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
  8. Current minimum forfeiture thresholds are communicated appropriately to officers.
  9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.
  10. Inventories of seized property and their estimated value are forwarded to the Illinois State Police as appropriate (720 ILCS 5/29B-7; 720 ILCS 5/36-1.3; 725 ILCS 150/3.3).
- (i) Ensuring that a written plan that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.
- (j) Ensuring that the process of selling or adding forfeited property to the department's regular inventory is in accordance with all applicable laws and consistent with the department's use and disposition of similar property.

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- (k) Upon completion of any forfeiture process, ensuring that no property is retained by the Park Ridge Police Department unless the Chief of Police authorizes in writing the retention of the property for official use.
- (l) When the property seized for forfeiture is a vehicle, notifying the Secretary of State immediately that forfeiture proceedings are pending against the vehicle (720 ILCS 5/29B-8; 720 ILCS 5/36-1.4).
- (m) Completing the required seizure reporting under 5 ILCS 810/10.
- (n) Assisting the Auditor General when required (5 ILCS 810/15).

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives.

#### **601.7 DISPOSITION OF FORFEITED PROPERTY**

Distribution and use of forfeited assets related to the Food, Drug and Cosmetic Act, Illinois Cannabis Control Act, Illinois Controlled Substances Act, and Methamphetamine Control and Community Protection Act should be conducted in accordance to the procedures set forth in the Drug Asset Forfeiture Procedure Act (410 ILCS 620/3.23; 720 ILCS 550/12; 720 ILCS 570/505; 720 ILCS 646/85; 725 ILCS 150/13.2).

Distribution and use of forfeited assets related to obscenity offenses should be conducted pursuant to the procedures set forth in 725 ILCS 5/124B-420.

Distribution and use of forfeited assets related to child pornography should be conducted pursuant to the procedures set forth in 725 ILCS 5/124B-505.

Distribution and use of forfeited assets related to computer and financial crimes should be conducted pursuant to the procedures set forth in 725 ILCS 5/124B-605.

No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given written authorization to retain the property for official use. No department member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

# Informants

## 602.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

### 602.1.1 DEFINITIONS

Definitions related to this policy include:

**Informant** - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the Park Ridge Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Park Ridge Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

## 602.2 POLICY

The Park Ridge Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

## 602.3 USE OF INFORMANTS

### 602.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

### 602.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

- (a) The juvenile's parents or legal guardians
- (b) The juvenile's attorney, if any
- (c) The court in which the juvenile's case is being handled, if applicable
- (d) The Chief of Police or the authorized designee

### 602.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

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Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

#### **602.4 INFORMANT INTEGRITY**

To maintain the integrity of the informant process, the following must be adhered to:

- (a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Commander, supervisor or their authorized designees.
  - 1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
- (b) Criminal activity by informants shall not be condoned.
- (c) Informants shall be told they are not acting as police officers, employees or agents of the Park Ridge Police Department, and that they shall not represent themselves as such.
- (d) The relationship between department members and informants shall always be ethical and professional.
  - (a) Members shall not become intimately involved with an informant.
  - (b) Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Investigations supervisor.
  - (c) Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
- (e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Investigations Bureau supervisor.
  - 1. Officers may meet informants alone in an occupied public place, such as a restaurant.
- (f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.
- (g) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.
- (h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

##### **602.4.1 UNSUITABLE INFORMANTS**

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant

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provides. The supervisor shall document the decision and conditions in file notes and mark the file "unsuitable" when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

- (a) The informant has provided untruthful or unreliable information in the past.
- (b) The informant behaves in a way that may endanger the safety of an officer.
- (c) The informant reveals to suspects the identity of an officer or the existence of an investigation.
- (d) The informant appears to be using his/her affiliation with this department to further criminal objectives.
- (e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
- (f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.
- (g) The informant commits criminal acts subsequent to entering into an informant agreement.

#### **602.5 INFORMANT FILES**

Informant Files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within Investigations. The supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Commander, Investigations Supervisor or their authorized designees.

The Investigations Commander should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Investigations Supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

##### **602.5.1 FILE SYSTEM PROCEDURE**

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

- (a) Name and aliases



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- (b) Date of birth
- (c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
- (d) Photograph
- (e) Current home address and telephone numbers
- (f) Current employers, positions, addresses and telephone numbers
- (g) Vehicles owned and registration information
- (h) Places frequented
- (i) Briefs of information provided by the informant and his/her subsequent reliability
  - 1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
- (j) Name of the officer initiating use of the informant
- (k) Signed informant agreement
- (l) Update on active or inactive status of informant

#### **602.6 INFORMANT PAYMENTS**

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant's previous criminal activity
- The level of risk taken by the informant

The Investigations Bureau supervisor will discuss the above factors with the Operations Commander and recommend the type and level of payment subject to approval by the Chief of Police.

##### **602.6.1 PAYMENT PROCESS**

Approved payments to an informant should be in cash using the following process:

- (a) Payments of \$500 and under may be paid in cash from the Informant fund.
  - (a) The Investigations Commander shall sign the voucher for cash payouts from the buy/expense fund.
- (b) Payments exceeding \$500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.

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- (a) The check shall list the case numbers related to and supporting the payment.
  - (b) A written statement of the informant's involvement in the case shall be placed in the informant's file.
  - (c) The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
  - (d) Authorization signatures from the Deputy Chief and Chief of Police are required for disbursement of the funds.
- (c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.
- 1. The cash transfer form shall include the following:
    - (a) Date
    - (b) Payment amount
    - (c) Park Ridge Police Department case number
    - (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
  - 2. The cash transfer form shall be signed by the informant.
  - 3. The cash transfer form will be kept in the informant's file.

#### 602.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed \$600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as other income and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant's file.

#### 602.6.3 AUDIT OF PAYMENTS

The Investigations supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

## Felony Investigation Discovery

### 603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for proper management of discovery issues in homicide and “non-homicide felony” investigations as mandated by 725 ILCS 5/114-13.

### 603.2 INVESTIGATIVE MATERIALS

In every homicide investigation and “non-homicide felony” investigation conducted by the department, or when the Department participates in an investigation of a homicide or “non-homicide felony,” the Department shall exercise due diligence to provide to the State’s Attorney’s Office all investigative materials that have been generated or come into the possession of the department concerning the homicide or “non-homicide felony.”

Investigative materials include, but are not limited to, reports and memoranda. In homicide investigations, investigative materials also include field notes.

### 603.3 COMPLIANCE

The Investigations Commander shall implement appropriate procedures, including the periodic review of all homicide and “non-homicide felony” case files to ensure that all investigative materials and exculpatory evidence has been provided to the State’s Attorney’s Office.

All department personnel shall document in writing the tendering of investigative materials to the State’s Attorney’s Office and include the date, description of materials transmitted and to whom the materials were tendered.

The Department shall cooperate with all requests for investigative materials made by the State’s Attorney in a timely and efficient manner.

### 603.4 CONTINUING OBLIGATIONS

The duty to disclose exculpatory information under this policy continues throughout the course of the prosecution of the case, remains after a defendant’s conviction and until the fact finding proceedings, or the possibility of further proceedings, have ended.

## Eyewitness Identification

### 604.1 PURPOSE AND SCOPE

The purpose of this policy 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.

#### 604.1.1 DEFINITIONS

**Eyewitness** - A person viewing the lineup whose identification by sight of another person may be relevant in a criminal proceeding.

**Filler** – A person or a photograph of a person who is not suspected of an offense and is included in a line-up.

**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.

**Lineup** – Includes a photo lineup or physical lineup.

**Lineup Administrator** – The person who conducts a lineup.

**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.

**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.

**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.

**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.

**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.

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##### **604.2 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.

##### **604.3 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.
  - 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.

##### **604.4 LINEUP AND SHOW-UP 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

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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 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.

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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.
    - (l) 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:

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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.
  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



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show-up, and care should be used 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. 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.

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- (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.

#### **604.5 LINEUP FORMS**

[Lineup Administrator Case Reporting Form](#)

[Lineup Photospread Advisory Form](#)

[Request Not to Record Form](#)

[Showup Advisory Form](#)

# Brady Material Disclosure

## 605.1 PURPOSE AND SCOPE

To provide guidelines on the Brady Material Disclosure

### 605.1.1 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).

## 605.2 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.

## 605.3 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

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either incriminating or exculpatory to any individual in the case. If a member learns of potentially incriminating or 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.

#### **605.4 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.

#### **605.5 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.

#### **605.6 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:

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1. Any department-sustained finding of misconduct related to truthfulness or dishonesty;
  2. Any criminal convictions involving acts of dishonesty;
  3. 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.

#### **605.7 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.

#### **605.8 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.

#### **605.9 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.

#### **605.10 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.

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##### **605.11 INVESTIGATING BRADY ISSUES**

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.

##### **605.12 TRAINING**

Department members will receive periodic training on the requirements of this policy.

# Unmanned Aerial System (UAS) Operations

## 606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines under which unmanned aerial systems (UAS) may be used, and the storage, retrieval and dissemination of images and data captured by such systems.

### 606.1.1 DEFINITIONS

Definitions related to this policy include:

**Unmanned Aerial System (UAS)** - An unmanned aircraft or drone of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

## 606.2 POLICY

Unmanned aerial systems may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

## 606.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

## 606.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.

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- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, especially regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic program reports to the Chief of Police.

#### **606.5 USE OF UAS**

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted during daylight hours and a UAS should not be flown over populated areas without FAA approval.

The UAS, or images and data produced by its use, shall not be used for personal business of any type. Any use of the UAS that is not specifically related to the operation or mission of this department shall require the express authorization of the Chief of Police or the authorized designee.

The Park Ridge Police Department may not use the UAS to gather information except (725 ILCS 167/15):



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- (a) To counter a high risk of a terrorist attack by a specific individual or organization if the United States Secretary of Homeland Security determines that credible intelligence indicates there is a risk.
- (b) Pursuant to a search warrant based on probable cause. The warrant must be limited to a period of 45 days, renewable by a judge upon showing good cause for subsequent periods of 45 days.
- (c) Upon reasonable suspicion that under particular circumstances, swift action is needed to prevent imminent harm to life, forestall the imminent escape of a suspect or prevent the destruction of evidence. The use of a UAS under this paragraph is limited to a period of 48 hours. Within 24 hours of UAS initiation under this paragraph, the Chief of Police must report its use, in writing, to the State's Attorney.
- (d) To locate a missing person while not also undertaking a criminal investigation.
- (e) To obtain crime scene and traffic crash scene photography in a geographically confined and time-limited manner. The use of the UAS under this paragraph on private property requires either a search warrant or lawful consent to search.
- (f) To obtain information necessary for the determination of whether a disaster or public health emergency should be declared, to manage a disaster by monitoring weather or emergency conditions, to survey damage, or to coordinate response and recovery efforts.

##### **606.5.1 PRIVATE UAS OWNERS**

This policy and its restrictions apply to the department's directed use of a UAS owned by a private third party and information gathered by a UAS voluntarily submitted to the Department by a private third party (725 ILCS 167/40).

##### **606.6 PROHIBITED USE**

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

##### **606.7 RETENTION AND DISCLOSURE OF UAS INFORMATION**

Within 30 days of UAS use, the Records Bureau supervisor shall destroy all information gathered by the UAS except when there is reasonable suspicion that the information contains evidence of criminal activity, or the information is relevant to an ongoing investigation or pending criminal trial (725 ILCS 167/20).

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The disclosure of information gathered by the UAS is prohibited except to another government agency when there is reasonable suspicion that the information contains evidence of criminal activity, or the information is relevant to an ongoing investigation or pending criminal trial (725 ILCS 167/25).

#### **606.8 REPORTING**

The Records Bureau supervisor shall report annually, by April 1, to the Illinois Criminal Justice Information Authority the number of UAS's owned by the Park Ridge Police Department (725 ILCS 167/35).

# Sexual Assault Investigations

## 607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims (725 ILCS 203/15).

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

### 607.1.1 DEFINITIONS

Definitions related to this policy include:

**Sexual assault** - Any of the following (725 ILCS 203/10):

- (a) Any crime or attempted crime defined in 720 ILCS 5/11-1.20 through 720 ILCS 5/11-1.60 of the Criminal Code of 2012
- (b) Any crime or attempted crime defined in sections 720 ILCS 5/12-13 through 720 ILCS 5/12-16 of the Criminal Code of 1961
- (c) Any act of nonconsensual sexual conduct or sexual penetration as defined in 720 ILCS 5/11-0.1 of the Criminal Code of 2012
- (d) Any act of nonconsensual sexual conduct or sexual penetration as defined in 720 ILCS 5/12-12 of the Criminal Code of 1961

## 607.2 POLICY

It is the policy of the Park Ridge Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

### 607.2.1 WRITTEN GUIDELINES

The Investigation Unit supervisor should ensure that written procedures are in place for members responding to reports of sexual assaults or assigned to these investigations. These procedures shall be consistent with the Illinois Attorney General guidelines on response to, and investigation of, sexual assaults (725 ILCS 203/15).

## 607.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

- (a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations (50 ILCS 705/10.21).
- (b) Conduct follow-up interviews and investigation.
- (c) Present appropriate cases of alleged sexual assault to the prosecutor for review.

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- (d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.
- (e) Provide referrals to therapy services, victim advocates and support for the victim.
- (f) Participate in or coordinate with the SART or other multidisciplinary investigative teams as applicable.

#### **607.4 REPORTING**

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

##### **607.4.1 REPORTING REQUIREMENTS**

Written reports shall include to the extent reasonably known to the reporting member the following (725 ILCS 203/20):

- (a) The victim's name or other identifier
- (b) The victim's contact information
- (c) The time, date and location of the offense
- (d) Information provided by the victim
- (e) The suspect's description and name, if known
- (f) The names of persons with information relevant to the time before, during or after the offense, and their contact information
- (g) The names of medical professionals who conducted a medical forensic examination of the victim, and any information provided about the offense
- (h) Whether an Illinois State Police Sexual Assault Evidence Collection Kit was completed, the name and contact information for the hospital, and whether the victim consented to testing of the Evidence Collection Kit by law enforcement
- (i) Whether a urine or blood sample was collected and whether the victim consented to testing of a toxicology screen by law enforcement
- (j) Information the victim related to medical professionals during a medical forensic examination and which the victim consented to disclose to law enforcement
- (k) Other relevant information

##### **607.4.2 THIRD-PARTY COMPLAINTS**

A written report shall be completed even if the information regarding a sexual assault or sexual abuse is reported by a third party, unless the third party fails to provide the following (725 ILCS 203/22):

- (a) His/her name and contact information
- (b) Affirmation that the victim of the sexual assault or sexual abuse gave consent to the third party to provide information about the sexual assault or sexual abuse

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##### **607.4.3 JURISDICTIONAL ISSUES**

If the sexual assault investigation determines that the sexual assault occurred outside the jurisdiction of Park Ridge Police Department, the Shift Supervisor should ensure that the report is forwarded to the appropriate agency within 24 hours by fax or email (725 ILCS 203/20).

Within 24 hours of receiving a report from a law enforcement agency in another jurisdiction regarding a sexual assault that occurred in our jurisdiction, the Shift Supervisor should ensure that a written confirmation or receipt is sent by fax or email or delivered in person. The written confirmation shall contain the name and identifier of the officer who is confirming receipt of the report and a name and contact phone number that will be given to the victim (725 ILCS 203/20).

In all reported or suspected cases of sexual assault that may have occurred in another jurisdiction, a report should still be written and forwarded to the appropriate law enforcement agency within 24 hours unless the other agency promptly responds to the location of the initiating interview and takes responsibility for the investigation (725 ILCS 203/20). If an agency from the other jurisdiction responds to take responsibility for the investigation, the Park Ridge Police Department member who initially responded should report any statements obtained up until that point, relevant observations and the name and contact information of the member of the agency that is taking responsibility for the investigation.

##### **607.5 VICTIM INTERVIEWS**

The primary considerations in sexual assault investigations, which begin with the initial call to Cook County 911 Center, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded should be included in a report.

No victim shall be compelled or required to submit to an interview (725 ILCS 203/20).

Victims shall not be asked or required to take a polygraph examination or any form of a mechanical or electrical lie detector test (34 USC § 10451; 725 ILCS 200/1).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

##### **607.6 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE**

Victims should be permitted to have an advocate present during the medical evidentiary and physical examination whenever reasonably practicable. Victims may also have an additional person present for support during the examination (725 ILCS 120/4.6).

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When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be collected.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should still be collected and stored appropriately.

#### 607.6.1 MEMBER RESPONSIBILITIES

Members investigating sexual assaults or handling related evidence are further required to do the following (725 ILCS 203/30; 725 ILCS 202/10):

- (a) Take custody of sexual assault evidence as soon as practicable. Sexual assault evidence collected from a forensic examination shall be collected within five days after the completion of the exam.
- (b) Document the date and time the sexual assault evidence is picked up from a hospital and the date and time the sexual assault evidence was sent to a lab.
- (c) Prior to submitting forensic examination evidence for testing, obtain the appropriate written consent from the victim or authorized representative (410 ILCS 70/6.5(a)).
- (d) Document the date when consent was given by a victim to have the victim's forensic examination evidence tested.
- (e) Submit any sexual assault evidence for testing within 10 business days of the consent of the victim or authorized representative.
- (f) Not be present in the examination room during a medical examination, unless the victim is in custody and it is determined to be necessary for safety after consulting with the qualified medical care provider and the rape crisis advocate (77 Ill. Adm. Code 545.60; 77 Ill. Adm. Code 545.65).
- (g) Provide the victim with information about the Illinois State Police sexual assault evidence tracking system, including the victim's unique log-in information to access the system (725 ILCS 203/11).

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Office Policy.

#### 607.6.2 RELEASE PROTOCOL

The Investigation Unit supervisor shall ensure that a procedure is in place for responding to a victim who wants to sign a consent form for the release of sexual assault evidence for testing (725 ILCS 203/30).

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##### **607.6.3 DNA TEST RESULTS**

Members investigating sexual assault cases should notify victims of the status and results of any DNA test (725 ILCS 203/35).

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

Members investigating sexual assault cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

##### **607.7 DISPOSITION OF CASES**

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Investigation Unit supervisor.

Classification of a sexual assault case as unfounded requires the Investigation Unit supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

##### **607.8 CASE REVIEW**

The Investigation Unit supervisor should ensure case dispositions are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

The victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.

##### **607.8.1 INVENTORY REPORT**

The Investigation Unit supervisor or the authorized designee is responsible for ensuring an annual inventory is conducted of all sexual assault cases in the custody of the Park Ridge Police Department and that a written report of the findings is submitted to the local State's Attorney's office (725 ILCS 202/20).

##### **607.9 RELEASING INFORMATION TO THE PUBLIC**

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing

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information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Investigation Unit supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

#### **607.10 TRAINING**

Training will be provided to (725 ILCS 203/20; 50 ILCS 705/10.21):

- (a) Members who are first responders. This includes:
  - 1. Initial response to sexual assaults.
  - 2. Legal issues.
  - 3. Victim advocacy.
  - 4. Victim's response to trauma.
- (b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:
  - (a) Interviewing sexual assault victims.
  - (b) Medical and legal aspects of sexual assault investigations.
  - (c) Serial crimes investigations.
  - (d) Use of community and other federal and state investigative resources.
  - (e) Techniques for communication with victims to minimize trauma.



## Warrant Service

### 608.1 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.

#### 608.1.1 DEFINITIONS

**Warrant Officer** - A community service officer charged with the responsibility of overseeing the arrest warrant process.

**Arrest Warrant Control Form** - A document used for the tracking and collection of information on an arrest warrant service and/or cancellation.

### 608.2 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

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- (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:
    - (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.

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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 department policy.
    - (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.
  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 paperwork 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

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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
  - 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.

#### **608.3 JUVENILE WARRANTS**

- (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.

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- (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.

#### **608.4 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.

#### **608.5 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.

## **Chapter 7 - Equipment**

## Department Owned and Personal Property

### 700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

### 700.2 CARE OF DEPARTMENTAL PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to the cost of repair or replacement.

- (a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.
- (b) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.
- (c) Except when otherwise directed by competent authority or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- (e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

### 700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the proper form. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor shall direct a memo to the appropriate Commander, which shall include the results of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police who will then forward the claim to the Finance Department.

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The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

##### **700.3.1 REPORTING REQUIREMENT**

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

##### **700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER**

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

- (a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

##### **700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY**

If employees of another jurisdiction cause damage to real or personal property belonging to the City, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Commander.



## Personal Communication Devices

### 701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

### 701.2 POLICY

The Park Ridge Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

### 701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCDs issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance).

### 701.4 DEPARTMENT-ISSUED OR FUNDED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Department-issued or funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Chief of Police or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

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Unless a member is expressly authorized by the Chief of Police or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of the tour of duty or will be turned off when leaving the workplace.

#### **701.5 PERSONALLY OWNED PCD**

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it is used contrary to the provisions of this policy.
- (b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.
- (e) The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Department, without the express authorization of the Chief of Police or the authorized designee.
- (f) Use of a personally owned PCD while at work or for work-related business constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.
- (g) All work-related documents, emails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Park Ridge Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in department business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate

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compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

#### **701.6 USE OF PCD**

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.
- (b) All PCDs in the workplace shall be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.
- (d) Members may use a PCD to communicate with other personnel in situations where the use of the radio is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.
- (e) Members are prohibited from taking pictures, making audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.
- (f) Members will not access social networking sites for any purpose that is not official department business.
- (g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

#### **701.7 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
  - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
  - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

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##### **701.8 USE WHILE DRIVING**

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles while performing official duties should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (625 ILCS 5/12-610.2). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

##### **701.9 OFFICIAL USE**

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

# Vehicle Maintenance

## 702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

## 702.2 POLICY

The Park Ridge Public Works Department or their designee will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

## 702.3 GENERAL DUTIES

Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained and properly refueled and present a clean appearance.

## 702.4 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

Documents describing the correction of the safety issue shall be promptly filed with the vehicle history maintained by the Public Works Department.

### 702.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service, proper reports completed, and supervisor notified as soon as practical. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded to Public Works for action.

### 702.4.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

### 702.4.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory or designated temporary storage safe, prior to the vehicle being released for maintenance, service or repair.

## 702.5 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles.

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##### **702.5.1 FRONT LINE VEHICLES (PATROL AND CSO VEHICLES)**

Officers and police staff utilizing front line vehicles shall inspect the vehicle at the beginning of the shift and ensure that all equipment listed on the vehicle inspection form is present. Missing equipment shall be reported immediately to the on-duty supervisor and noted on the checklist.

##### **702.6 VEHICLE REFUELING**

Absent emergency conditions or supervisor approval, members will ensure there is no less than one-quarter tank of fuel left in the vehicle. Patrol vehicles shall only be refueled at the authorized location.

##### **702.7 WASHING OF VEHICLES**

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the department.

Members shall obtain clearance from the before going to the car wash. Only one patrol vehicle should be at the car wash at a time unless otherwise approved by a supervisor.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle provided for shredding this material.

## Vehicle Use

### 703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Park Ridge Police Department to provide assigned take-home vehicles.

### 703.2 POLICY

The Park Ridge Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, tactical deployments and other considerations.

### 703.3 USE OF VEHICLES

#### 703.3.1 SHIFT ASSIGNED VEHICLES

The Shift Supervisor shall ensure a copy of the shift assignment roster, indicating member assignments and vehicle numbers, is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

#### 703.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Shift Supervisor. A notation will be made on the shift roster indicating the member's name and vehicle number.

This subsection does not apply to those who are assigned to transport vehicles to and from Public Works or car wash.

#### 703.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

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All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

##### 703.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

##### 703.3.5 MOBILE DATA TERMINAL

Members assigned to vehicles equipped with a Mobile Data Terminal (MDT) shall log onto the MDT with the required information when going on-duty. If the vehicle is not equipped with a working MDT, the member shall notify their immediate supervisor. Use of the MDT is governed by the Mobile Data Terminal Use Policy.

##### 703.3.6 VEHICLE LOCATION SYSTEM

Department vehicles are equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system.

System data may be accessed by supervisors at any time.

##### 703.3.7 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

##### 703.3.8 AUTHORIZED PASSENGERS

Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Alongs Policy.

##### 703.3.9 ALCOHOL

Members who have consumed alcohol are prohibited from operating any department vehicle. Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.



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##### **703.3.10 PARKING**

Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned spaces. Members shall not park privately owned vehicles in spaces assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor.

##### **703.3.11 ACCESSORIES AND/OR MODIFICATIONS**

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

#### **703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES**

Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

##### **703.4.1 ON-DUTY USE**

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

#### **703.5 DAMAGE, ABUSE AND MISUSE**

When any department vehicle is involved in a traffic crash or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic crash report shall be filed with the agency having jurisdiction (see the Traffic Crash Reporting Policy).

Damage to any department vehicle that was not caused by a traffic crash shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Shift Supervisor. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

# Personal Protective Equipment

## 704.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

### 704.1.1 DEFINITIONS

Definitions related to this policy include:

**Personal protective equipment (PPE)** - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

**Respiratory PPE** - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

## 704.2 POLICY

The Park Ridge Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

## 704.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

## 704.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in 29 CFR 1910.95, 820 ILCS 219/25 and 56 Ill. Adm. Code 350.700.

## 704.5 EYE PROTECTION

Approved eye protection shall be used by members during firearms training. Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

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##### **704.6 HEAD AND BODY PROTECTION**

Members who make arrests or control crowds should be provided head protection with an attachable face shield.

Padded body protection consisting of chest, arm, leg and groin protection should be provided as required by any collective bargaining agreement.

## **Chapter 8 - Support Services**

# Crime Analysis

## 800.1 PURPOSE AND SCOPE

Crime analysis should provide currently useful information to aid operational personnel in meeting their tactical crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analysis of data from field interrogations and arrests. Crime analysis can be useful to the Department's long range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

## 800.2 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports
- Booking information
- Field Interview cards
- Parole and Probation records
- Computer Aided Dispatch data
- Mobile Capture and Reporting Computer System
- Illinois Traffic Crash Report SR 1050

## 800.3 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for Crime Analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

## 800.4 CRIME ANALYSIS DISSEMINATION

For a crime analysis system to function effectively, information should be disseminated unless impractical, hazardous, or in conflict with operations, to the appropriate units or persons on a timely basis. Information that is relevant to the operational and tactical plans of specific line units should be sent directly to them. Information relevant to the development of the Department's strategic

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plans should be provided to the appropriate staff units. When information pertains to tactical and strategic plans, it should be provided to all affected units.

# Property and Evidence Room

## 801.1 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 policy 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.

## 801.2 PROPERTY SECTION FUNCTIONS

### 801.2.1 SECURITY

- (a) 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.
- (b) Entry into the property room or secured bicycle storage area is prohibited to all police personnel unless:
  - 1. Your assigned duties are those of the Property Management Technician or the Assistant Property Management Technician.
  - 2. 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.
  - 3. 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.
  - 4. Department personnel is required to enter due to lab or court duties.
- (c) 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.
- (d) 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.

### 801.2.2 REQUIRED INSPECTIONS AND AUDITS

- (a) Quarterly, the Executive Officer or authorized 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

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fashion, that property is being protected from damage or deterioration, and that proper accountability procedures are being maintained.

- (b) Whenever the Property Management Technician is absent, the operational day-to-day activities and responsibilities will be assigned to the Assistant Property Management Technician. The Assistant Property Management Technician will receive instruction and training from the Property Management Technician.
- (c) 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.
- (d) 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.
  - 1. During the audit, particular attention should be given to proper record keeping, security of room and contents, packaging, storage, and disposal of items.
  - 2. The following process will be followed for the annual property audit:
    - (a) Inspect at least 10 items requiring added protection, such as weapons, drugs, currency, and jewelry.
    - (b) Inspect at least 10 items from various areas within the property room.
    - (c) Locate at least 10 items in the logbook/computer log that correspond to property in the room.
    - (d) Check at least 10 B.E.A.S.T. entries from the file.
    - (e) 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.
- (e) Unannounced inspections of property storage areas are to be conducted at least twice annually, as directed by the Chief of Police.

### **801.3 PROCEDURES FOR REPORTING AND THE STORAGE OF EVIDENCE, RECOVERED, AND FOUND PROPERTY**

#### **801.3.1 THE B.E.A.S.T. (BARCODE EVIDENCE ANALYSIS STATISTICAL TRACKING SYSTEM)**

- (a) The B.E.A.S.T. 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.



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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.

- (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

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- (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.
  - 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.

#### 801.3.2 MAINTAINING CHAIN OF EVIDENCE

- (a) Whenever the transfer of custody of physical evidence takes place, the following information will be recorded:
  - 1. The name of the Park Ridge Police personnel transferring the evidence, and the date and time of transfer.
  - 2. The name of the person receiving the evidence.

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3. Any analysis requested.
  4. The reason for the transfer of evidence.
  5. The location the evidence is transferred to and from and a summary of the event.
  6. Date of transfer to an outside laboratory, if applicable.
- (b) 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.

#### 801.3.3 HANDLING OF PROPERTY/EVIDENCE IN SPECIAL CIRCUMSTANCES

- (a) Controlled substances, cannabis, and other drugs. Department personnel will:
1. Include the gross weight of the controlled substance, cannabis, or dangerous drug in its original container on the property custody report,
  2. Include a count of controlled substances and dangerous drugs in pill form, and
  3. 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.
- (b) Large or bulky items. Department personnel will:
1. Place the item in holding facility cell H-2
  2. Secure the door to the cell with the cell keys
  3. 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
  4. 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.
- (c) 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:
1. Firearms
  2. Ammunition
  3. Flammable materials
  4. Hazardous materials
  5. Biological materials
  6. Fragile items
  7. Temperature-sensitive items
  8. Any item which requires special care or handling.

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- (d) 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.
  - 1. A lock and cable will be used to secure a bicycle to the rack at the rear of the station.
  - 2. The bicycle will have a tag placed on it indicating the case number and date recovered. A property custody report shall be completed.
  - 3. 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.
  - 4. The bicycle will then be secured in the caged area by the Property Management Technician.
- (a) NOTE: If the bicycle is evidence, follow instructions 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.

#### 801.3.4 GENERAL OPERATIONAL GUIDELINES AND AFTER HOURS PROCEDURE

Generally, property and evidence will be available through the Property Management Technician during regular hours, Monday through Friday.

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.

- (a) 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.
- (b) 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.
- (c) 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

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locker by the officer. The key should then be deposited in the slot outside the property room.

#### **801.3.5 PROPERTY ROOM DISCREPANCY RECORD**

- (a) 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.
- (b) The Executive Officer will review the Discrepancy Record and forward it to the appropriate commander.
- (c) 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.
- (d) Once the issue has been remediated, the immediate supervisor will provide the information to his/her commander.
- (e) After the issue has been addressed and the appropriate commander has received the information, he or she will make notification to the Executive Officer.
- (f) The Executive Officer will forward the corrected information or explanation to the 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.

#### **801.4 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,
  - 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.

#### **801.5 DISPOSITION OF EVIDENCE, RECOVERED, AND FOUND PROPERTY**

##### **801.5.1 WHEN AN OFFENDER IS FOUND GUILTY OF A FELONY**

- (a) The officer will indicate the date, court disposition, and intended property disposition on the copy of the property custody report in the arrest jacket.

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- (b) The Property Management Technician will hold the evidence a minimum of 30 days from the date of conviction unless:
  - 1. An appeal is filed within the 30 days, or
  - 2. Offender is incarcerated. Evidence will be held until approval is given by the Executive Officer to destroy.
  - 3. The Property Management Technician will check the Cook County Court System computer to ascertain if a court appeal has been filed.
  - 4. 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.

#### 801.5.2 WHEN AN OFFENDER IS FOUND GUILTY OF A MISDEMEANOR

- (a) 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.
- (b) 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.
- (c) The Property Management Technician will hold the evidence until the end of the appeal process.
- (d) 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.
- (e) The termination of supervision is considered the final court date.
- (f) Completion of probation is considered a final court verdict of guilty.

#### 801.5.3 WHEN AN OFFENDER IS FOUND NOT GUILTY OF A FELONY OR MISDEMEANOR

- (a) 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.
- (b) Contraband shall be destroyed according to procedure found under 801.5.5 Disposition of Contraband.
- (c) 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 policy.

#### 801.5.4 WHEN THE CRIME HAS NOT BEEN SOLVED BY ARREST OR EXCEPTIONAL CLEARANCE

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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- (a) Felony crime: Hold for three years unless extended limitations are set by Illinois Compiled Statutes.
  - 1. Consult with State's Attorney's Office.
  - 2. Consult with an Investigations supervisor to determine the status of the case.
- (b) Misdemeanor crime: Hold for 18 months and destroy according to provisions provided in this policy.
- (c) Exceptional circumstances:
  - 1. 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.
  - 2. If destruction or returning property to owner is approved:
    - (a) Photographs, measurements, weight, etc., shall be taken and kept with the arrest jacket as best evidence rule.
    - (b) Time period for holding this evidence reverts to Sections 801.5.2 and 801.5.3.
  - 3. If evidence is not contraband and owner IS KNOWN, return to owner.
  - 4. If evidence is not contraband and the owner IS UNKNOWN, proceed under other provisions of disposal.

#### 801.5.5 DISPOSITION OF CONTRABAND

- (a) 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.
- (b) Methods of destruction:
  - 1. 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.
  - 2. 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.
  - 3. 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.
  - 4. 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

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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.

5. A report shall be generated with any property/evidence destruction listing description of property, complaint number, etc. (See b-2 above)

#### 801.5.6 DISPOSITION OF RECOVERED/FOUND PROPERTY

##### (a) 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 801.5.5 Disposition of Contraband).

- (b) All dispositions will be handled in accordance with Illinois Compiled Statutes, Chapter 765, Sections 1030/1-1030/6.

1. 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.
2. 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.
3. 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.
4. At the discretion of the Chief of Police, found property may be given to a charitable organization.
5. 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



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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:

- (a) All alcoholic beverages and food items.
- (b) All firearms (these shall be disposed of according to the provisions of 801.5.5(b)4.
- (c) 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 policy 603 Asset Forfeiture.)
- (d) In situations where an automobile is taken into custody or towed, a vehicle tow report will be completed. (See policy 502 Vehicle Towing.) To assure the safeguarding of property and departmental integrity in these situations, the following procedures will be adhered to:
  - 1. All containers, boxes, bags, etc. in the vehicle, whether open or closed, will be searched for property which may require inventorying, i.e. valuables.
  - 2. Glove compartments, consoles, and trunks of vehicles, either open or closed, will be searched for property which may require inventorying.
- (e) 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.
  - 1. 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.
  - 2. 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:
    - (a) 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.

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- (b) 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.
- (f) 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.
- (g) 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.

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.

#### **801.6 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

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- (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.

## Records Bureau

### **802.1 PURPOSE AND SCOPE**

The Records Supervisor shall maintain the Department Records Bureau Procedures Manual on a current basis to reflect the procedures being followed within the Records Bureau. Policies and procedures that apply to all employees of this department are contained in this chapter.

#### **802.1.1 NUMERICAL FILING SYSTEM**

Case reports are filed numerically within the Records Bureau by Records Bureau personnel.

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 09-00001 would be the first new case beginning January 1, 2009.

### **802.2 FILE ACCESS AND SECURITY**

All reports including, but not limited to, initial, supplemental, follow-up, evidence, and all reports critical to a case shall be maintained in the department's report management software (RMS) accessible only to authorized personnel.

Park Ridge Police Department employees shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with department policy and with a legitimate law enforcement or business purpose or as otherwise permissible by law.

#### **802.2.1 COURT FILES**

The Records Bureau shall be responsible for preparing files with all necessary documents for court appearances.

## Records Maintenance and Release

### 803.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

### 803.2 POLICY

The Park Ridge Police Department is committed to providing public access to records in a manner that is consistent with the Freedom of Information Act (5 ILCS 140/1 et seq.).

### 803.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief of Police shall designate a Custodian of Records and Freedom of Information Officer who may be, but are not required to be, the same person. The responsibilities of the Custodian of Records include but are not limited to (5 ILCS 140/3.5; 5 ILCS 140/4; 5 ILCS 140/5; 5 ILCS 179/35):

- (a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department public records.
- (b) Maintaining and updating the department records retention schedule, including:
  - 1. Identifying the minimum length of time the Department must keep records.
  - 2. Identifying the division responsible for the original record.
- (c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.
- (d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (e) Establishing rules regarding the processing of subpoenas for the production of records.
- (f) Ensuring a current schedule of fees for public records as allowed by law is available.
  - 1. No fees shall be charged for the first 50 pages of copies as per 5 ILCS 140/6(b).
  - 2. Fees charged for copying public records shall be limited to the actual cost of duplication or publication.
  - 3. The cost of search, examination, review, and the redaction and separation of exempt from nonexempt information will not be assessed.
- (g) Ensuring information identifying the department's Freedom of Information Officer, the categories of available records, and the process for requesting public records, including the address for submitting requests, will also be displayed.
- (h) Working with the Freedom of Information Officer to develop a list of documents or categories of records that the Department shall immediately disclose upon request.
- (i) Promptly remediating any deficiencies in the department's Freedom of Information Officer's public records management activities.

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- (j) Expeditiously advising the Chief of Police of any denials of public records requests, issues associated with the processing of records requests, and requests that may involve potentially sensitive or newsworthy matters.
  - (k) Consulting with the Chief of Police in the event further information is needed regarding the appropriate response to a records request.
  - (l) Submitting monthly reports to the Illinois State Police (ISP) regarding arrest-related deaths, firearm discharges by members (including pointing of firearms in the direction of a person), hate crimes, domestic crimes, index crimes, school incidents, incidents involving persons in mental health crisis, and use of force. The report should include information and data required by the Uniform Crime Reporting Act (50 ILCS 709/5-12; 20 Ill. Adm. Code 1244.30).
  - (m) Submitting a quarterly report to the ISP that includes incident-based information on any criminal homicide pursuant to 50 ILCS 709/5-15.
  - (n) Establishing a procedure for an individual to access, review, and confirm the expungement of civil law citations issued to the individual for violations of 720 ILCS 550/4(a) or 720 ILCS 600/3.5(c) (20 ILCS 2630/5.2).
  - (o) Establishing procedures for the protection of Social Security information pursuant to the Identity Protection Act and proper filing and posting of appropriate policy and procedures (5 ILCS 179/35).
    - 1. The procedures should include proper collection, handling, dissemination, and access restrictions of information that contains Social Security numbers.
  - (p) Submitting an annual report regarding the number of requests for assistance from federal immigration authorities and of civil immigration detainers and warrants received to the Illinois Attorney General (5 ILCS 805/25).
- (a) Establishing a procedure for an individual to access, review and confirm the expungement of civil law citations issued to him/her for violations of 720 ILCS 550/4(a) or 720 ILCS 600/3.5(c) (20 ILCS 2630/5.2).

#### **803.4 PROCESSING REQUESTS FOR PUBLIC RECORDS**

Any department member who receives a request for any record shall route the request to the Freedom of Information Officer or the authorized designee. All department records are presumed to be open to inspection or copying (5 ILCS 140/1.2).

##### **803.4.1 REQUESTS FOR RECORDS**

The processing of requests for any record is subject to the following:

- (a) The Department is not required to create records that do not exist or maintain records that it does not maintain (5 ILCS 140/1).
- (b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released (5 ILCS 140/7).

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1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.
- (c) The Freedom of Information Officer shall:
1. Document the date the request was received.
  2. Compute the date that the time to respond expires and note the information on the request.
  3. Maintain an electronic or hard copy of the request.
  4. Create a retention file for the request and promptly determine if the record is available or subject to any exemption.
- (d) The Freedom of Information Officer shall ensure that requests are processed within five business days after receipt, with up to an additional five days permitted for certain exceptions. When seeking additional time, written notice shall be provided to the requesting party (5 ILCS 140/3).
1. These time frames may be extended for recurrent requesters (5 ILCS 140/3.2).
  2. Voluminous requests are to be addressed under 5 ILCS 140/3.6.
- (e) Requests for records to be used for commercial purposes shall be processed within 21 working days after receipt (5 ILCS 140/3.1).
- (f) If a record is requested in electronic format, the record shall be provided in electronic format, if reasonably feasible. If not reasonably feasible, the record shall be furnished in the format in which it is maintained. If furnishing an electronic copy, the Department may charge for the actual cost of the recording medium (5 ILCS 140/6(a)).

#### 803.4.2 DENIALS

The denial of a request for records is subject to the following:

- (a) Denial of a request by the Freedom of Information Officer shall be in writing and identify the specific exemptions being claimed under 5 ILCS 140/9. Failure to respond in a timely manner to a request under the Illinois Freedom of Information Act constitutes a denial (5 ILCS 140/3(d)). Because the Department bears the burden of proof in a denial, the Freedom of Information Officer shall consult with the Administrative Division Commander prior to issuing a denial.
- (b) A detailed factual basis for any claimed exemption, and the names and titles of each person responsible for the denial, will be provided (5 ILCS 140/9). Each written denial shall also inform the requesting party of the right to appeal to the Public Access Counselor of the Illinois Attorney General (5 ILCS 140/9(a)).

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##### **803.4.3 FEES**

Fees shall be collected prior to the release of records. Fees may be waived by the Administrative Division Commander if it is determined by the supervisor that the issuance of the record is in the public interest (5 ILCS 140/6).

##### **803.4.4 PUBLIC ACCESS COUNSELOR**

Any requestor who believes that a violation of the Illinois Freedom of Information Act has occurred may file a request for review with the Public Access Counselor of the Illinois Attorney General (5 ILCS 140/9.5).

If the Public Access Counselor determines that an alleged violation is unfounded, no further action will be taken (5 ILCS 140/9.5). In all other cases, the Public Access Counselor will, within seven working days of receipt, forward a request to the Department accompanied by a specific list of documents for the Department to furnish to the Public Access Counselor. The department's Freedom of Information Officer will furnish the requested records or documents within seven working days of receipt, will fully cooperate with the Public Access Counselor and will advise the Administrative Division Commander of all such communications (5 ILCS 140/9.5).

Any communication with the Department by the Public Access Counselor shall be promptly brought to the attention of the Chief of Police.

##### **803.5 RELEASE RESTRICTIONS**

Examples of release restrictions include:

- (a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver's license record, motor vehicle record, or any department record, including traffic crash reports, is restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).
- (b) Private information, including but not limited to unique identifiers such as Social Security numbers, driver's license numbers, employee identification numbers, biometric identifiers, personal financial information, passwords or access codes, medical records, home or personal telephone numbers, home address, personal email addresses, or personal license plates (5 ILCS 140/7(1)(b); 5 ILCS 140/2(c-5)).
- (c) Confidential information involving confidential informants, intelligence information, information that would endanger the safety of any person involved, or information that would endanger the successful completion of an investigation (5 ILCS 140/7; 5 ILCS 140/2.15(b)).
  - 1. Analysis and conclusions of investigating officers (5 ILCS 140/7(1)(f)).
- (d) The identity of child victims and adult victims of criminal sexual offenses unless authorized by court order (725 ILCS 190/3; 725 ILCS 191/10).
- (e) Reports of elder abuse and neglect (320 ILCS 20/8).



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- (f) Records regarding juveniles under 18 years of age (705 ILCS 405/1-7; 705 ILCS 405/5-905).
- (g) Department records that would obstruct an ongoing investigation or pending administrative enforcement proceeding (5 ILCS 140/7).
- (h) Information contained in personnel and other public records that would constitute an unwarranted invasion of personal privacy, in which the individual's right to privacy outweighs any legitimate interest in obtaining the information.
  - 1. The disclosure of personal information that bears on the public duties of employees of this department shall not be considered an invasion of personal privacy (5 ILCS 140/7(1)(c)).
  - 2. The disclosure of employee performance evaluations is prohibited (820 ILCS 40/11).
- (i) Records that were created exclusively in anticipation of potential litigation, which would not be subject to discovery or which may be subject to an attorney-client privilege involving this department (5 ILCS 140/7(1)(m)).
- (j) Any record relating to vulnerability assessments, security measures, and response policies or plans (5 ILCS 140/7(1)(v)).
- (k) Body-worn camera recordings as provided in the Law Enforcement Officer-Worn Body Camera Act (5 ILCS 140/7.5).
- (l) Certain records requested by a person committed to the Department of Corrections or a county jail (5 ILCS 140/7).
- (m) Information prohibited from disclosure under the Seizure and Forfeiture Reporting Act (5 ILCS 140/7.5).
- (n) Information including but not limited to evidence and records in the state-wide tracking system pursuant to the Sexual Assault Evidence Submission Act (5 ILCS 140/7.5).
- (o) Names and all identifying information relating to an employee, communications, notes, records, and reports arising out of a peer support counseling session under the First Responders Suicide Prevention Act (5 ILCS 140/7.5).
- (p) Information reported to the Illinois Criminal Justice Information Authority regarding in-custody deaths that is deemed by the Authority to be privileged or protected under state or federal law (730 ILCS 210/3-5).
- (q) Records or reports accessed from the ISP prohibited persons portal or LEADS system regarding persons whose Firearm Owner's Identification (FOID) cards have been revoked or suspended (5 ILCS 140/7.5; 20 ILCS 2605/2605-304).
- (r) Any report or information received under the Student Confidential Reporting Act program (5 ILCS 140/7).

#### **803.6 ARREST RECORDS**

Arrest report information that identifies an individual, any charges, time and location of arrest, name of the investigating department, incarceration, or conditions of pretrial release shall be

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furnished as soon as practicable but in no event later than 72 hours after arrest (5 ILCS 140/2.15(a)).

Information concerning an arrest must be made available to the news media for inspection and copying absent specific exceptions. The information shall be made available as soon as practicable but in no event later than 72 hours after arrest (5 ILCS 160/4a; 50 ILCS 205/3b).

If the request is made by a criminal defendant or an authorized representative (including attorneys), then the Illinois State's Attorney, City Attorney, Illinois Attorney General, local prosecutor, or the courts, as applicable, should be promptly notified.

Persons requesting conviction information should be directed to the ISP.

#### **803.6.1 REQUESTS TO RETRACT OR DELETE ARREST RECORDS**

Requests from a Chief of Police, county Sheriff or State's Attorney to delete or retract arrest records of individuals mistakenly identified should be forwarded to the Custodian of Records for handling (5 ILCS 160/17; 50 ILCS 205/4).

#### **803.7 SUBPOENAS AND DISCOVERY REQUESTS**

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the County Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

#### **803.8 RELEASED RECORDS TO BE MARKED**

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

#### **803.9 SECURITY BREACHES**

Members who become aware that any Park Ridge Police Department system containing personal information may have been breached should notify the Custodian of Records as soon as practicable.

The Custodian of Records shall (815 ILCS 530/10):

- (a) Ensure notice of any breach of the security of personal information is given to the appropriate individuals/entities any time there is a reasonable belief that an

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unauthorized person has acquired personal information, as defined in 815 ILCS 530/5, stored in any department information system.

- (b) Cooperate with the appropriate individuals/entities by providing the date or approximate date of the breach and identifying any steps taken or that will be taken relating to the breach.

#### **803.10 EXPUNGEMENT AND SEALING**

Expungement and sealing orders received by the Department shall be reviewed for appropriate action by the Custodian of Records or Freedom of Information Officer. The Custodian of Records or Freedom of Information Officer shall expunge such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction (705 ILCS 405/1-3). Once expunged, members shall respond to any inquiry as though the record did not exist (20 ILCS 2630/5.2).

##### **803.10.1 AUTOMATIC EXPUNGEMENTS FOR CANNABIS OFFENSES**

The Custodian of Records should make all automatic expungements within the time frames set in 20 ILCS 2630/5.2.

The Custodian of Records should provide a certificate of disposition or certification of expungement upon inquiry by any individual whose record was expunged (20 ILCS 2630/5.2).

##### **803.10.2 ARREST RECORDS**

When a request is made for arrest records of an individual whose records were retracted or deleted in the case of mistaken identity in accordance with 5 ILCS 160/17 and 50 ILCS 205/4, members should respond that no such records exist.

##### **803.10.3 JUVENILE RECORDS**

On or before January 1 of each year, the Custodian of Records or Freedom of Information Officer shall expunge juvenile records as required by 705 ILCS 405/5-915.

If the Chief of Police or the authorized designee certifies in writing that certain information is necessary for a pending investigation involving the commission of a felony or with respect to an internal investigation of any law enforcement office, that information and information identifying the juvenile may be retained as provided in 705 ILCS 405/5-915. However, the remaining portion of any records not retained shall be expunged.

If juvenile records might be necessary for use in civil litigation against the department, the government entity that created, maintained, or used the records is not required to expunge the records until two years following the subject's arrest (705 ILCS 405/5-915). However, these records shall be considered expunged for all other purposes during this period and the offense that is the subject of the records shall be treated as if it never occurred, as required under 705 ILCS 405/5-923.

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In the event a civil lawsuit is filed against the department, the government entity that created, maintained, or used the juvenile records may not expunge the records until two years after the conclusion of the lawsuit, including any appeal (705 ILCS 405/5-915).

Body-worn camera recordings of juveniles shall not be subject to automatic expungement except as otherwise provided in the Portable Audio/Video Recorders Policy.

Within 60 days after receipt of a court expungement order or date of automatic expungement, the Custodian of Records or the authorized designee shall send a written notice of expungement to the subject of the expungement (705 ILCS 405/5-915).

#### **803.11 TRAINING**

Prior to assuming the Freedom of Information Officer duties, but within 30 days after being so designated, the Freedom of Information Officer will undergo and successfully complete the electronic training curriculum as developed by the Public Access Counselor. The Freedom of Information Officer shall thereafter be recertified on an annual basis (5 ILCS 140/3.5).

All members who have access to Social Security numbers, from the time of collection to the time of destruction of the records, shall receive training on the protection of such information, pursuant to the Identity Protection Act (5 ILCS 179/35).

## Protected Information

### 804.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Park Ridge Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

#### 804.1.1 DEFINITIONS

Definitions related to this policy include:

**Protected information** - Any information or data that is collected, stored or accessed by members of the Park Ridge Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

### 804.2 POLICY

Members of the Park Ridge Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

### 804.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to (20 Ill. Adm. Code 1240.90):

- (a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Illinois Secretary of State records and the Illinois Law Enforcement Agencies Data Systems (LEADS).
- (b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.
- (c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.
- (d) Developing procedures to ensure training and certification requirements are met.
- (e) Resolving specific questions that arise regarding authorized recipients of protected information.

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- (f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

#### **804.4 ACCESS TO PROTECTED INFORMATION**

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Park Ridge Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access (20 Ill. Adm. Code 1240.50).

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution (20 ILCS 2630/7; 20 Ill. Adm. Code 1240.50).

##### **804.4.1 PENALTIES FOR NON-COMPLIANCE OR MISUSE OF RECORDS**

The Department of State Police may suspend all or any portion of LEADS service without prior notification as the result of an agency's non-compliance with laws, rules, regulations, or procedures. The Director of State Police may suspend all or part of LEADS service for agency for violations of LEADS laws, rules regulations, or procedures (20 Ill. Adm. Code 1240.110).

It is a Class A misdemeanor to furnish, buy, receive, or possess LEADS information without authorization by a court, statute, or case law (20 ILCS 2630/7).

#### **804.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION**

Protected information may be released only to authorized recipients who have both a right to know and a need to know (20 Ill. Adm. Code 1240.50; 20 Ill. Adm. Code 1240.80).

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Bureau to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

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#### **804.6 SECURITY OF PROTECTED INFORMATION**

The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Developing and maintaining security practices, procedures and training.
- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems (20 Ill. Adm. Code 1240.50).
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
- (d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

##### **804.6.1 MEMBER RESPONSIBILITIES**

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it (20 Ill. Adm. Code 1240.80). This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal) (20 Ill. Adm. Code 1240.50).

##### **804.6.2 MAINTENANCE AND TECHNICAL SERVICES**

The personnel security requirement for a LEADS agency requires conformance with 20 Ill. Adm. Code 1240.50. Generally, no person may provide maintenance or technical services at or near LEADS equipment unless they are of good character and have not been convicted of a felony or a crime involving moral turpitude under the laws of this or any other jurisdiction. Any person may have his/her authority to provide maintenance or technical services at or near LEADS equipment denied if he/she is charged with a felony or a crime involving moral turpitude under the laws of this or any other jurisdiction (20 Ill. Adm. Code 1240.50(3)).

##### **804.6.3 PROTECTION OF LEADS DATA**

LEADS data shall not be included on the violator's copy of any citation that is not delivered by hand to the violator. This specifically includes citation copies left on an unattended vehicle, a building or any other place where the violator is not present to receive the citation. LEADS data will continue to be included on other copies of the citation that are kept by the employee and/or the Department (18 USC § 2721 through 18 USC § 2725).

#### **804.7 TRAINING**

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies

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authorized access and use of protected information, as well as its proper handling and dissemination.



# Animal Control

## 805.1 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.

## 805.2 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.

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- (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
  - 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.

#### **805.3 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.

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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.

#### **805.4 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 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 above:
  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.
  1. 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.
  2. 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

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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.

#### **805.5 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 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.

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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.
  - (a) If the animal was in any way told to attack/bite another person or animal, the potential for criminal charges should be reviewed.
  - (b) 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.
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

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such animal in a duly licensed veterinary hospital where such animal shall be confined for 10 days.

(b) Confinement – Designated facility

1. 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.
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

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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
    - (a) 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.
    - (b) 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 in these incidents, the animal itself is considered

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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:
    - (a) Chase the animal outdoors
    - (b) Isolate the animal in one room or location
    - (c) Noose and release the animal (DO NOT NOOSE SKUNKS)
      - 1. If the attempt to remove the animal is unsafe, the member should advise the resident to seek a private contractor.
      - 2. NOTE: Animals stuck in outside window wells can be freed by placing a board in the window well so they can climb out.



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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.
  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 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.

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- (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
  - 1. 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/she 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.
  - 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.

#### **805.6 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.

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- (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.

#### **805.7 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.

#### **805.8 HUMANE INVESTIGATORS**

The Department trains officers as Humane Investigators. The Department's Post List identifies those trained as Humane Investigators.

## **Chapter 9 - Custody**

# Temporary Custody of Adults

## 900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Park Ridge Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults who are in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

### 900.1.1 DEFINITIONS

Definitions related to this policy include:

**Holding cell/cell** - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

**Safety checks** - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

**Temporary custody** - The time period an adult is in custody at the Park Ridge Police Department prior to being released or transported to a housing or other type of facility.

## 900.2 POLICY

The Park Ridge Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

## 900.3 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than 48 hours except when detention occurs at the beginning of a weekend or holiday (20 Ill. Adm. Code 720.30).

### 900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Park Ridge Police Department, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

- (a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
- (b) Any individual who has a medical condition, including pregnancy, or who may require medical attention, supervision or medication while in temporary custody.
- (c) Any individual who is seriously injured.

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- (d) Individuals who are a suspected suicide risk (see the Civil Commitments Policy).
  - 1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.
- (e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.
- (f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (g) Any individual who has exhibited extremely violent or continuously violent behavior.
- (h) Any individual who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.
- (i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.
- (j) Any individual with a known history of a mental disorder or mental defect, or who shows evidence of such condition (20 Ill. Adm. Code 720.30).
  - 1. If the officer taking custody of an individual believes that he/she may have such a history or condition, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

#### 900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with the member's supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, reasonable accommodations shall be provided (see the Communications with Persons with Disabilities Policy) (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.60).

At least one female department member should be present when a female adult is in temporary custody and should be available for supervision during periods of personal hygiene such as using the toilet (20 Ill. Adm. Code 720.25). In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process.

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present.

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No individual in custody shall be permitted to supervise, control, or exert any authority over other individuals in custody.

#### **900.3.3 ENTRY RESTRICTIONS**

Entry into any location where a person is held in custody should be restricted to:

- (a) Authorized members entering for official business purposes.
- (b) Emergency medical personnel when necessary.
- (c) Any other person authorized by the Shift Supervisor.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

#### **900.4 INITIATING TEMPORARY CUSTODY**

The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The receiving officer should ask the arresting officer if there is any statement, indication or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care. If there is any suspicion that the individual may be suicidal, he/she shall be transported to the City jail or the appropriate mental health facility.

The officer should promptly notify the Shift Supervisor of any conditions that may warrant immediate medical attention or other appropriate action. The Shift Supervisor shall determine whether the individual will be placed in a cell, immediately released or transported to jail or another facility.

#### **900.4.1 SCREENING AND PLACEMENT**

The officer responsible for an individual in custody shall:

- (a) Advise the Shift Supervisor of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).
- (b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:
  - 1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.
  - 2. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
    - (a) Continuous, direct sight and sound supervision.

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- (b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
- (c) Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
- (d) Ensure males and females are separated by sight and sound (20 Ill. Adm. Code 720.50).
- (e) Ensure restrained individuals are not placed in cells with unrestrained individuals.
- (f) Ensure no more than two individuals are placed in a cell together (20 Ill. Adm. Code 720.50).
- (g) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.
- (h) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

[Cell Inspection Log Continuation Sheet](#)

[Building Inspection Form](#)

[Jail Inspection Form](#)

[Prisoner Lockup Report](#)

#### 900.4.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Executive Officer will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

- (a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.
  - 1. This notification should be documented.
- (b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.
  - 1. If the country is on the mandatory notification list, then:
    - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
    - (b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.



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- (c) Forward any communication from the individual to his/her consular officers without delay.
  - (d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.
- 2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:
  - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
  - (b) Forward any communication from the individual to his/her consular officers without delay.

### **900.5 SAFETY, HEALTH, AND OTHER PROVISIONS**

#### **900.5.1 TEMPORARY CUSTODY LOGS**

Any time an individual is in temporary custody at the Park Ridge Police Department, the custody shall be promptly and properly documented in a custody log, including:

- (a) Identifying information about the individual, including his/her name.
- (b) Date and time of arrival at the Department.
- (c) Any charges for which the individual is in temporary custody and any case number.
- (d) Time of all safety checks including (20 Ill. Adm. Code 720.60):
  - 1. The time of check.
  - 2. The signature, initials, badge number or any other personal identifier of the responsible person.
  - 3. Any relevant remarks.
- (e) Any medical and other screening requested and completed.
- (f) Any emergency situations or unusual incidents.
- (g) Any other information that may be required by other authorities, such as compliance inspectors.
- (h) Date and time of release from the Park Ridge Police Department.

The Shift Supervisor should initial the log to approve the temporary custody and should also initial the log when the individual is released from custody or transferred to another facility.

The Shift Supervisor should make periodic checks to ensure all log entries and safety and security checks are made on time.

#### **900.5.2 TEMPORARY CUSTODY REQUIREMENTS**

Members monitoring or processing anyone in temporary custody shall ensure:

- (a) Safety checks and significant incidents/activities are noted on the log.

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- (b) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.
  - 1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.
  - 2. This does not apply to surreptitious and legally obtained recorded interrogations.
- (c) There is reasonable access to toilets and wash basins (20 Ill. Adm. Code 720.50).
- (d) There is reasonable access to a drinking fountain or water (20 Ill. Adm. Code 720.60).
- (e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
- (f) There is privacy during attorney visits.
- (g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (h) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.
  - 1. The supervisor should ensure that there is an adequate supply of clean blankets.
- (i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.
- (j) Adequate furnishings are available, including suitable chairs or benches.

#### 900.5.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to department members. At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by an officer.

Those who require medication while in temporary custody should not be at the Park Ridge Police Department. They should be released or transferred to another facility as appropriate.

#### 900.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

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Whenever a prosthetic or orthopedic appliance is removed, the Shift Supervisor shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists.

#### 900.5.5 TELEPHONE CALLS

Every individual in temporary 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 5/103-3.5; 20 Ill. Adm. Code 720.20).

- (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 (20 Ill. Adm. Code 720.75).
  - 1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).
  - 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 5/103-3.5).
- (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 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 5/103-3.5).
- (d) Calls between an individual in temporary 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 5/103-3.5).
- (g) The three hours requirement shall not apply while the person is asleep, unconscious, or otherwise incapacitated and is renewed upon transfer to another facility (725 ILCS 5/103-3.5).

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##### 900.5.6 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

##### 900.5.7 FIREARMS AND OTHER SECURITY MEASURES

Firearms and other weapons and control devices shall not be permitted in secure areas where individuals are in custody or are processed (20 Ill. Adm. Code 720.70). They should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a supervisor.

All perimeter doors to secure areas shall be kept locked at all times, except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

##### 900.5.8 ATTORNEYS

A person in custody shall be allowed to consult with a licensed attorney a reasonable number of times and for reasonable periods of time (20 Ill. Adm. Code 720.20(c)).

- (a) Attorneys who need to interview a person in custody should do so inside a secure interview room.
- (b) Both the attorney and person in custody should be searched for weapons prior to and after being admitted to the interview room.
- (c) Attorneys must produce a current Illinois Bar card as well as other matching appropriate identification.
- (d) Interviews between attorneys and their clients shall not be monitored or recorded.

##### 900.5.9 VISITORS

Consistent with safety and security, visitors should be allowed during normal working and evening hours.

Any open or contact visits must be closely supervised. The visitor and the person in custody shall be searched before and after the visit (20 Ill. Adm. Code 720.70).

A sign notifying visitors that they are subject to search must be conspicuously posted (20 Ill. Adm. Code 720.70).

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##### 900.5.10 HYGIENE

Individuals in custody shall be supplied with personal hygiene items as needed (20 Ill. Adm. Code 720.60).

Individuals confined beyond 48 hours shall be permitted to shower or bathe once every 48 hours. Clean towels shall be provided when showering or bathing (20 Ill. Adm. Code 720.60).

##### 900.5.11 FOOD SERVICE

Meals will be provided for persons held in excess of six hours as follows (20 Ill. Adm. Code 720.80):

- (a) Three meals per day shall be served in accordance with recognized breakfast, lunch and dinner periods.
- (b) Food must be of sufficient nutritional value and daily minimum calories.
- (c) At least one of the three meals shall be a balanced and complete hot meal if the individual is confined for longer than 24 hours.
- (d) A drink other than water shall be served with each meal.
- (e) Special diets shall be adhered to when prescribed by a physician, clinic or hospital designated by the Chief of Police.
- (f) A copy of the menu served shall be maintained for a period of three months.
- (g) Individuals shall be served in their cells. Eating utensils shall be removed from cells after each meal (20 Ill. Adm. Code 720.70).

##### 900.5.12 NONDISCRIMINATION

The Park Ridge Police Department shall not deny services, benefits, privileges, or opportunities to individuals in custody on the basis of citizenship or immigration status, or on the basis of the existence of an immigration detainer or civil immigration warrant, except as required by law (5 ILCS 805/15).

#### **900.6 USE OF RESTRAINT DEVICES**

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell (20 Ill. Adm. Code 720.60).

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Park Ridge Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

##### 900.6.1 PROCEDURES WHEN RESTRAINTS ARE USED

The following provisions shall be followed when utilizing restraints other than the temporary use of restraints such as handcuffing or leg irons to control an individual during movement and transportation inside or outside the facility (20 Ill. Adm. Code 720.60):

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- (a) Officers applying restraints shall make a written report including:
  - 1. The date and time restraints were applied.
  - 2. The purpose for which the restraints were applied.
  - 3. The type of restraint used.
  - 4. When the restraint was removed.
- (b) Restraints shall not be used as punishment, placed around a person's neck, or applied in a way that is likely to cause undue physical discomfort, or restrict blood flow or breathing (e.g., hog-tying).
- (c) Restraints shall not be used to secure a person to a fixed object except as a temporary emergency measure.
- (d) Members shall conduct direct face-to-face observation at least every 15 minutes to check the person's physical well-being and behavior. Restraints shall be checked to verify correct application and to ensure they do not compromise circulation. All checks shall be documented, with the actual time recorded by the officer doing the observation, along with a description of the person's behavior and any actions taken.
- (e) Restraints shall not be utilized any longer than is reasonably necessary. If the person in custody requires restraints for longer than two hours, the person should be transferred to a county or other designated facility.

#### 900.6.2 PREGNANT ADULTS

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

#### 900.7 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (e.g., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the appropriate form.

Upon release of an individual from temporary custody, his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property's return (20 Ill. Adm. Code 720.25). If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Department shall maintain a copy of the property receipt.

The Shift Supervisor shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The Shift Supervisor shall attempt to prove or disprove the claim.

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##### **900.8 HOLDING CELLS**

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary (20 Ill. Adm. Code 720.70). An inspection also should be conducted when he/she is released. Any damage noted to the cell should be photographed and documented.

The following requirements shall apply:

- (a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces and jackets, shall be removed.
- (b) The individual shall constantly be monitored by an audio/video system during the entire custody.
- (c) The individual shall have constant auditory access to department members.
- (d) The individual's initial placement into and removal from a locked enclosure shall be logged.
- (e) Safety checks by department members shall occur no less than every 30 minutes (20 Ill. Adm. Code 720.60).
  - 1. Safety checks should be at varying times.
  - 2. All safety checks shall be logged.
  - 3. The safety check should involve questioning the individual as to his/her well-being.
  - 4. Individuals who are sleeping or apparently sleeping should be awakened.
  - 5. Requests or concerns of the individual should be logged.
- (f) Prior to any member entering an occupied cell, another qualified member shall be present (20 Ill. Adm. Code 720.70).
- (g) Cells shall be cleaned daily (20 Ill. Adm. Code 720.90).

##### **900.9 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY**

The Executive Officer will ensure procedures are in place to address any suicide attempt, death, or serious injury of any individual in temporary custody at the Park Ridge Police Department. The procedures should include the following:

- (a) Immediate request for emergency medical assistance if appropriate.
- (b) Immediate notification of the Shift Supervisor, Chief of Police, and Investigations Bureau Commander.
- (c) Notification of the spouse, next of kin, or other appropriate person (see Officer-Involved Shootings and Deaths Policy for additional requirements regarding deaths related to a use of force).
- (d) Notification of the appropriate prosecutor.
- (e) Notification of the City Attorney.

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- (f) Notification of the [Medical Examiner/JOP].
- (g) Evidence preservation.

#### **900.10 RELEASE AND/OR TRANSFER**

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

- (a) All proper reports, forms and logs have been completed prior to release.
- (b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.
- (c) It has been confirmed that the correct individual is being released or transported.
- (d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.
- (e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).
- (f) The individual is not permitted in any nonpublic areas of the Park Ridge Police Department unless escorted by a member of the Department.
- (g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.
  - 1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.
- (h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.
- (i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

##### **900.10.1 RELEASE OF PERSONS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS**

Arresting officers should make reasonable efforts to contact a responsible adult who is willing to assist a person being released from custody who is under the influence of alcohol or drugs (50 ILCS 705/10.17-5).

#### **900.11 ASSIGNED ADMINISTRATOR**

The Operations Commander will ensure any reasonably necessary supplemental procedures are in place to address the following issues:

- (a) General security (20 Ill. Adm. Code 720.70)
- (b) Key control (20 Ill. Adm. Code 720.70; 20 Ill. Adm. Code 720.110)



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- (c) Sanitation and maintenance (20 Ill. Adm. Code 720.90)
- (d) Emergency medical treatment (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (e) Escapes and attempted escapes (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (f) Evacuation plans
- (g) Fire- and life-safety (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.100; 20 Ill. Adm. Code 720.110)
- (h) Disaster plans (20 Ill. Adm. Code 720.110)
- (i) Building and safety code compliance
- (j) Riots (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (k) Hostage situations (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (l) Major disturbances including bomb threats (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (m) Battery on members or individuals in custody (20 Ill. Adm. Code 720.110)
- (n) Severe weather and natural disasters (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (o) Civil disasters (20 Ill. Adm. Code 720.110)
- (p) Vermin and pest control (20 Ill. Adm. Code 720.90)
- (q) Contagious disease control (20 Ill. Adm. Code 720.110)

#### **900.11.1 OTHER RESPONSIBILITIES**

The Executive Officer will also ensure:

- (a) Notice of Rights posters are posted as required (20 Ill. Adm. Code 720.20).
- (b) A comprehensive written duty description for each position is maintained and that members are familiar with the written post description prior to assuming the post (20 Ill. Adm. Code 720.25).
- (c) The facility meets or exceeds the minimum physical standards as required in 20 Ill. Adm. Code 720.40, 20 Ill. Adm. Code 720.50, and 20 Ill. Adm. Code 720.160.
- (d) All fixtures, equipment, wiring, and conduits are properly maintained (20 Ill. Adm. Code 720.70).
- (e) Rules governing the use of the telephone and visits are established consistent with this policy (20 Ill. Adm. Code 720.75).
- (f) Quarterly population reports and extraordinary or unusual occurrence reports are submitted to the Jail and Detention Standards Unit as required by 20 Ill. Adm. Code 720.130.

#### **900.12 RECORDS**

The Shift Supervisor shall ensure a record is maintained for each person in temporary custody with the following information (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.120):

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- Name
- Aliases and nicknames
- Address
- Age and date of birth
- Person to notify in case of emergency, including address and telephone number
- Physical description, gender and characteristic marks
- Occupation
- Offense
- Date and time of admission and authority
- Name and title of officers presenting and receiving the person
- Previous arrest record and convictions
- Itemized record of individual's cash and other valuables, expenditures and receipts while in custody
- Disposition of case and authority
- Date of release or transfer
- Physicians' visits, examinations and treatment

#### **900.13 TRAINING**

Department members should be trained and familiar with this policy and any supplemental procedures. Written documentation of training should be maintained (20 Ill. Adm. Code 720.25).

All members responsible for the temporary custody of adults should receive training that includes, but is not limited to (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.100(a)(3); 20 Ill. Adm. Code 720.110):

- Security measures such as use of restraints, force and chemical agents.
- Handling special incidents such as assaults, disturbances, fires, natural disasters, evacuation procedures, escapes, communications and crime scene protection.
- Suicide prevention.
- Identification of signs and management of mentally impaired individuals.
- First aid and CPR.
- Security features of the Park Ridge Police Department facility used to temporarily hold adults in custody, including the location and use of fire extinguishers, emergency equipment and first aid supplies.
- Department supplemental procedures.
- Illinois Municipal Jail and Lockup Standards.

# Custodial Searches

## 901.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Park Ridge Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

### 901.1.1 DEFINITIONS

Definitions related to this policy include:

**Custody search** - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

**Physical body cavity search** - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

**Strip search** - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

## 901.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

## 901.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

## 901.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Park Ridge Police Department facilities. Except in exigent circumstances, the search should be conducted by

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a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

##### **901.4.1 PROPERTY**

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Office Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Park Ridge Police Department identification number and information regarding how and when the property may be released.

##### **901.4.2 VERIFICATION OF MONEY**

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

##### **901.5 STRIP SEARCHES**

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.

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- (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).

Inmates who have not been arraigned and remanded by the court to the custody of this department and are being held for a traffic, regulatory or misdemeanor offense that does not involve weapons or a controlled substance, shall only be subject to a modified strip or strip search for weapons or controlled substances (725 ILCS 5/103-1).

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 (28 CFR 115.115).

#### 901.5.1 STRIP SEARCH PROCEDURES

Strip searches at Park Ridge Police Department facilities shall 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.
  - 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.

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5. The name and sex of the members who conducted the search.
  6. The name, sex and role 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/her 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.

#### [Strip Search Authorization Form](#)

#### **901.5.2 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.

#### **901.6 PHYSICAL BODY CAVITY SEARCH**

Physical body cavity searches shall be subject to the following (725 ILCS 5/103-1):

- (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 or authorized representative (except for those portions of the warrant ordered sealed by a court).

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- (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.
- (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, sex and roles 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.

#### **901.7 TRAINING**

The Administrative Services Supervisor 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.

## **Chapter 10 - Personnel**



# Recruitment and Selection

## 1000.1 PURPOSE AND SCOPE

The objective of the selection process is to acquire those individuals who best possess the skills, knowledge, and abilities necessary to be effective employees 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.

## 1000.2 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. 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 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.

## 1000.3 RECRUITMENT OF DEPARTMENT PERSONNEL

The Park Ridge Police Department shall implement and maintain an active recruitment team, whose members will participate with both the City Human Resources Director and the Board of Fire and Police Commissioners.

### Authority and Responsibility

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.

### Program Personnel

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- (a) As a proactive program, department personnel will be assigned to the recruitment team.
  - 1. 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.
  - 2. 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;
    - (k) Department rules and regulations;
    - (l) Process of accreditation;
    - (m) Collective bargaining; and
    - (n) Recruitment programs of other jurisdictions.
  - 3. The Chief shall ensure that minority personnel are assigned to this team.
  - 4. 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.

#### 1000.3.1 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

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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:
    - (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.

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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.

#### **1000.4 SELECTION PROCESS**

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects.

The examination of applicants shall be public, competitive, and open to all citizens of the United States, with specified limitations as to residency, age, health, habits, and moral character (55 ILCS 5/3-8010; 65 ILCS 5/10-2.1-6; 65 ILCS 5/10-1-7).

Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record)
  1. Except that candidates shall not be screened, requested, or required to disclose wage or salary history as a condition of employment. (820 ILCS 112/10).
- (b) Driving record
- (c) Reference checks
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Polygraph or voice stress analyzer (VSA) examination (when legally permissible)

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- (i) Medical and psychological examination (may only be given after a conditional offer of employment)
- (j) Review board or selection committee assessment

#### 1000.4.1 EXPUNGED JUVENILE RECORDS

Application forms for employment should contain language informing the applicant that he/she is not required to disclose expunged juvenile records (705 ILCS 405/5-923). No member of the Department may ask an applicant whether he/she has had a juvenile record expunged.

#### 1000.4.2 VETERAN PREFERENCE

The Department will provide veteran preference points as required (65 ILCS 5/10-1-16; 65 ILCS 5/10-2.1-8; 65 ILCS 5/10-2.1-9; 55 ILCS 5/3-8010).

### **1000.5 BACKGROUND INVESTIGATION**

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Park Ridge Police Department (50 ILCS 705/10.2).

#### 1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

#### 1000.5.2 REVIEW OF PERSONAL ONLINE ACCOUNTS

Due to the potential for accessing unsubstantiated, private or protected information, the Administrative Division Commander shall not request, require or coerce candidates to provide usernames, passwords, account information or access to password-protected personal online accounts (820 ILCS 55/10).

Candidates may be required to share specific content that has been reported to the Department, without requesting or requiring candidates to provide access to their personal online accounts, as set forth in 820 ILCS 55/10.

The Administrative Division Commander should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from personal online accounts to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate and validated.
- (c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Administrative Division Commander should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

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##### 1000.5.3 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

##### **1000.6 RE-EMPLOYMENT PROCESS**

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.

#### **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.

# Evaluation of Employees

## 1001.1 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.

## 1001.2 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

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assigned and evaluated based on the following positions and/or special assignments:

1. Management Staff
    - (a) Deputy Chief
    - (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
  5. 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:



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- (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
- 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.

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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,
    - (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:

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- (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.

#### **1001.3 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.

# Special Assignments and Promotions

## 1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Park Ridge Police Department.

## 1002.2 POLICY

The Park Ridge Police Department determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

## 1002.3 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

- (a) N.I.P.A.S. EST member NIPAS MFF
- (b) Detective
- (c) Motorcycle officer
- (d) Bicycle Patrol officer
- (e) Accident investigator
- (f) Field Training Officer
- (g) School Resource Officer
- (h) HIDTA

### 1002.3.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

- (a) Three years of relevant experience
- (b) Off probation
- (c) Possession of or ability to obtain any certification required by the Illinois Law Enforcement Training and Standards Board (ILETSB) or law
- (d) Exceptional skills, experience, or abilities related to the special assignment

### 1002.3.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition that aids in his/her performance
- (c) Expresses an interest in the assignment
- (d) Demonstrates the following traits:
  - 1. Emotional stability and maturity

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2. Stress tolerance
3. Sound judgment and decision-making
4. Personal integrity and ethical conduct
5. Leadership skills
6. Initiative
7. Adaptability and flexibility
8. Ability to conform to department goals and objectives in a positive manner

#### **1002.3.3 SELECTION PROCESS**

The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:

- (a) Supervisor recommendations - Each supervisor who has supervised or otherwise been involved with the candidate will submit a recommendation.
  1. The supervisor recommendations will be submitted to the Commander for whom the candidate will work.
- (b) Commander interview - The Commander will schedule interviews with each candidate.
  1. Based on supervisor recommendations and those of the Commander after the interview, the Commander will submit his/her recommendations to the Chief of Police.
- (c) Assignment by the Chief of Police.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training, and at the discretion of the Chief of Police.

#### **1002.4 PROMOTIONAL REQUIREMENTS**

Requirements and information regarding any promotional process are available at the Park Ridge Police Department Department of Human Resources.

## Anti-Retaliation

### 1003.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement.

### 1003.2 POLICY

The Park Ridge Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

### 1003.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

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##### **1003.4 COMPLAINTS OF RETALIATION**

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police or the City Human Resources Generalist.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

##### **1003.5 SUPERVISOR RESPONSIBILITIES**

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

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##### **1003.6 COMMAND STAFF RESPONSIBILITIES**

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) The timely review of complaint investigations.
- (c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) The timely communication of the outcome to the complainant.

##### **1003.7 WHISTLE-BLOWING**

The Illinois Whistleblower Act protects an employee who, with reasonable cause to believe the information communicated discloses a violation of a law, rule, or regulation (740 ILCS 174/1 et seq.):

- (a) Provides information to a government or law enforcement agency, in a judicial or administrative hearing, or testifies before a legislative body.
- (b) Refuses to participate in an activity that would result in a violation of a law, rule, or regulation.
- (c) Engages in any other act or omission if the employee is disclosing or attempting to disclose public corruption or wrongdoing.

Retaliation is also prohibited against any employee who reports, cooperates in an investigation conducted by an individual responsible for receiving and investigating complaints of misconduct, reviewing the performance of the department's members, and/or the integrity of the City's operations and programs involving, or testifies in a proceeding or prosecution regarding, improper government action (50 ILCS 105/4.1).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Internal Affairs for investigation pursuant to the Personnel Complaints Policy.

##### **1003.8 RECORDS RETENTION AND RELEASE**

The Records Supervisor shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

##### **1003.9 TRAINING**

The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.



# Reporting of Arrests, Convictions, and Court Orders

## 1004.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions, and court orders restrict their ability to perform the official duties and responsibilities of the Park Ridge Police Department. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction, or court order disqualifies them from possessing a firearm.

## 1004.2 POLICY

The Park Ridge Police Department requires disclosure of member arrests, convictions, and certain court orders to maintain the high standards, ethics, and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

## 1004.3 DOMESTIC VIOLENCE CONVICTIONS AND RESTRAINING ORDERS

Illinois and federal law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; 720 ILCS 5/24-1.1).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

Officers are prohibited from carrying a firearm if they are currently the subject of a domestic violence protection order (750 ILCS 60/214).

## 1004.4 OTHER CRIMINAL CONVICTIONS

Any person convicted or found guilty, or having entered a plea of guilty or of nolo contendere to any of the offenses described in 50 ILCS 705/6.1 is prohibited from being a peace officer in the State of Illinois (50 ILCS 705/6.1). Any person who has been convicted of a felony is prohibited from possessing a firearm (720 ILCS 5/24-1.1). This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty plea, or nolo contendere plea.

Convictions of certain state or federal violations, including other provisions, such as probation or conditions of bail, may place restrictions on an employee's ability to fully perform the duties of the job or restrict possessing firearms (720 ILCS 550/10; 725 ILCS 5/110-10).

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust.

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##### **1004.5 REPORTING PROCEDURE**

All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing of any past or current criminal arrest or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired officers with an identification card issued by the Department shall further promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing if the member or retiree becomes the subject of a domestic violence restraining order or similar court order.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

##### **1004.5.1 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD NOTIFICATION**

In the event of an arrest, conviction, finding of guilty, plea of guilty, or plea of nolo contendere disposition of any of the specified sections in 50 ILCS 705/6.1, the Chief of Police shall report such disposition to the Illinois Law Enforcement Training and Standards Board (ILETSB).

It is the duty and responsibility of every full-time and part-time police officer to report to both the ILETSB within 14 days and also to the officer's Chief of Police of the arrest, conviction, finding of guilty, or plea of guilty, for an offense identified in 50 ILCS 705/6.1, as well as any name change, change in employment, and filing of any criminal indictment or charges against the officer for the offenses (50 ILCS 705/8.1).

Any full-time or part-time police officers who knowingly make, submit, cause to be submitted, or file a false or untruthful report to ILETSB must have their certificate or waiver either immediately decertified or revoked. Members shall notify the ILETSB on the prescribed form within seven days of becoming aware of the following alleged violations by an officer (50 ILCS 705/6.3):

- (a) An act that would constitute a felony or misdemeanor that could serve as basis for automatic decertification, whether or not the officer was criminally prosecuted, and whether or not the officer's employment was terminated.
- (b) Excessive use of force.
- (c) Failure to intervene whether by action or omission.
- (d) Tampering with or directing another individual to tamper with a dash camera or body worn camera, or data from such devices for the purpose of concealing, destroying, or altering potential evidence.
- (e) During the reporting, investigation, or prosecution of a crime, engaging in perjury, making a false statement, or knowingly tampering with or fabricating evidence.

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- (f) Engaging in any unprofessional, unethical, deceptive, or deleterious conduct or practice harmful to the public.

Members are additionally required to notify their supervisor upon becoming aware of the above alleged conduct as soon as practicable (50 ILCS 705/6.3).

## Drug- and Alcohol-Free Workplace

### 1005.1 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.

#### 1005.1.1 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.

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- (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 drugs, or being or appearing to be in an impaired physical state due to use of drugs. Impairment for purposes of this policy will be presumed when any unauthorized, illegal drug, cannabis, or alcohol is found to be present in the system of a member.

#### **1005.2 PRE-EMPLOYMENT SCREENING**

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.

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.

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.

#### **1005.3 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);

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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.

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.

#### **1005.4 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.

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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.
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.

#### **1005.5 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:

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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.

#### **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. 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.

- (a) 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.
  - (b) Confidentiality of Test Results:



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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.

(c) 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.

#### **1005.6 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.

#### **1005.7 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:
    - (a) 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.
    - (b) The first confirmed finding of alcohol while on duty in the system of a sworn member will be cause for discharge if:
      1. The health or safety of the public or fellow employees has been endangered.
      2. The member is within their probationary period.
      3. The protection of the public or co-workers requires the removal of the particular member.
  2. Civilian (non-sworn) Members:
    - (a) The Department will seek the discharge of employees for a first confirmed positive test result for illegal drugs or alcohol as follows:
      1. Employees in positions when the health or safety of the public or fellow employees has been endangered;

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2. Employees who are within their probationary period, and
  3. 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.
  4. Where the violation involves the illegal sale or possession of drugs, the Chief of Police shall seek the discharge of the member.

#### **1005.8 RECORDS**

Test results shall be maintained by the Human Resources Department, and shall be kept confidential.

## Breathalyzer Test - City Employees

### 1006.1 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.

### 1006.2 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.

### 1006.3 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 the 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.

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- (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.

# Sick Leave - Occupational Disease and Work-Related Injury Reporting

## 1007.1 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.

## 1007.2 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.

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(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.
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.

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(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.
  - (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.



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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.
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

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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.

#### **1007.3 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.

#### **1007.4 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.
- (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.

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- (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.

#### **1007.5 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:

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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.
3. Copies of the Consent to Release Medical Information form will be available at the Service Desk and from the Office of Administration.

#### **1007.6 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.

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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.

#### **1007.7 HEALTH INSURANCE CHANGES - MEMBER'S RESPONSIBILITIES**

- (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.

#### **1007.8 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.

#### **1007.9 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.

#### **1007.10 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

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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

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.

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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 below section) 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.

#### **1007.11 RETURN TO WORK STATUS FORM FOR ON OR OFF-THE-JOB ILLNESS/ INJURY**

- (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.

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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.

#### **1007.12 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.

#### **1007.13 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



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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.

- (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.

#### **1007.14 CIVIL LITIGATION NOTIFICATION**

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.

When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

# Communicable Diseases

## 1008.1 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.

## 1008.2 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

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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 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.

#### **1008.3 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 (below)
- (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.

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- (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.

#### **1008.4 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 (below).

#### **1008.5 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 (below)
  - 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 (below) contains the contents of these kits by risk level.

#### **1008.6 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.

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- (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 below).

#### **1008.7 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.
- (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.

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- (c) The infection control officer, or his/her 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.

#### **1008.8 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.
- (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.

#### **1008.9 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.

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- (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.

#### **1008.10 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.

#### **1008.11 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.

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.

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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.

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.

#### **1008.12 ADDENDUMS**

[Addendums A through G](#)



## Smoking and Tobacco Use

### 1009.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Park Ridge Police Department facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

### 1009.2 POLICY

The Park Ridge Police Department recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy.

### 1009.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited anytime members are in public view representing the Park Ridge Police Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

### 1009.4 ADDITIONAL PROHIBITIONS

No employee shall smoke, even if out of public view in any public place, child/adult day care center, health care facility or within 15 feet of any entrance or any other location described under the Smoke Free Illinois Act (410 ILCS 82/15).

# Personnel Complaints

## 1010.1 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.

## 1010.2 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.

## 1010.3 INTERNAL AFFAIRS FUNCTION

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

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- (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 against the agency or employees.
- (e) The Chief may use an outside vendor to handle the investigation of complaints.

#### **1010.4 TYPES OF INVESTIGATIONS**

- (a) Citizen Inquiry (C.I.) – An investigation into an incident requested by a citizen.
- (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.

##### **1010.4.1 CRIMINAL INVESTIGATION OF AN OFFICER**

The Chief of Police or the authorized designee may pursue an intergovernmental or interagency agreement to facilitate such an investigation should it be needed (5 ILCS 815/20).

An administrative investigation of the involved officer may be conducted pursuant to the Personnel Complaints Policy and will be conducted in a manner that does not interfere with the criminal investigation (5 ILCS 815/15).

#### **1010.5 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

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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.

#### **1010.6 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.

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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.
- (d) The supervisor will document any action taken, in a departmental memorandum, as well as the nature and extent of the complaint. The report 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.

#### **1010.7 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.

#### **1010.8 MINOR INCIDENTS**

Procedures outlined in 1010.6 and 1010.7 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 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).

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##### **1010.9 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 relieve 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.

##### **1010.10 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

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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.

#### **1010.11 DISPOSITIONS**

- (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

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If the allegation is given a classification other than sustained, the accused member will receive a written letter.

#### 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 or 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.

#### **1010.12 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 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 1010.7 Intake Process for Administrative Review.

#### **1010.13 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.



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- (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.

#### **1010.14 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.

#### **1010.15 DISCIPLINARY ACTION RECORDS**

- (a) The Chief of Police and Human Resources Department is responsible for the filing, maintenance and security of disciplinary records.
- (b) Disciplinary records are permanent and may not be removed from an employee's file.

#### **1010.16 DISCIPLINARY 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

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- (c) Illinois Compiled Statutes, Chapter 65 5/10-2.1-17

#### **1010.17 LAW ENFORCEMENT MISCONDUCT**

A law enforcement officer or a person acting under the color of law commits law 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:

- (a) 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:
- (b) 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
- (c) 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

## Seat Belts

### 1011.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

#### 1011.1.1 DEFINITIONS

Definitions related to this policy include:

**Child restraint system** - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213 and 625 ILCS 25/4.

### 1011.2 POLICY

It is the policy of the Park Ridge Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle crash.

### 1011.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department, while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement.

### 1011.4 TRANSPORTING CHILDREN

Child passengers shall be transported using an approved child restraint system in compliance with 625 ILCS 25/4.

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

### 1011.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is

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not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

#### **1011.6 INOPERABLE SEAT BELTS**

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

#### **1011.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS**

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

#### **1011.8 VEHICLE AIRBAGS**

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

# Body Armor

## 1012.1 SOFT BODY ARMOR

- (a) City-provided Body Armor Program – sworn personnel
  - 1. All sworn personnel will be issued body armor.
    - (a) The body armor will be fitted to the officer at no cost.
    - (b) The body armor must be worn at all times while the employee is assigned to uniformed patrol/field duty.
    - (c) Body armor and accessories provided by the City will be maintained in good condition.
  - 2. Body armor and one extra carrier will be replaced by the City every five (5) years.
  - 3. 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:
    - (a) 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.
    - (b) 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.
    - (c) 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.
  - 4. Upon termination of employment, the body armor will remain the property of the City.
- (b) City-provided Body Armor Program – non-sworn personnel
  - 1. The City will offer body armor for all full-time non-sworn uniformed personnel and part-time parking enforcement officers, provided:
    - (a) A Body Armor Agreement is signed by the employee,
    - (b) The body armor is fitted to the officer (at no cost to the officer), and
    - (c) On condition that the body armor be worn at ALL TIMES while the employee is assigned to field duty.
  - 2. Body armor and accessories provided under this agreement will be maintained in good condition.
  - 3. 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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4. 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.
- (c) If necessary, a supervisor may require that body armor be worn by any department member.
- (d) 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:
  1. Civil demonstrations,
  2. Cover officers in undercover situations,
  3. Drug raids,
  4. High risk prisoner transfer,
  5. VIP Situations. (See General Order regarding VIP Security)
- (e) Body armor will be concealed when worn under the uniform shirt unless the member is wearing an outer carrier.
- (f) Body armor may be worn in an outer carrier with the following provisions:
  1. Patrol officers assigned to uniformed field duty will have the option of using a protective outer carrier providing:
    - (a) It is worn over the uniform shirt, and
    - (b) It is navy blue in color, and
    - (c) Purchased only from the department's approved vendor (See Quartermaster for a current specification sheet of authorized vendors.), and
    - (d) It is similar to the uniform shirt in appearance, and
    - (e) 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
    - (f) 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.
  2. 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:
    - (a) Black in color with their last name and department star embroidered on the carrier by the department vendor, or their authorized uniform carrier, and

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- (b) Purchased only from the department's approved vendor. (See current uniform specification sheet for a list of currently authorized vendors.)
  - (c) The Chief may authorize additional changes for accessory pockets.
- 3. Community service officers assigned to uniformed field duty will have the option of using a vest cover and it must be:
  - (a) Worn over the uniform shirt, and of identical appearance to the uniform shirt,
  - (b) Medium blue in color, and
  - (c) Purchased only from the department's approved vendor. (See Quartermaster for a current specification sheet of authorized vendors.)
  - (d) The Chief may authorize additional changes for accessory pockets.

#### **1012.2 BODY ARMOR AGREEMENT**

##### [Body Armor Agreement](#)

## Personnel Records

### 1013.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

### 1013.2 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Illinois (5 ILCS 140/7).

### 1013.3 HUMAN RESOURCES DEPARTMENT FILE

The department file shall be maintained as a record of a person's employment/appointment with this department. The department file should contain, at a minimum:

- (a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.
- (b) Election of employee benefits.
- (c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.
- (d) Original performance evaluations. These should be permanently maintained.
- (e) Discipline records, including copies of sustained personnel complaints.
- (f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment.
  - 1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
  - 2. Any member response shall be attached to and retained with the original adverse comment (820 ILCS 40/6).
  - 3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file.
- (g) Commendations and awards.
- (h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

### 1013.4 DIVISION FILE

Division files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Division file may contain supervisor comments,



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notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

#### **1013.5 TRAINING FILE**

An individual training file shall be maintained by the Administrative Services Supervisor for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

- (a) The involved member is responsible for providing the Administrative Services Supervisor or immediate supervisor with evidence of completed training/education in a timely manner.
- (b) The Administrative Services Supervisor or supervisor shall ensure that copies of such training records are placed in the member's training file.

#### **1013.5 INTERNAL AFFAIRS FILE**

Internal affairs files shall be maintained under the exclusive control of the Internal Affairs in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Internal Affairs supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's department file but will be maintained in the internal affairs file:

- (a) Not sustained
- (b) Unfounded
- (c) Exonerated

#### **1013.6 MEDICAL FILE**

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member's medical condition and history, including but not limited to:

- (a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).
- (b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.
- (c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
- (d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.
- (e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

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##### **1013.7 SECURITY**

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the City Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

##### **1013.7.1 REQUESTS FOR DISCLOSURE**

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records, FOIA Officer or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file.

##### **1013.7.2 RELEASE OF PERSONNEL INFORMATION**

The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement.

##### **1013.8 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS**

Any member may request access to his/her own personnel records during the normal business hours of those responsible for maintaining such files twice in a calendar year or as otherwise provided in a collective bargaining agreement. The Department will grant the inspection within seven working days (820 ILCS 40/2).

Any member seeking the removal or correction of any item from his/her personnel records shall file a written request to the Chief of Police through the chain of command. The Department may remove or correct any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Department shall be retained with the contested item in the member's corresponding personnel record as long as the contested item is a part of the file (820 ILCS 40/6).

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Members may obtain a copy of the information or part of the information contained in their file (820 ILCS 40/3).

A member who is involved in a current grievance against the Department may designate in writing a representative of the member's union or collective bargaining unit or other representative to inspect the member's personnel record which may have a bearing on the resolution of the grievance (820 ILCS 40/5).

Members may be restricted from accessing files containing any of the following information (820 ILCS 40/10):

- (a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.
- (b) Confidential portions of internal affairs files that have not been sustained against the member.
- (c) Criminal investigations involving the member.
- (d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.
- (e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.
- (f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for department planning purposes.
- (g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- (h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

#### **1013.9 RETENTION AND PURGING**

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

- (a) During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training, and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.
- (b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.

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- (c) Records related to complaints, investigations, and adjudications of police misconduct shall be permanently retained and may not be destroyed (50 ILCS 205/25).

#### 1013.9.1 SPECIFIC RETENTION REQUIREMENTS

Unless provided otherwise in this policy, the following records shall be maintained (56 Ill. Adm. Code 320.140):

- (a) Member payroll records, including name, address, occupation, wages, records of wages and other forms of compensation, dates of hire, promotion and dates of pay increases shall be maintained for a minimum of five years.
- (b) Personnel records, including qualifications for hire, records of promotion, transfer, discipline, certifications, evaluations, written job offers and any available explanations of member compensation shall be maintained for a minimum of five years.

# Commendations and Awards

## 1014.1 PURPOSE AND SCOPE

The Park Ridge Police Department is committed to the recognition of excellent work performed by its employees. The purpose of this policy 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.

## 1014.2 POLICY

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.

## 1014.3 COMMENDATIONS

### 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

## 1014.4 PROCEDURES

### Department Valor – Medal, Ribbon and Certificate

- (a) 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:

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1. 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.
  2. Swimming out to save a person from drowning.
  3. Climbing out onto a window ledge to rescue a person.
- (b) A Department Valor shall be issued solely by the Chief of Police, based on the aforementioned criteria.
  - (c) 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.
  - (d) 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.
  - (e) Department Valor will become part of an employee's personnel file.
  - (f) In extraordinary cases, the Chief may also request that the City Council pass a resolution in honor of the officer.

#### **Department Commendations – Ribbon and Certificate**

- (a) Department commendations shall be issued solely by the Chief of Police, generally based upon the written recommendation of a police department supervisor.
- (b) The supervisor's recommendation should include related documentation and background material.
- (c) 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.
- (d) 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.
- (e) The Chief or his/her 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 policy regarding uniforms.
- (f) Commendations will become part of an employee's personnel file.

#### **Lifesaving Award – Medal, Ribbon and Certificate**

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- (a) The Lifesaving Award is awarded to a member who saves the life of another person by a decisive action. Examples for qualification:
  - 1. CPR, AED use, Heimlich Maneuver, or prompt application of first aid in a potentially fatal situation.
  - 2. Any other act that saves a life and is not strictly a police related function.
- (b) Lifesaving awards shall be issued by the Chief of Police or his designee, generally based upon the written recommendation of a police department supervisor.
- (c) The supervisor's recommendation should include related documentation and background material.
- (d) 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.
- (e) The Lifesaving Award will become part of an employee's personnel file.

#### **Officer of the Year Award – Medal, Ribbon and Certificate**

- (a) 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.
  - 1. 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.
  - 2. All officers below the rank of Chief are eligible for this award.
- (b) 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.
- (c) 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.
- (d) The committee will meet and forward its nomination(s) to the Chief no later than March.
- (e) The Chief of Police will review all nominees. The Chief will make the final selection no later than April 1.
- (f) The award is signified by a yellow and white ribbon with a gold star in the center.
- (g) The method of presentation of the award and its exact configuration will be decided upon by the Chief of Police.

#### **Employee of the Year Award**

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- (a) 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.
  - 1. 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.
  - 2. All non-sworn employees are eligible for this award.
- (b) 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.
- (c) 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.
- (d) The committee will meet in February and forward its nomination(s) to the Chief no later than March.
- (e) The Chief of Police will review all nominees. The Chief will make the final selection no later than April 1.
- (f) The method of presentation of the award and its exact configuration will be decided upon by the Chief of Police.

#### **Collective Commendations – Ribbon**

- (a) Awarded to the police department as a whole, or a specific unit within the police department for particularly outstanding performance of duty.
- (b) Awarded generally by the Chief of Police upon recommendation of the specific unit's police department supervisor.
- (c) 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.
- (d) 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.
- (e) Collective Commendations will become part of an employee's personnel file.

#### **Police and Community Together Award – Ribbon and Certificate**

- (a) 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.



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- (b) 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.
- (c) The P.A.C.T. award will become part of the employee's personnel file.

#### **Special Chief's Award – Ribbon and Certificate**

- (a) The Chief of Police may present special awards to members or citizens based on exceptional service or contributions.
- (b) The award, ribbon, or insignia shall be determined by the Chief of Police.

#### **Fitness Award**

- (a) 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.

#### **Department Letters of Recognition**

- (a) 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.
- (b) The supervisor's recommendation should include related documentation and background material.
- (c) 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.
- (d) 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.
- (e) 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.

#### **Traffic Enforcement Awards**

- (a) 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.
- (b) 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.
- (c) 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.

#### **Outside Agency Awards**

- (a) 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

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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.

#### **Letters of Appreciation from Citizens**

- (a) 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.

#### **1014.5 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:

- (a) Valor
- (b) Lifesaving
- (c) Departmental Commendation
- (d) Letter of Recognition

## **Fitness for Duty**

### **1015.1 PURPOSE AND SCOPE**

All officers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions.

### **1015.2 EMPLOYEE RESPONSIBILITIES**

- (a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.
- (b) Each member of this department shall perform his/her respective duties without physical, emotional, and/or mental constraints.
- (c) During working hours, all employees are required to be alert, attentive, and capable of performing their assigned responsibilities.
- (d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

### **1015.3 SUPERVISOR RESPONSIBILITIES**

- (a) A supervisor observing an employee, or receiving a report of an employee who is perceived to be, unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.
- (b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.
- (c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.
- (d) In conjunction with the Shift Supervisor or employee's available Commander, a determination should be made whether or not the employee should be temporarily relieved from their duties.
- (e) The Chief of Police shall be promptly notified in the event that any employee is relieved from duty.

### **1015.4 NON-WORK-RELATED CONDITIONS**

Any employee suffering from a non-work-related condition that warrants a temporary relief from duty may be required to use sick leave or other paid time off (PTO) in order to obtain medical treatment or other reasonable rest period.

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##### **1015.5 WORK-RELATED CONDITIONS**

Any employee suffering from a work-related condition that warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Upon the recommendation of the Shift Supervisor or unit supervisor and concurrence of a Commander, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the well-being of the employee and until such time as the following may be completed:

- (a) A preliminary determination that the employee's conduct appears to be in compliance with policy.
- (b) If appropriate, the employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

##### **1015.6 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.

##### **1015.7 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS**

- (a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Chief of Police may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with Department of Human Resources to determine the level of the employee's fitness for duty. The order shall indicate the date, time and place for the examination.
- (b) The examining physician or therapist will provide the Department with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee's ability to perform his or her job duties. If

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the employee places his or her condition at issue in any subsequent or related administrative action or grievance, the examining physician or therapist may be required to disclose any and all information which is relevant to such proceeding.

- (c) In order to facilitate the examination of any employee, the Department will provide all appropriate documents and available information to assist in the evaluation and/or treatment.
- (d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee's confidential personnel file.
- (e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order or any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject to discipline up to and including termination.
- (f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.

#### **1015.8 REVOCATION OR SEIZURE OF FIREARM OWNER'S IDENTIFICATION CARD**

Possession of a Firearm Owner's Identification Card (FOID) is not a condition of continued employment if the officer's FOID is revoked or seized, because the officer has been a patient of a mental health facility and the officer has not been determined to pose a clear and present danger to him/herself or others as determined by a physician, clinical psychologist, or qualified examiner (50 ILCS 725/7.2).

##### **1015.8.1 DOCUMENTATION**

If a determination is made that an officer poses a clear and present danger to him/herself or others, such determination shall be documented in the officer's medical file (50 ILCS 725/7.2).

#### **1015.9 LIMITATION ON HOURS WORKED**

Absent emergency operations or exigent circumstances members should not work more than:

- 16 hours in one day (24 hour) period

Except in very limited circumstances members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other on or off-duty work assignments including, but not limited to, work authorized by the department under the Outside Employment Policy.

#### **1015.10 AVAILABILITY OF MENTAL HEALTH SPECIALISTS**

The Department shall make mental health resources, including counselors and therapists, available to members (55 ILCS 5/3-6012.2; 65 ILCS 5/11-1-14).

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##### **1015.11 APPEALS**

An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty exam shall be entitled to an administrative appeal as outlined in the Personnel Complaints Policy.

## Employee Breaks

### 1016.1 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.

#### 1016.1.1 DEFINITIONS

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

- (a) Exempt Members - Chief, Deputy Chiefs, Commanders, CSOManager, Senior Administrative Assistant, Records Supervisor
- (b) Non-Exempt Members - All Union Employees

### 1016.2 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.

### 1016.3 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

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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.
  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.

#### **1016.4 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.

#### **1016.5 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.



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- (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.

## Lactation Break Policy

### 1017.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for reasonable accommodations for members desiring to express breast milk for the member's infant child as outlined in the Nursing Mothers in the Workplace Act (820 ILCS 260/10; 29 USC § 207).

### 1017.2 POLICY

It is the policy of this department to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her infant nursing child up to one year after the child's birth (820 ILCS 260/10; 29 USC § 207).

### 1017.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods.

Members desiring to take a lactation break shall notify Cook County 911 Center or a supervisor prior to taking such a break and such breaks may be reasonably delayed if they would unduly disrupt department operations (820 ILCS 260/10; 775 ILCS 5/2-102).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

### 1017.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in proximity to the member's work area and shall be other than a bathroom or toilet stall (820 ILCS 260/15). The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207).

Members occupying such private areas shall either secure the door or otherwise make it clear that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

### 1017.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the department shall clearly label it as such and shall remove it when the member ends her shift.

## Payroll Records

### **1018.1 PURPOSE AND SCOPE**

This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages.

### **1018.2 POLICY**

The Park Ridge Police Department maintains timely and accurate payroll records.

### **1018.3 RESPONSIBILITIES**

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

### **1018.4 TIME REQUIREMENTS**

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to the Finance Department as established by the City payroll procedures.

### **1018.5 RECORDS**

The Finance Department shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

## Patrol Officer Hireback

### 1019.1 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.

### 1019.2 PROCEDURE

#### **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.

- (a) On a day that there are at least (2) two officers listed in the hireback calendar schedule, the supervisor will call the officer listed on the hireback calendar 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.
- (b) 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 typed officer listed on the calendar for the date, the officer will have (2) two options:
  1. 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.
  2. 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 Rave notification system and the available hireback will then go out to all eligible officers as a "Jump Ball."

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#### *Patrol Officer Hireback*

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##### **Unplanned Patrol Officer Hirebacks (to meet minimum manpower)**

- (a) The hireback calendar located in the watch supervisor's office is to be filled out with a minimum of one officer's name on the calendar for any give patrol shift using the prescribed method outlined herein.
- (b) 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.
- (c) Personnel who are signed up on the hireback calendar 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.
- (d) 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.
- (e) 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 Rave Alert to all eligible personnel to schedule adequate manpower for the shift needed. If the supervisor is unable to obtain sufficient personnel following a Rave 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).
- (f) Partial hirebacks should be offered to the typed in officer on the hireback list first and has the right of first refusal.

##### **Hireback Book Scheduling and Maintenance**

- (a) Pace will be used to make hireback picks and will be submitted prior to the third Monday of the month at the start of the new period. Picks will be ranked in order of preference 1 – 14. In the event an officer is not available on scheduled leave, the date will be left blank without a ranking number.
- (b) Officers assigned to each of the 4 shifts will pick by seniority, with the most senior officer picking first and least senior picking last.
- (c) 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.
- (d) 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 does not relieve any officer(s) of the responsibility to select a minimum of 2 dates in any given month and additional requests will be written in, after the hireback calendar is posted in the Watch Commander office.

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#### *Patrol Officer Hireback*

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- (e) If for whatever reason an officer is unavailable during the initial picking of the dates, 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.
- (f) 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.
- (g) If a hireback is needed and there are multiple names listed for that particular date, the typed in officer will be called for the hireback. Additional handwritten in officer names will be utilized according to the hireback log based on the officer who has the most time since their last hireback.
- (h) 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.
- (i) If an officer is going to take one or more of another officer's picked dates, that officer who is covering will notify a supervisor to make the change on the hireback calendar, their desire to cover whatever date(s) for whatever officer(s). 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. Any other changes or modifications to the month will go through a supervisor. Individual officers will not modify the schedule.
- (j) 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.
- (k) Any officer assigned a hireback exceeding four hours will have their name added to the hireback log rotation. Any officer assigned a hireback four hours or less will not be added to the hireback log rotation list.

#### **60-Day or Less Leave Request**

- (a) Officers may request to take a FULL day off, under the 60-day rule, by submitting a request via Pace 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.

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- (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 Pace Scheduling System.

## Secondary Employment

### 1020.1 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.

#### 1020.1.1 DEFINITIONS

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

**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:

- (a) **Police Details:** Employment pertaining to requests for an extension of police service, e.g. traffic control (vehicle or pedestrian), parking and security services.
- (b) **Non-Police-Service Employment:** Employment where the member's duties and responsibilities are not police-related.

**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:

- (a) Property repossession;
- (b) Debt collection;
- (c) Private investigation;
- (d) Bail bonding;
- (e) Employment where the primary business is the sale of intoxicating liquors;
- (f) Other law enforcement agencies;



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#### Secondary Employment

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- (g) 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.

#### **1020.2 PROCEDURES FOR POSTING AND AUTHORIZING SECONDARY / OFF-DUTY EMPLOYMENT**

##### **Police Details**

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.

- (a) All police details will have prior approval of the Chief of Police.
- (b) If approved, a City notification system message will be sent to members regarding the special details.
- (c) Members will be selected on a first response basis.
- (d) 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.

##### **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.

##### **Off-Duty Employment Form**

- (a) The Off-Duty Employment Form must be completed for each specific employment, and then forwarded to the Chief of Police.
- (b) 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.
- (c) 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.

#### **1020.3 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.

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- (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, 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.

#### **1020.4 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.

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- (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.

#### **1020.5 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 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.

#### **1020.6 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

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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.

#### **1020.7 MEMBERS ON SUSPENSION**

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

# Personal Appearance Standards

## 1021.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

## 1021.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

### 1021.2.1 HAIR

Hairstyles of all members shall be neat in appearance. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female sworn members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

### 1021.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

### 1021.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

### 1021.2.4 FACIAL HAIR

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.

### 1021.2.5 JEWELRY

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar.
- (b) Earrings shall be small and worn only in or on the earlobe.

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- (c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.
- (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- (e) Wristwatches shall be conservative and present a professional image.
- (f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

#### **1021.3 TATTOOS**

While on-duty or representing the Park Ridge Police Department in any official capacity, members should make every reasonable effort to conceal tattoos or other body art. At no time while the member is on-duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible.

#### **1021.4 BODY PIERCING**

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited except with prior authorization of the Chief of Police. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or bifurcation.
- (b) The complete or transdermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth.
- (d) Branding or scarification.

# Uniform Regulations

## 1022.1 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 policy 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.

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.

## 1022.2 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)

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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
  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)

#### **1022.3 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 policies.
- (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 1022.10).
  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.



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#### **1022.4 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 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.

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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
    - (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:
      - (a) Sworn supervisors will wear a white crew neck undershirt with the white uniform shirt and a navy blue or white crew neck undershirt with the blue uniform shirt.
      - (b) Patrol officers will wear either a white or a navy blue crew neck undershirt.
      - (c) 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.

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- (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:
  - (a) Patrol Division personnel must wear a white or navy blue undershirt and a navy vest cover;
  - (b) Non-sworn uniformed personnel must wear a white or navy blue crewneck undershirt and a white or medium blue vest cover,
  - (c) 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 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.

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- (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)
  - (a) The service bar patch is a one-inch gold patch that designates five (5) years of service by the officer.
  - (b) 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.

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- (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.
- (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:
  - (a) Non-supervisory members will wear the Garrison belt in plain black saddle leather, 1 3/4" in width with nickel hardware.
  - (b) Supervisory members will wear the Garrison belt in plain black saddle leather, 1 3/4" in width with gold hardware.
  - (c) Optional nylon belt may be worn - styles may not be mixed.
  - (d) See Quartermaster for a current specification sheet of authorized uniform Garrison belts.
- (b) Duty Belt:
  - (a) The river belt style, fully lined, 2 1/4" width plain black leather, with nickel hardware. Supervisors will have gold hardware.
- (c) Magazine Pouch:
  - (a) 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.

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- (b) Plain clothes officers may carry double or single magazine pouches in plain black leather, nylon, brown leather or black fine tac (molded plastic).
  - (d) Handcuff Case:
    - 1. Plain black leather, with nickel hardware, flap closed. Two (2) handcuff cases or double cases are permitted.
  - (e) Belt Keepers:
    - 1. 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 gold or black hardware, two snaps.
  - (f) OC Spray Holders, Baton Holders - Must be issued by the department.
  - (g) 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) 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,

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- (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.

#### **1022.5 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.
    - (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,



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- (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 for immediate use.

#### (e) Use of Force Instructor Uniform

- 1. BDU/Cargo pants

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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.

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- (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.
  - (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.

#### **1022.6 FIELD EQUIPMENT**

- (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

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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.

#### **1022.7 INSIGNIA AND PATCHES**

- (a) **Shoulder Patches** - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.
- (b) **Service stripes, stars, etc.** - Service stripes and other indicators for length of service may be worn on long sleeved shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only.
- (c) **The regulation nameplate, or an authorized sewn on cloth nameplate**, shall be worn at all times while in uniform. The nameplate shall display the employee's first and last name. If an employee's first and last names are too long to fit on the nameplate, then the initial of the first name will accompany the last name. If the employee desires other than the legal first name, the employee must receive approval from the Chief of Police. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
- (d) **When a jacket is worn**, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.
- (e) **Assignment Insignias** - Assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Chief of Police.
- (f) **Flag Pin** - A flag pin may be worn, centered above the nameplate.
- (g) **Badge** - The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.
- (h) **Rank Insignia** - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.

##### **1022.7.1 MOURNING BADGE**

Uniformed employees shall wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

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- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.
- (b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out of region fallen officer.
- (d) National Peace Officers Memorial Day (May 15th) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police.

#### **1022.8 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 Commendations and Awards policy 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
    - (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

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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.

#### **1022.9 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS**

Unless specifically authorized by the Chief of Police, Park Ridge Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Park Ridge Police Department to do any of the following:

- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.

#### **1022.10 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).

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- (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.

## Police Cadets

### 1023.1 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.

### 1023.2 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.

### 1023.3 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.

### 1023.4 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.

#### (b) Employment Requirements



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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. Newly hired cadets will receive an orientation of the organization and facilities before reporting to their first assignment. On-the-job training will be conducted in compliance with the Cadet Training Manual. Training sessions will be scheduled as needed to train cadets for as many assignments as possible. In addition to job-specific training, information will be offered to prepare cadets to compete successfully in the police officer selection process, as well as the academy training. All training will focus on improving job performance, as well as preparation to become police officers. These meetings will also offer an opportunity to receive continuous feedback regarding progress of the program.
  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 insignia.
- (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.

#### **1023.5 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

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months for the purpose of evaluating the cadet's general performance. The supervisor will discuss the 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.

#### **1023.6 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.

# Nepotism and Conflicting Relationships

## 1024.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices to include recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security, while maintaining positive morale by avoiding actual or perceived favoritism, discrimination, or other actual or potential conflicts of interest by or between members of this department.

Violations of this policy may constitute official misconduct by a public officer or employee if he/she, while in his/her official capacity (720 ILCS 5/33-3):

- (a) Intentionally or recklessly fails to perform any mandatory duty as required by law.
- (b) Knowingly performs an act which he/she knows he/she is forbidden by law to perform.
- (c) With intent to obtain a personal advantage for himself/herself or another, he/she performs an act in excess of his/her lawful authority.
- (d) Solicits or knowingly accepts for the performance of any act a fee or reward which he/she knows is not authorized by law.

### 1024.1.1 DEFINITIONS

**Business relationship** - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture, or other transaction where the Department employee's annual interest, compensation, investment, or obligation is greater than \$250.

**Conflict of interest** - Any actual, perceived or potential conflict of interest in which it reasonably appears that a department employee's action, inaction, or decisions are or may be influenced by the employee's personal or business relationship.

**Nepotism** - The practice of showing favoritism to relatives over others in appointment, employment, promotion, or advancement by any public official in a position to influence these personnel decisions.

**Personal relationship** - Includes marriage, cohabitation, dating, or any other intimate relationship beyond mere friendship.

**Public official** - A supervisor, officer or employee in who is vested with the authority by law, rule or regulation or to whom authority has been delegated.

**Relative** - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling, grandchild, or grandparent.

**Subordinate** - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

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**Supervisor** - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation, and/or performance of a subordinate employee.

#### **1024.2 RESTRICTED DUTIES AND ASSIGNMENTS**

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts the following reasonable restrictions shall apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision, or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
  - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to reassign matters pertaining to the involved employee to an uninvolved supervisor.
  - 2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The Department however, reserves the right to transfer or reassign any employee to another position within the same classification to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to, or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative, or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, FTOs and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee has satisfactorily completed his/her probationary period.
- (d) To avoid actual or perceived conflicts of interest, members of this department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex offender, or who engages in serious violations of state or federal laws.

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##### 1024.2.1 EMPLOYEE'S RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create an actual or perceived conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolvement, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolvement, immediate supervisor. In the event that no uninvolvement supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolvement employee either relieve the involved employee or minimally remain present to witness the action.

##### 1024.2.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief of Police of such actual or potential violations through the chain of command.

## Department Badges

### 1025.1 PURPOSE AND SCOPE

The Park Ridge Police Department badge and uniform patch as well as the likeness of these items and the name of the Park Ridge Police Department are property of the Department and their use shall be restricted as set forth in this policy.

### 1025.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

#### 1025.2.1 FLAT BADGE AND SECONDARY BADGES

Sworn officers, with the written approval of the Chief of Police may purchase, at his/her own expense, a flat badge and/or secondary badge, capable of being carried in a wallet or worn on a uniform. The use of the flat badge and/or secondary badge is subject to all the same provisions of departmental policy as the uniform badge.

- (a) Should the flat badge and/or secondary badge become lost, damaged, or otherwise removed from the officer's control, he/she shall make the proper notifications as outlined in the Policy Manual 700.
- (b) An honorably retired officer may keep his/her flat badge and/or secondary badge upon retirement.
- (c) The purchase, carrying or display of a flat badge and/or secondary badge is not authorized for non-sworn personnel.

#### 1025.2.2 CIVILIAN PERSONNEL

Badges and departmental identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Parking Control, Telecommunicator).

- (a) Non-sworn personnel shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.
- (b) Non-sworn personnel shall not display any department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

#### 1025.2.3 RETIREE UNIFORM BADGE

Upon honorable retirement employees will be issued a flat wallet retirement badge. They will also be issued their duty badge for display purposes only. It is intended that the duty badge be used only as private memorabilia as other uses of the badge may be unlawful or in violation of this policy.

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#### *Department Badges*

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##### **1025.3 UNAUTHORIZED USE**

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and civilian uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief of Police.

Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

##### **1025.4 PERMITTED USE BY EMPLOYEE GROUPS**

The likeness of the department badge shall not be used without the expressed authorization of the Chief of Police and shall be subject to the following:

- (a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Park Ridge Police Department. The following modifications shall be included:
  - 1. The text on the upper and lower ribbons is replaced with the name of the employee association.
  - 2. The badge number portion displays the acronym of the employee association.
- (b) The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Chief of Police.

## Injuries / Illness On/Off Duty

### 1026.1 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.

### 1026.2 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



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#### *Injuries / Illness On/Off Duty*

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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.
  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)
1. 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

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#### *Injuries / Illness On/Off Duty*

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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.
    - (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.

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#### *Injuries / Illness On/Off Duty*

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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.
  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

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scope of duty (job classification e.g., police details, social events, volunteer or charity efforts, etc.) will not be covered.

#### **1026.3 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.

#### **1026.4 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.
- (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

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for the member's position. Exempt staff members may be exempt from this provision if the needs of the Department exist.

#### **1026.5 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.
  - 3. Copies of the Consent to Release Medical Information form will be available at the Service Desk and from the Office of Administration.

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##### **1026.6 ON-THE-JOB 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.

##### **1026.7 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:

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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.

#### **1026.8 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.

#### **1026.9 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.

#### **1026.10 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.

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- (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
  - (a) 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
  - (a) 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
  - (a) 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



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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.

#### **1026.11 RETURN TO WORK STATUS FORM FOR ON OR OFF-THE-JOB ILLNESS/INJURIES**

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.

This form will be completed under any of the following situations:

- (a) An employee is injured on duty and that injury results in the employee being absent for any scheduled work time.
- (b) 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.
- (c) Employees who are injured while off duty and the injury prevents them from performing their assigned duties.

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- (d) Employees who have been instructed to provide a Return to Work form as sick leave verification.

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.).

- (a) If the employee receives the paperwork directly from their doctor, the employee must hand deliver it to their immediate supervisor upon returning to work.
- (b) 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.

#### **1026.12 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.

# Inspectional Services

## 1027.1 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.

## 1027.2 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.

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#### **1027.3 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.
- (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.

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##### **1027.4 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/her 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.

##### **1027.5 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.

# Employee Speech, Expression and Social Networking

## 1028.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

Also refer to the City of Park Ridge policy titled Internet Web Pages & Social Networking, located in Supplemental Procedure 1011.

### 1028.1.1 APPLICABILITY

This policy applies to all forms of communication including but not limited to film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file sharing sites.

## 1028.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Park Ridge Police Department will carefully balance the individual employee's rights against the department's needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

## 1028.3 SAFETY

Employees should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Park Ridge Police Department employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably

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#### *Employee Speech, Expression and Social Networking*

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be anticipated to compromise the safety of any employee, an employee's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow officer.
- Otherwise disclosing where another officer can be located off-duty.

#### **1028.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT**

To meet the department's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Park Ridge Police Department or its employees.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Park Ridge Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the Park Ridge Police Department or its employees. Examples may include:
  1. Statements that indicate disregard for the law or the state or U.S. Constitution.
  2. Expression that demonstrates support for criminal activity.
  3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a web site that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.
- (e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Park Ridge Police Department.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department

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#### *Employee Speech, Expression and Social Networking*

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for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

- (g) Posting, transmitting 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 or other website or web page, without the express authorization of the Chief of Police.
- (h) Accessing web sites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department-owned, for personal purposes while on-duty, except in the following circumstances:
  - 1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
  - 2. During authorized breaks; such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

#### 1028.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or officer associations, employees may not represent the Park Ridge Police Department or identify themselves in any way that could be reasonably perceived as representing the Park Ridge Police Department in order to do any of the following, unless specifically authorized by the Chief of Police:

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any web site.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Park Ridge Police Department.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized



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bargaining unit or officer associations, on political subjects and candidates at all times while off-duty. However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502)).

#### **1028.5 PRIVACY EXPECTATION**

Members forfeit any expectation of privacy with regard to e-mails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

##### **1028.5.1 PERSONAL ONLINE ACCOUNTS**

The Department shall not request, require or coerce any applicant or employee to divulge any username, password or related account information in order to gain access to the applicant or employee's personal online account, nor shall the Department demand access in any manner to an applicant or employee's account or profile on a personal online account (820 ILCS 55/10).

Members may be required to share specific content that has been reported to the Department, without requesting or requiring members to provide access to their personal online account, as set forth in 820 ILCS 55/10.

#### **1028.6 CONSIDERATIONS**

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Department.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

# Illness and Injury Prevention

## 1029.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Park Ridge Police Department, in accordance with the requirements of 820 ILCS 219/20 and 56 Ill. Adm. Code 350.20.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Citywide safety efforts.

## 1029.2 POLICY

The Park Ridge Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain an illness and injury prevention plan and will provide tools, training and safeguards designed to reduce the potential for accidents, injuries and illness. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

## 1029.3 ILLNESS AND INJURY PREVENTION PLAN

The Executive Officer is responsible for developing an illness and injury prevention plan that shall include:

- (a) Workplace safety and health training programs.
- (b) Regularly scheduled safety meetings.
- (c) Posted or distributed safety information.
- (d) A system for members to anonymously inform management about workplace hazards.
- (e) Establishment of a safety and health committee that will:
  - 1. Meet regularly.
  - 2. Prepare a written record of safety and health committee meetings.
  - 3. Review the results of periodic scheduled inspections.
  - 4. Review investigations of accidents and exposures.
  - 5. Make suggestions to command staff for the prevention of future incidents.
  - 6. Review investigations of alleged hazardous conditions.
  - 7. Submit recommendations to assist in the evaluation of member safety suggestions.
  - 8. Assess the effectiveness of efforts made by the Department to meet applicable standards.
- (f) Establishing a process to ensure illnesses and injuries are reported as required under 56 Ill. Adm. Code 350.250 et seq. Notification is required within eight hours after the

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#### *Illness and Injury Prevention*

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death of any employee, and within 24 hours of an in-patient hospitalization of one or more employees, or an amputation or loss of an eye (29 CFR 1904.39; 56 Ill. Adm. Code 350.410).

#### **1029.4 EXECUTIVE OFFICER RESPONSIBILITIES**

The responsibilities of the Executive Officer include but are not limited to:

- (a) Managing and implementing a plan to reduce the incidence of member illness and injury.
- (b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:
  - 1. New member orientation that includes a discussion of safety and health policies and procedures.
  - 2. Regular member review of the illness and injury prevention plan.
- (c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes but is not limited to:
  - 1. Informing members of the illness and injury prevention guidelines.
  - 2. Recognizing members who perform safe work practices.
  - 3. Ensuring that the member evaluation process includes member safety performance.
  - 4. Ensuring department compliance to meet standards regarding the following (820 ILCS 219/25; 56 Ill. Adm. Code 350.700):
    - (a) Communicable diseases (29 CFR 1910.1030)
    - (b) Personal protective equipment (PPE) (29 CFR 1910.132 et seq.)
    - (c) Respiratory protection (29 CFR 1910.134)
    - (d) Emergency Action Plan (29 CFR 1910.38)
    - (e) Notices furnished and required by the Illinois Division of the Occupational Safety and Health (OSHA) (56 Ill. Adm. Code 350.30)
- (e) Making available a form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices.
- (f) Making available a form to document individual incidents or accidents.
- (g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training, and training providers.
- (h) Conducting and documenting a regular review of the illness and injury prevention plan.

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##### **1029.5 SUPERVISOR RESPONSIBILITIES**

Supervisor responsibilities include but are not limited to:

- (a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Executive Officer.
- (e) Notifying the Executive Officer when:
  - 1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
  - 2. New, previously unidentified hazards are recognized.
  - 3. Occupational illnesses and injuries occur.
  - 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
  - 5. Workplace conditions warrant an inspection.

##### **1029.6 HAZARDS**

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on a hazards and correction record form. This form should be forwarded to the Executive Officer via the chain of command.

The Executive Officer will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

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##### **1029.7 INSPECTIONS**

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Executive Officer shall ensure that the appropriate documentation is completed for each inspection.

###### **1029.7.1 EQUIPMENT**

Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

###### **1029.7.2 CONSULTATION PROGRAM INSPECTIONS**

The Executive Officer should consider the services of the Illinois On-Site Safety and Health Consultation Program for compliance assistance (56 Ill. Adm. Code 350.600).

##### **1029.8 INVESTIGATIONS**

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty, shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

- (a) A visit to the accident scene as soon as possible.
- (b) An interview of the injured member and witnesses.
- (c) An examination of the workplace for factors associated with the accident/exposure.
- (d) Determination of the cause of the accident/exposure.
- (e) Corrective action to prevent the accident/exposure from reoccurring.
- (f) Documentation of the findings and corrective actions taken.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease and Work-Related Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

##### **1029.9 TRAINING**

The Executive Officer should work with the Administrative Services Supervisor to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

- (a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.

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- (b) To all members with respect to hazards specific to each member's job assignment.
- (c) To all members given new job assignments for which training has not previously been provided.
- (d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- (e) Whenever the Department is made aware of a new or previously unrecognized hazard.

#### **1029.9.1 TRAINING TOPICS**

The Administrative Services Supervisor shall ensure that training includes:

- (a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.
- (b) Use of appropriate clothing, including gloves and footwear.
- (c) Use of respiratory equipment.
- (d) Availability of toilet, hand-washing and drinking-water facilities.
- (e) Provisions for medical services and first aid.
- (f) Handling of bloodborne pathogens and other biological hazards.
- (g) Prevention of heat and cold stress.
- (h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).
- (i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
- (j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
- (k) Back exercises/stretchers and proper lifting techniques.
- (l) Avoidance of slips and falls.
- (m) Good housekeeping and fire prevention.
- (n) Other job-specific safety concerns.

#### **1029.10 RECORDS**

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

# Serious Injury / Line-of-Duty Death Protocol

## 1030.1 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.

## 1030.2 NON-LINE-OF-DUTY DEATH

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

## 1030.3 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.

## 1030.4 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.

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##### **1030.5 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.
  - 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.

##### **1030.6 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.



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- (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.

#### **1030.7 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:
    - 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.

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##### **1030.8 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 [\[EMPLOYEE DEATH HONORS - APPENDIX B\]](#) 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.
- 7. Working closely with the Department Liaison Officer.

##### **1030.9 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

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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
  - 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.

# Park Ridge Police Department

## Policy Manual

### Policy Manual

#### *Serious Injury / Line-of-Duty Death Protocol*

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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.

#### **1030.10 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.

#### **1030.11 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.

# Park Ridge Police Department

## Policy Manual

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#### *Serious Injury / Line-of-Duty Death Protocol*

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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.

#### **1030.12 SUPPORTING THE FAMILY AS IT AWAITS TRIAL OF THE OFFENDERS**

- (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.

#### **1030.13 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.

# Wellness Program

## 1031.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

Additional information on member wellness is provided in the:

- Chaplains Policy.
- Line-of-Duty Deaths Policy.
- Drug- and Alcohol-Free Workplace Policy.

### 1031.1.1 DEFINITIONS

Definitions related to this policy include (5 ILCS 840/5):

**Critical incident** – An event or situation that may cause a strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life.

**Critical Incident Stress Debriefing (CISD)** – A standardized approach using a discussion format to provide education, support, and emotional release opportunities for members involved in work-related critical incidents.

**Peer support** – Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

**Peer support advisor** – A department-approved member, trained in counseling, who voluntarily provides confidential support and assistance to fellow members experiencing personal or professional problems.

**Peer support counseling program** – A department-established program to train members to serve as peer support advisors to conduct peer support counseling sessions.

**Peer support counseling session** – Communication with a department-designated peer support advisor who may listen, assess, assist with problem-solving, make necessary referrals to a professional, and conduct follow-up as needed.

## 1031.2 POLICY

It is the policy of the Park Ridge Police Department to prioritize member wellness to foster fitness for duty and support a healthy quality of life for department members. The Department will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

# Park Ridge Police Department

## Policy Manual

### Policy Manual

#### *Wellness Program*

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##### **1031.3 WELLNESS COORDINATOR**

The Chief of Police should appoint a trained wellness coordinator. The coordinator should report directly to the Chief of Police or the authorized designee and should collaborate with advisors (e.g., Department of Human Resources, legal counsel, licensed psychotherapist, qualified health professionals), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

- (a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).
  - 1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
  - 2. When practicable, the Department should not use the same licensed psychotherapist for both member wellness support and fitness for duty evaluations.
- (b) Developing management and operational procedures for department peer support advisors, such as:
  - 1. Peer support advisor selection and retention.
  - 2. Training and applicable certification requirements.
  - 3. Deployment.
  - 4. Managing potential conflicts between peer support advisors and those seeking service.
  - 5. Monitoring and mitigating peer support advisor emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
  - 6. Using qualified peer support personnel from other public safety agencies or outside organizations for department peer support, as appropriate (5 ILCS 840/10).
- (c) Verifying members have access to mental health resources, including peer support, counselors, or licensed psychotherapist support (55 ILCS 5/3-6012.2; 65 ILCS 5/11-1-14).
- (d) Establishing procedures for CISDs, including:
  - 1. Defining the types of incidents that may initiate debriefings.
  - 2. Steps for organizing debriefings.
- (e) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).
- (f) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:
  - 1. Obtaining a written description of the program services.
  - 2. Providing for the methods to obtain program services.

# Park Ridge Police Department

## Policy Manual

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#### *Wellness Program*

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3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources
4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.

#### **1031.4 DEPARTMENT PEER SUPPORT**

##### **1031.4.1 PEER SUPPORT ADVISOR SELECTION CRITERIA**

The selection of a department peer support advisor will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support advisor.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support advisors.

##### **1031.4.2 PEER SUPPORT ADVISOR RESPONSIBILITIES**

The responsibilities of department peer support advisors include:

- (a) Providing pre- and post-critical incident support.
- (b) Presenting department members with periodic training on wellness topics, including but not limited to:
  1. Stress management.
  2. Suicide prevention.
  3. How to access support resources.
- (c) Providing referrals to licensed psychotherapists and other resources, where appropriate.
  1. Referrals should be made to department-designated resources in situations that are beyond the scope of the peer support advisor's training.

##### **1031.4.3 PEER SUPPORT ADVISOR TRAINING**

The Department shall provide appropriate training in counseling to its peer support advisors, prior to being assigned, so that they may conduct peer support counseling sessions and provide emotional and moral support (5 ILCS 840/5; 5 ILCS 840/10).



# Park Ridge Police Department

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#### *Wellness Program*

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##### **1031.5 CRITICAL INCIDENT STRESS DEBRIEFINGS**

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. The coordinator is responsible for organizing the debriefing. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

Attendance at the debriefing should only include peer support advisors and those directly involved in the incident.

##### **1031.6 PEER SUPPORT COMMUNICATIONS**

Communications made by a member or peer support advisor in a peer support counseling session and any oral or written information conveyed in the session are confidential and may only be disclosed in accordance with 5 ILCS 840/20. Any communications relating to a peer support counseling session made between peer support advisors and the supervisors or staff of a peer support counseling program are confidential and may only be disclosed in accordance with 5 ILCS 840/20.

All communications, notes, records, and reports arising out of a peer support counseling session are not subject to disclosure under section 7.5 of the Freedom of Information Act (5 ILCS 840/20(e)).

A department with an established peer support counseling program shall discipline a peer support advisor who violates the confidentiality of the peer support counseling program by sharing information from a peer support counseling session with members who are not supervisors or staff of the peer support counseling program unless otherwise allowed by 5 ILCS 840/20 (5 ILCS 840/20(e-5)).

##### **1031.7 PHYSICAL WELLNESS PROGRAM**

The coordinator is responsible for establishing guidelines for any on-duty physical wellness program, including the following:

- (a) Voluntary participation by members
- (b) Allowable physical fitness activities
- (c) Permitted times and locations for physical fitness activities
- (d) Acceptable use of department-provided physical fitness facilities and equipment
- (e) Individual health screening and fitness assessment
- (f) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting

# Park Ridge Police Department

## Policy Manual

### Policy Manual

#### *Wellness Program*

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##### **1031.8 WELLNESS PROGRAM AUDIT**

At least annually, the coordinator or the authorized designee should audit the effectiveness of the department's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Chief of Police for review and consideration of updates to improve program effectiveness.

##### **1031.9 TRAINING**

The coordinator or the authorized designee should collaborate with the Administrative Services Supervisor to provide all members with annual training on topics related to member wellness, including but not limited to (50 ILCS 705/7):

- The availability and range of department wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.
- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Administrative Services Supervisor as appropriate for inclusion in training records.

# Park Ridge Police Department Policy Manual

## Policy Manual

## **Attachments**

## **PRPD Ride-along Waiver 0507 2022-0801.pdf**

**CITY OF PARK RIDGE  
POLICE DEPARTMENT RIDE-ALONG**

**VOLUNTARY ASSUMPTION OF RISK AND  
WAIVER AND RELEASE OF LIABILITY AGREEMENT**

I, \_\_\_\_\_, HEREBY ACKNOWLEDGE that I have voluntarily applied to participate in a Ride-Along Program with the Park Ridge Police Department (hereinafter "Ride-Along" or "Program"). For and in consideration of being given the opportunity to participate in the Program in order to make observations for my own personal experience, and as a condition of my voluntary participation in the Program, I hereby acknowledge and agree as follows:

**1. RISK OF INJURY:** As a prospective participant in the Program, I acknowledge that I am aware that the work of the Police Department is inherently dangerous. I am voluntarily participating in this activity with knowledge of the danger involved and hereby assume full responsibility for the risk of bodily injury, death or property damage arising out of, connected with, or in any way associated with my voluntary participation in the Program. I am not aware of any health or fitness restrictions that preclude my participation or the participation of my son/daughter.

**2. WAIVER AND RELEASE:** I hereby agree to waive, release and discharge from all liability the City of Park Ridge, its officials, officers, agents and employees from any and all claims, rights, damages, causes of action, and demands of whatsoever kind or nature, whether known or unknown, which I may have against the City of Park Ridge, its officials, officers, agents and employees, arising out of, connected with, or in any way associated with my voluntary participation in City of Park Ridge Police Department Ride-Along Program. I agree that this waiver and release is intended to be as broad and inclusive as permitted by the laws of Illinois, and that if any portion hereof is held invalid, I agree that the balance thereof will, notwithstanding, continue in full legal force and effect.

**3. EMERGENCY:** In the event of any medical emergency, I authorize the City, the Park Ridge Police Department, and their officials, officers, agents, and employees, to secure from any licensed hospital, physician, and/or medical personnel any emergency medical treatment deemed reasonable and necessary for my immediate care and agree that I will be responsible for payment of any and all medical services rendered.

**4. DIRECTION:** I agree to follow any and all directions from the officials, employees and officers with whom I am voluntarily riding with, including without limitation any direction to leave the vehicle, to remain at or to leave any location, to cease any activity, or any other direction given to me by said officials, employees or officer(s). I understand and agree that the officials, employees and officer(s) with whom I am riding have complete authority to terminate the ride-along at any time and for any reason.

**5. PARTIES BOUND:** I agree that this Waiver, Release and Indemnification shall inure to the benefit of, and shall be binding upon my heirs, next of kin, spouse, legatees, transferees, assigns, personal representatives, owners, insurers, agents, servants, employees, administrators, executors, representatives and/or successors in interest of any kind whatsoever.

**6. ACKNOWLEDGMENT:** I have carefully read and fully understand and agree to the above stated conditions of participation. I am aware that this is an Agreement to assume all risks and to release the City of Park Ridge and the Park Ridge Police Department from all liability related to my voluntary participation in the Ride-Along Program, is a contract between myself and the City of Park Ridge and the Park Ridge Police Department, and sign it of my own free will.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

School/Firm \_\_\_\_\_

In case of an emergency, contact \_\_\_\_\_ at \_\_\_\_\_

Date \_\_\_\_\_

Witness Signature \_\_\_\_\_

Date \_\_\_\_\_

Parental Signature (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

## **IL PRPD Jail Inspection.pdf**


## Jail Inspection

Park Ridge

Save Inspection

Complete Inspection

 Jail

 November 17, 2022, 09:31:41 hrs

**Name/#:** Entire Cellblock

**Location:** Detention

**Age:** Any

**Gender:** Any

### Jail Inspection

Check All Items Ok

☐ Cleanliness

☐ Damage

☐ Bed & Shelf

☐ Sink

☐ Lighting

☐ Fire Equipment

☐ Blanket

☐ Toilet & Paper

☐ Ventilation

☐ Locks & Doors

☐ Water Fountain

Jail Inspection Narrative - required if any item unchecked - maximum 255 characters

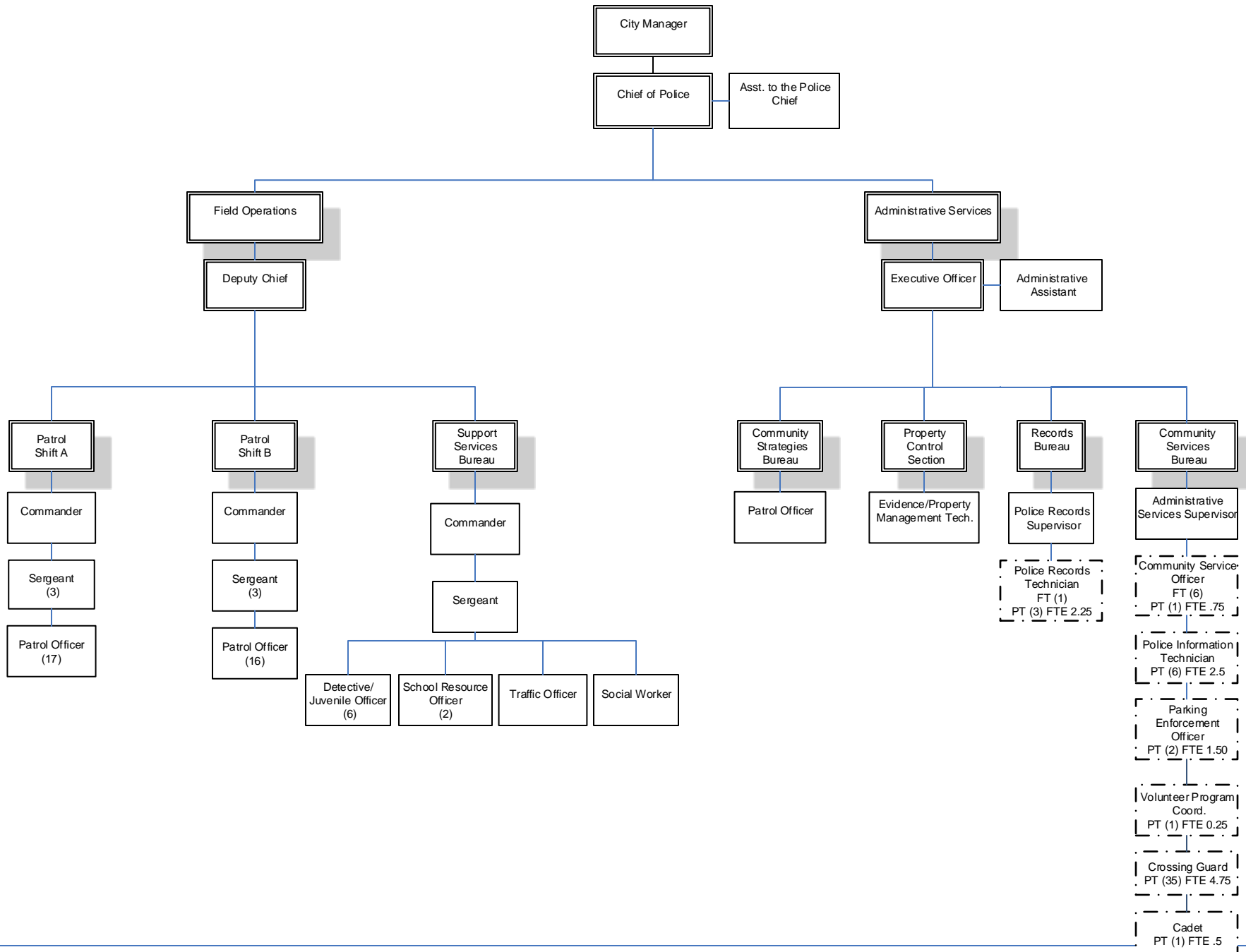
Save Inspection

Complete Inspection



## **PRPD ORG chart.pdf**

# Park Ridge Police Department



## **PRPD Special Threat Plan Org Chart 2022-0613.png**

## **PRPD Formal Complaint Form 2022-0615.pdf**

# PARK RIDGE POLICE DEPARTMENT FORMAL COMPLAINT

Employee's name

Rank &amp; Star Number

## Assignment

Complaint Number

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

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

## **IL PRPD Building Inspection.pdf**


## Building Inspection

Park Ridge

Save Inspection

Complete Inspection

### Building

 November 16, 2022, 10:14:14 hrs

**Name:** Police Department

**Number:**

**Unit:**

**Address:** 200 Vine Ave

**City:** Park Ridge

**State:** Illinois

**Department:** Police

**Location:**

**Zip:** 60068

**Last Maintenance Date:**

**Next Maintenance Date:**

### Weekly Supply Checklist

Check All Items Ok

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Box of Tissues                | <input type="checkbox"/> Hazmat/Crime Scene Protective Kits | <input type="checkbox"/> Prisoner Supplies (feminine products, Chux pads) |
| <input type="checkbox"/> Barrier Tape                  | <input type="checkbox"/> Blankets                           | <input type="checkbox"/> Glasses/Masks                                    |
| <input type="checkbox"/> Hand Sanitizer                | <input type="checkbox"/> Ear Plugs                          | <input type="checkbox"/> Cold Packs                                       |
| <input type="checkbox"/> Chalk                         | <input type="checkbox"/> Flex Cuffs                         | <input type="checkbox"/> Sharps Containers                                |
| <input type="checkbox"/> Band-aids                     | <input type="checkbox"/> Eye Wash                           | <input type="checkbox"/> Ammonia  |
| <input type="checkbox"/> CPR Masks/Shields             | <input type="checkbox"/> Gloves (Various Sizes)             | <input type="checkbox"/> Gauze Pads                                       |
| <input type="checkbox"/> Alcohol Wipes                 | <input type="checkbox"/> Antibiotic Cream                   | <input type="checkbox"/> Flares   |
| <input type="checkbox"/> CABS Printer Toner            | <input type="checkbox"/> CABS Photo Printer Toner           | <input type="checkbox"/> Drug Test- Cocaine                               |
| <input type="checkbox"/> Drug Test- GHB                | <input type="checkbox"/> Drug Test- Marijuana               | <input type="checkbox"/> Drug Test- Opiates                               |
| <input type="checkbox"/> Drug Test- Opium/MDMA Ecstasy | <input type="checkbox"/> Drug Test- PCP                     | <input type="checkbox"/> Drug Test- LSD                                   |

Weekly Supply Checklist Narrative - required if any item unchecked



## **IL PRPD FTO Training Manual.pdf**

**Probationary Officer Task Checklist**

<b><u>Phase One Tasks</u></b>	<b><u>FTO /OIT INITIALS</u></b>	<b><u>DOR#</u></b>	<b><u>DATE</u></b>
911 Response/Hang-Up	_____	_____	__/__/__
Traffic Crashes	_____	_____	__/__/__
Alarms	_____	_____	__/__/__
Fire Dept Assist	_____	_____	__/__/__
Traffic Arrest	_____	_____	__/__/__
Suspicious Person/Vehicle	_____	_____	__/__/__
Towing Of Vehicle	_____	_____	__/__/__
Traffic Enforcement	_____	_____	__/__/__
Communications Procedures	_____	_____	__/__/__
Booking/Lockup Procedures	_____	_____	__/__/__
Directed Patrols	_____	_____	__/__/__
Bond Hearing	_____	_____	__/__/__
Prisoner Search	_____	_____	__/__/__

I certify that I have been trained and demonstrated proficiency in the above Training/Task topics. I am ready to move on to Phase 2 of my training.

\_\_\_\_\_  
Probationary Officer      \_\_/\_\_/\_\_  
Date

\_\_\_\_\_  
Field Training Officer      \_\_/\_\_/\_\_  
Date

\_\_\_\_\_  
Supervisor      \_\_/\_\_/\_\_  
Date

## **911 RESPONSE / HANG UP**

### **PURPOSE:**

To provide for an effective and tactically sound method of responding to emergency calls for service for both primary and secondary units.

### **PRECEDING TRAINING TASKS:**

- 1) Alarms
- 2) Communications Procedures

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic Law Enforcement Curriculum
  - A) Sect. II B 3, 4, 9
  - B) Sect. II C 2, 6, 7
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II B 3, 4, 12
  - B) Sect. II C 2, 3, 7, 8
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Human Behavior Unit, Sect.(s) 1, 5
  - B) Operations Section/Patrol, Sect.(s) 2, 3, 4, 5, 6, 7, 8

### **UNIFORM METHOD OF TASK EXECUTION**

#### **I. APPROACH**

- A. Verify Address
  1. Check priors via CAD/Dispatch
  2. Park away from address
  3. Assess location and surrounding area
  4. Wait for back-up unit / if assigned
  5. Do not slam door exiting vehicle
  6. Night - turn off lights prior to arrival

#### **II. CONTACT**

- A. Re-assess location
- B. Request additional units if necessary and coordinate response
- C. Alert approach
- D. ID
  1. Separate parties
  2. Log ID's into note pad
  3. 10-27
- E. Take appropriate action
- F. False 911
  1. Enforcement Action
    - a. Incident report
    - b. Criminal complaint

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**

2. No Action

G. Log contact information/additional information on CAD

1. Code and clear call

III. UNABLE TO CONTACT

A. Have dispatch attempt call back

B. Check area and building security

C. Non-Consensual Entry (Exigent Circumstances)

1. Re-assess situation

2. Request supervisor

3. Utilize outside assistance

a. Key holder

b. Neighbor

c. Fire Department

4. Documentation

a. C/R

b. CAD entry

5. Code and clear call

☐ **Policy Review - General Orders on Power DMS on:** Domestic Violence Procedures  
Response to calls for service  
Communications  
Radio Procedures & Call Assignment  
Critical incident command procedures

DOR# \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date    /   /   

\_\_\_\_\_  
Field Training Officer      Date    /   /   

\_\_\_\_\_  
Supervisor      Date    /   /

**TRAFFIC CRASHES (10-50 PI, PD & FATAL)**

**PURPOSE:**

- 1) Development of skills and knowledge essential to successful traffic crash investigations.
- 2) Introduction to the role played by the police in determining possible causes for high volumes of traffic crashes at a particular site such as engineering, education, and enforcement.

**PRECEEDING TRAINING TASKS:**

- 1) Towing of Vehicles
- 2) Communications Procedures
- 3) Crash Report Training

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II A 5
  - B) Sect. II E 3, 4, 5
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A 6
  - B) Sect. II C (3) 2, 3, 4, 5
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Operations Section/Traffic Unit, Sect.(s) 3, 4, 5, 6, 7

**UNIFORM METHOD OF EXECUTION**

**I. PROPERTY DAMAGE**

- A. Timely response
  1. Alert response – (No) Lights/Siren?
- B. Position squad to protect scene
- C. Check for injuries
  1. EMS Notification
- D. Assess Scene
  1. Reposition vehicles if drivable
  2. Request tows for non-drivable
  3. Maintain scene
- E. Assess Damage
  1. Reportable
  2. Damage to City property
    - a. Request ET for photos
    - b. Issue citation for DAMAGE TO CITY PROPERTY
  3. Non-Reportable
- F. Obtain Report Information
  1. ID drivers/occupants

**FIELD TRAINING AND EVALUATION PROGRAM**

**RECRUIT MANUAL**

- a. 10-27
    - 2. Obtain insurance/lease information
      - a. Check for validity
    - 3. Identify and separate witnesses/parties
  - G. Exchange of Driver Information (IL CRASH REPORT)
    - 1. Explanation of process to drivers
  - H. Enforcement Action
  - I. Complete Report
  - J. Code and Clear Call
- II. PERSONAL INJURY (MANDATORY REPORT)
- \*\*\*Section I Applies
- A. Alert response
    - 1. Lights and Siren
  - B. Extent of Injuries
    - 1. Notify the supervisor if potentially fatal
    - 2. Contact Evidence Technician if needed
    - 3. Preserve and collect evidence
    - 4. STAR/Reconstruction Team
    - 5. Fatality (See Dept. Policy)
    - 6. Inventory evidence
    - 7. Complete report
- III. HIT AND RUN
- \*\*\*Section I and II Apply
- A. Alert response
  - B. Gather information for broadcast to other units/ISPERN
    - 1. Just Occurred Only – 1 Hour Or Less
  - C. Document and collect evidence
  - D. Inventory evidence
  - E. Complete report
  - F. Place copy on traffic officer's desk
- IV. STATION ACCIDENT REPORT
- A. Both parties must be present
- V. TRAFFIC DIRECTION AT SCENE
- A. Always wear the reflective vest located in the trunk
  - B. Use uniform hand signals/gestures if manually directing traffic

VI. MISCELLANEOUS

## PARK RIDGE POLICE DEPARTMENT

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- A. Position squad to protect scene
- B. ID drivers/occupants
  - 1. 10-27/28, insurance, sobriety checks
- C. Driver exchange of information
- D. Explain process/give directions
- E. Log license plates and vehicle description
- F. Give dispatch license information
- G. Code and clear call

☐ **POLICY REVIEW – General Orders in PowerDMS on:**

**Agency Jurisdiction & Mutual Aid  
Operation of Emergency Vehicles  
Traffic Law Enforcement  
Motor Vehicle Crash Investigations  
Traffic Direction and Control**

**DOR#** \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date    /   /   

\_\_\_\_\_  
Field Training Officer      Date    /   /   

\_\_\_\_\_  
Supervisor      Date    /   /

## **ALARMS**

### **PURPOSE:**

- 1) To instruct in the proper, tactical and safe response to various alarms.

### **PRECEDING TASKS:**

- 1) 911 Response
- 2) Suspicious Person/Vehicle

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A. Sect. II-C (2), (3), (4), (6 – III – C 13), (7)
  - B. Sect. II-D (1), (2), (4), (5), (7), (8)
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A. Sect. II-C (1)-2, 3, 4, 5, 7, 8
  - B. Sect. II-C (2)-1, 2, 7

### **UNIFORM METHOD OF TASK EXECUTION**

#### **I. HOLD UP/ BANK/ PANIC**

- A. Use lights and siren (at a distance)
- B. Silent tactical response near scene
- C. Anticipate location, side of street, interior line of sight
- D. Proper Positioning
  1. Do not pull directly in front/rear
  2. Utilize cover/concealment
- E. Secure perimeter
  1. Direct/coordinate other units if 1<sup>st</sup> on scene
- F. Request phone contact
  1. Confirmed “IN-PROGRESS” Incident
    - a. Request/direct additional units
    - b. Request clear radio channel
    - c. Control scene/movement
    - d. Request supervisor if not on scene
    - e. Consider need for:
      - 1) Immediate Action Response
        - a) Aggressive deadly behavior being exhibited
        - b) Need for citizen/officer down rescue
  2. False Alarm
    - a. Request business representative meet you outside
    - b. Verify false alarm
    - c. Identify employee (name, DOB, DLN, clothing description)

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**



d. Code out and clear call

**II. BURGLAR ALARM**

- A. Building/Scene Assessment
- B. Check for fleeing persons, vehicles or lookouts
- C. If business is at or near close take a secure position and observe (many robberies occur at this time)
- D. If employee is present have dispatch contact the business
- E. If it appears closed, approach with caution (check doors, windows, rooftops, ladders etc.)
- F. Request key holder if not already en route
- G. Search building if key holder requests
  - 1. K9 if available
  - 2. Key holder remains outside until building cleared
  - 3. Determine cause if possible
  - 4. Log key holder info on CAD and Alarm Report
  - 5. Code out and clear scene
- H. If no report is needed, add notes to the call

**III. OFFICER EMERGENCY**

- 1. Emergency response
- 2. Tactical approach
- 3. Assess and secure scene
  - a. EMS if necessary
  - b. Coordinate response of additional units

☐ **Policy Review – General Order in PowerDMS on Alarms**

**DOR#**\_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer                      Date    /   /   

\_\_\_\_\_  
Field Training Officer                      Date    /   /   

\_\_\_\_\_  
Supervisor                                      Date    /   /

**FIRE DEPARTMENT ASSIST**

**PURPOSE:**

To provide a safe, uniform method of dealing with the various fire assist calls for service.

**PRECEEDING TRAINING TASKS:** None

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
- 2) CCSPD Training Academy 400 Hour Curriculum
- 3) CPD METRO Training Academy 485 Hour Curriculum

**UNIFORM METHOD OF TASK EXECUTION**

- I. Fire Call
  - A. Maintain safe distance
    1. Allow fire equipment access
    2. Do not block fire hydrant
    3. Hazardous material risk
    4. Explosion risk
    5. Avoid getting squad "blocked in" by equipment
  - B. Assess Scene
    1. Aid the injured
    2. Determine if evacuation is needed
    3. Relay information to Fire Department via police radio
  - C. Protect Scene
    1. Determine if origin is suspicious
      - a. Protect crime scene
      - b. Communicate with Fire Investigator
      - c. Notify supervisor and detectives
      - d. Complete Incident Report
  - D. Traffic and Crowd Control
    1. Request additional units
    2. Utilize police line tape
  - E. Code and clear call
- II. Ambulance Call
  - A. Render first aid/life support
  - B. Assist clearing access to subject
    1. Crowd control
    2. Control of family/friends

**FIELD TRAINING AND EVALUATION PROGRAM**

**RECRUIT MANUAL**

- DOR# \_\_\_\_\_

\_\_\_\_\_  
Supervisor

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## **TRAFFIC ARRESTS**

### **PURPOSE:**

To safely take offenders into custody and have a uniform method of handling these incidents.

### **PRECEDING TRAINING TASKS:**

- 1) Traffic Enforcement
- 2) Prisoner Searches
- 3) Communications Procedure

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II C 8
  - B) Sect. II F 11
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A 9
  - B) Sect. II A 14
  - C) Sect. II C 9
  - D) Sect. II D 11
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Unit, Sect. 8
  - B) Criminal Law Unit, Sect. 13
  - C) Physical Skills Unit, Sect. 4
  - D) Operations Section/Patrol Sect. 6
  - E) Operations Section/Patrol Sect. 11

### **UNIFORM METHOD OF TASK EXECUTION**

#### **I. VEHICLE DISPOSITION**

##### **A. Valid Insurance:**

1. May TOT vehicle to a sober licensed driver at the scene upon approval of registered owner
2. Vehicle may be left at scene if legally parked (other than DUI arrest, DWLS, DWLR, Drag Racing)

##### **B. No Valid Insurance:**

1. Vehicle should be towed and inventoried
  - a. All Non-MVA tows require a Tow Report
  - b. See Vehicle Tows Task Sheet

#### **II. COMPLETE REPORTS**

- A. Arrest Report
- B. Citations
- C. C Jacket
- D. Driver's License Abstract Request

#### **III. C.A.B.S. ARRESTEE**

- A. See CABS Instruction Book

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**

- B. Enter arrestee information
  - C. Charges
  - D. Take photo
  - E. Print
- IV. BOND
- A. See IVC for bond schedule (cash or credit cards only, no checks)
  - B. Allow arrestee a reasonable amount of time to make calls to obtain bond
  - C. Arrestee unable to obtain bond?
    - 1. If failing after legitimate attempts and arrestee has no previous BFWs and meets the qualifications call a supervisor to request an I-bond
  - D. History of BFW's, lock subject up – send to bond hearing
    - 1. See Prisoner Lock Up Task Sheet

**NOTE: NEVER PROMISE THE ARRESTEE AN I-BOND, I-BONDS GIVEN ONLY UPON APPROVAL OF THE ON-DUTY SUPERVISOR.**

***"Every vehicle stop is a story waiting to be told."***

**Sgt. Wayne Corcoran, Phoenix, AZ PD (Tactics For Criminal Patrol, Caliber Press, 1995)**

☐

**POLICY REVIEW – General Orders in PowerDMS on:** **ARREST PROCESSING**  
**TRAFFIC ENFORCEMENT**  
**PRISONER TRANSPORT**  
**IN CAR MOBILE CAMERA**  
**BOND**

DOR# \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Field Training Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**SUSPICIOUS PERSON/VEHICLE**

**PURPOSE:** To provide a uniform method of handling these incidents

**PRECEDING TRAINING TASKS:**

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
- 2) CCSPD Training Academy 400 Hour Curriculum
- 3) CPD Metro Training Academy 485 Hour Curriculum

**UNIFORM METHOD OF TASK EXECUTION**

- I. Safe Response/Tactical Approach
  - A. Assess situation
  - B. Request back-up
  - C. Blind side of vehicle approach/out of forward or rear path of vehicle
  - D. Utilize spotlight to blind occupants
  - E. Approach in an unexpected way/push on trunk
- II. Identify Subject/Vehicle in Question
  - A. Investigate circumstances
  - B. Terry stop/probable cause
  - C. ID/DL warrant check
  - D. Verify information
  - E. Permission to Search The Vehicle
    1. Officer search (safety, backup officer(s))
    2. Canine search
  - F. Field interrogation documentation (Contact Card)
- III. Determine Violation
  - A. Custody
  - B. Citation
  - C. Release
- IV. Re-contact complainant if necessary

☐ **POLICY REVIEW – General Orders in PowerDMS on: CALLS FOR SERVICE  
COMMUNICATIONS  
TRAFFIC  
RESPONSE TO RESISTANCE**

**DOR# \_\_\_\_\_**

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Field Training Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## **TOWING OF VEHICLE**

### **PURPOSE:**

- 1) To provide a uniform method of dealing with vehicles which require removal by the police.
- 2) To address those situations where police are not authorized to tow.

### **PRECEDING TRAINING TASKS:**

- 1) Communications Procedures

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II C – 7
  - B) Sect. II E – 5
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II C(1) – 7
  - B) Sect. II C(3) – 5
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Operations Section/Patrol, Sect.(s) 8
  - B) Operations Section/Traffic Unit, Sect.(s) 7

### **UNIFORM METHOD OF TASK EXECUTION**

- I. EMERGENCY TOW—PUBLIC PROPERTY (STREET, PRIVATE ENTRANCE)
  - A. Attempt to notify owner if not present
  - B. Issue P-ticket if needed
  - C. Permission from supervisor
  - D. Request tow (through county)
  - E. Enter in L.E.A.D.S. if owner not contacted
- II. ARREST
  - A. Contact County Dispatch for tow
    1. Complete Administrative Tow if:
      - a. Arrest for DUI/Drag Racing
      - b. Arrest for DWLS (not if for emissions or parking ticket violations)
      - c. Arrest for DWLR
  - B. Inventory/search incident to arrest
  - C. Have dispatch enter into L.E.A.D.S. if owner not present
  - D. Determine if vehicle needs to be processed by an F.T. if held for evidence
  - E. Hold for proof of insurance & DL (Driver Suspended for Mandatory Insurance)
- III. SNOW EMERGENCY TOW
  - A. Attempt to notify owner
  - B. Obtain permission from supervisor
  - C. Issue parking ticket



## PARK RIDGE POLICE DEPARTMENT

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D. Have dispatch enter In LEADS if owner not contacted

### IV. RECOVERED STOLEN AUTO

A. Check With F.T./Detectives to see if the vehicle needs to be processed

B. Request Tow

1. With supervisor permission have vehicle towed to Lin-Mar for F.T. evidence recovery

2. If vehicle is not to be processed have it towed to City contracted tow company

3. Owner to pay all fees

C. Drivable vehicle – contact owner to claim at scene

D. Advise dispatch to remove vehicle from LEADS

E. Other jurisdiction

1. Check LEADS for “Hold For Prints”

2. Do not touch vehicle’s interior

### V. VEHICLE ACCIDENT

A. Any vehicle towed due to a vehicle accident

1. Paperwork does not get entered into LEADS

☐ **POLICY REVIEW - General Orders in PowerDMS on: Towed Vehicles  
Administrative Tow  
Snow Command Parking Enforcement**

☐ **LEGAL REVIEW: I.V.C. 5/6-303(e)**

**DOR#**\_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Field Training Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **TRAFFIC ENFORCEMENT**

### **PURPOSE:**

- 1) To provide a uniform method of conducting safe traffic stops.
- 2) To provide a uniform method in dealing with common traffic problems.
- 3) To become aware of the importance of speed enforcement, DUI, and seat belt enforcement as department priorities.

### **PRECEEDING TRAINING TASKS:**

- 1) Communications Procedures

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) SECT. II A 5,8
  - B) SECT. II B 3,9,10
  - C) SECT. II C 7,8
  - D) SECT. II E 4,5
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) SECT. II A 6,9
  - B) SECT. II B 3,10
  - C) SECT. II C (1) 8,9
  - D) SECT. II C (3) 4,5
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Unit SECT. 8

### **UNIFORM METHOD OF TASK EXECUTION**

#### **I. IDENTIFY VIOLATION**

- A. Initiate Stop
  1. Safe location
  2. Notify communications
    - a.. Location
    - b. Description (make, color)
    - c. # of occupants
    - d. License plate
  3. Tactical squad position
    - a. Emergency equipment utilization
- B. Tactical approach
  1. Scan interior, occupants and their actions
  2. Utilize spotlight to blind occupants
  3. Walk up to the vehicle, gun hand free
  4. Check trunk lid (every approach)
  5. Proper positioning at the side of the vehicle
    - a. Control multiple occupants
      - 1) May order out all occupants for safety

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**

- 2) May conduct pat down for safety
    - b. Behind driver's door (one occupant/low risk)
    - c. In front of driver's door (multiple occupants/high risk)
    - d. Right hand approach
    - e. Stay alert to cover / concealment
  - C. Driver contact
    - 1. Identify self as officer
    - 2. Obtain DL/ ID/insurance card
    - 3. Advise reason for the stop
    - 4. Observe/assess driver/confirm information
  - D. Warrants/D.L. Status
    - 1. Confirm any wants or warrants
  - E. Enforcement action
    - 1. Custody
      - a. Request back-up unit and wait
      - b. Safely take the subject into custody (handcuff then search)
      - c. Search and vehicle custody
      - d. Tow Vehicle
      - e. Park and secure vehicle (if it can be legally parked at that location - if not eligible for Administrative Tow)
      - f. Release to a licensed/insured third party (upon request of arrestee – registered owner)
      - g. Transport and process arrestee
      - h. Complete required reports
    - 2. Non-Custody
      - a. Citation
      - b. On Scene
        - 1) Court Diversion Envelope (one citation only)
        - 2) More than 1 citation mandatory court appearance
      - c. Written Warning
      - d. Traffic stop data/racial profiling stickers
  - F. Re-approach
    - 1. Issue and explain citation, court date, options
  - G. Driver/officer safe return to traffic
  - H. Close call with appropriate code
- II. STALLED VEHICLE (10-46)
- A. Non-emergency response
  - B. Park squad to protect vehicle

- C. Notify communications of plate, location, description, and occupants
- D. Safe, tactical approach
- E. Driver/occupant identification
- F. Determine nature of problem
  - 1. Tow truck notification
    - a. Driver/owner request
    - b. Emergency tow
  - 2. Moved from scene
  - 3. Occupant disposition
- III. TRAFFIC HAZARD
  - A. Appropriate response
  - B. Protect/control scene
  - C. Advise comm. Necessary assistance needed
  - D. Wear traffic vest if traffic direction is required
- IV. CAR LOCK OUT (emergency situation only-vehicle running, child locked inside - supervisor approval)
  - A. Retrieve lock-out tool from trunk or CSO vehicle
  - B. Appropriate response
  - C. I. D. owner (sign waiver)
  - D. Request assistance if unsuccessful
  - E. Return tools to trunk
- V. TRAFFIC DIRECTION
  - A. Squad positioned correctly and activate emergency lights
  - B. Equipment
    - 1. Reflective vest
    - 2. Flashlight
    - 3. Communicative hand movements vs. waves
    - 4. Flares
  - C. Traffic Control Signs
    - 1. Manual operation
    - 2. Lights malfunction/out—single vs. multiple, proper notification
  - D. Traffic Control Box
    - 1. Reset lights if out or malfunctioning
      - a. If unsuccessful, notify dispatch to call proper authority
    - 2. Place on 4-way flash for assistance

## PARK RIDGE POLICE DEPARTMENT

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Mobile Video Camera System  
Towing Procedures  
Pursuit Driving Policy  
Traffic Enforcement

☐ **SUPPL. MATL. REVIEW: Arizona v. Gant**

**DOR#** \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date    /   /   

\_\_\_\_\_  
Field Training Officer      Date    /   /   

\_\_\_\_\_  
Supervisor      Date    /   /

## **COMMUNICATIONS PROCEDURES**

### **PURPOSE:**

- 1) To provide a uniform method of communications with the agency.
- 2) To familiarize the officer with proper procedures for use of the radio.
- 3) To identify the information needed in a radio broadcast and how to keep transmission time to a minimum.
- 4) To develop an understanding of the way officers consciously and unconsciously express themselves, verbally and through body language.

### **PRECEDING TRAINING TASKS:**

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II B- 3
  - B) Sect. II C -7
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II B- 3
  - B) Sect. II C(1) - 8
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Operations Section/Patrol, Sect.(s) 8
  - B) Harold Washington College section, Sect.(s) 9

### **UNIFORM METHOD OF TASK EXECUTION**

#### **I. The phonetic alphabet**

A-Adam	B-Boy	C-Charles	D-David
E-Edward	F-Frank	G-George	H-Henry
I-Ida	J-John	K-King	L-Lincoln
M-Mary	N-Nora	O-Ocean	P-Paul
Q-Queen	R-Robert	S-Sam	T-Tom
U-Union	V-Victor	W-William	X-X-Ray
Y-Young	Z-Zebra		

#### **II. The vital ten codes:**

10-1 Officer Needs Assistance	10-28 Registration Check
10-4 Acknowledgment	10-41 Start of Tour/Duty
10-8 In Service	10-42 Ending Tour/Duty
10-9 Repeat	10-46 Assist Motorist
10-20 Location	10-55 DUI
10-22 Disregard	10-57 Hit and Run
10-23 Arrive at Scene	10-76 Enroute
10-25 Report in Person	10-96 Mental Health Subject
10-27 D/L Check	10-99 Wanted/Stolen

## PARK RIDGE POLICE DEPARTMENT

- III. Vehicle Description (CYMMBALS);  
COLOR (Top/Bottom), YEAR, MAKE, MODEL, BODY, ADDITIONAL INFO, LICENSE, SERIAL (V.I.N.).  
i.e. "a white over blue, 1987, Oldsmobile, Cutlass, two door, left headlight not working, Illinois Registration C-Charles 321 123, vin number 1G2CDE766EAC321321".
- IV. Subject Description;  
NAME (Last, First, M.I.), SEX, RACE, AGE, HEIGHT, WEIGHT, HAIR, EYES, COMPLEXION, UNIQUE PHYSICAL (scars, marks, etc.), CLOTHING (Top to bottom, outer to inner).
- V. I.S.P.E.R.N. Illinois State Police Emergency Radio Network
- A. Call Up  
Called Station (District Chicago), Your Unit Number, ISPERN, Nature of Traffic  
i.e. "District Chicago, Park Ridge 311, ISPERN, Stolen Vehicle  
\*\*\*REMEMBER TO DOUBLE PHRASE EVERYTHING\*\*\*
- B. Text (What, Where and When)
1. Type A – Wanted or Stolen (probable cause)
  2. Type B – Wanted Investigation (Terry stop)
  3. Type C – Traffic Offense (DUI, Reckless Driving)
  4. Type D – Intelligence Information (Ofc. Safety, Trans. of Contraband)
- C. Disposition
1. Type A – Complaints will be signed or Complaints signed
  2. Type B – "Complaints have not been signed, however, reasonable grounds to justify an investigative stop have been established"
  3. Type C – Make your own case
  4. Type D – Do not initiate enforcement action based solely on this information or maintain surveillance, do not stop.

☐ **POLICY REVIEW – General Orders in PowerDMS on: Radio Procedures & Call Assignment Dispatch Protocol**

**DOR#** \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Field Training Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**FIELD TRAINING AND EVALUATION PROGRAM**  
**RECRUIT MANUAL**

## **BOOKING/LOCKUP PROCEDURES**

### **PURPOSE:**

To provide a safe, uniform method of completing the arrest/lockup process.

### **PRECEEDING TRAINING TASKS:**

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
- 2) CCSPD Training Academy 400 Hour Curriculum
- 3) CPD METRO Training Academy 485 Hour Curriculum

### **UNIFORM METHOD OF TASK EXECUTION**

- I. Arrival at Station
  - A. Pull into front circle
  - B. Remove arrestee from vehicle
  - C. Secure prisoner in lockup
  - D. Return to vehicle and check rear seat for contraband
  - E. Secure weapon(s) and evidence in gun locker (place key in pocket)
  - F. Once in booking room have arrestee empty all pockets and take off any and all jewelry and outer garments.
  - G. Handcuff arrestee to the holding ring
- II. Waiver of Rights Form
  - A. Read arrestee his rights directly from waiver form
    1. Put complaint number on the top of the form
    2. Have arrestee sign the form (if refused write "refused")
    3. If arrestee waives rights go to Step B
    4. If arrestee refuses to waive his rights go to Step III.
  - B. Interview Arrestee
    1. Obtain a written statement on the voluntary statement form when necessary
    2. Following the format and reading the wording to the arrestee:
      - a. Officer writes/prints the statement in arrestee's words
      - b. Arrestee reads statement and if accurate signs the statement, otherwise make any necessary changes for accuracy
      - c. Officer signs the statement as witness along with a second officer/witness
- III. C.A.B.S.
  - A. Book arrestee via C.A.B.S. machine
    1. Pull up arrestee's name from live scan and print same
    2. Execute transmission and print out information
- IV. Arrest Paperwork
  - A. Use proper codes for all appropriate sections and fill in self-explanatory boxes on reports

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**



## PARK RIDGE POLICE DEPARTMENT

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- B. Last Name, First and Middle Name (not just initial) & DOB as given to you
- C. Miscellaneous Number; include IR# or other State SID#
- E. Agency case number is the assigned call number
- F. Enter Entire Statute (Chapter, Act & Section i.e. 720ILCS/19-1)
  - 1. Enter Class of Offense; A, B, C, X, 1, 2, 3, 4 (Do Not Enter T for Traffic)
  - 2. Enter Offense Description: Burglary, etc.
  - 3. Check appropriate charge disposition box; if ASA called check Referred to ASA
- G. Date of arrest and date of offense (may be different especially on warrant arrests)
- H. County; use proper code, Cook is 016
- I. Caution; Yes or No, If Yes enter reason (Armed And Dangerous, Drug User)
- J. Enter bond amount and check appropriate box for bond (put judge's name in box if set by a judge).
- K. Warrant cleared LEADS; only applies if a warrant exists
- L. Complete Narrative Section
- M. All arrests other than traffic require an Incident Report
- N. Complete a jacket
- O. Complaints
- A. Felony/ Review
  - 1. Approval required on all felonies
    - Tx. Found in FOP book
  - 2. Felony 101 required on all felony AND misdemeanor arrests
    - a. Place complaint number at the top of the 101
    - b. Top left next to "Court" write in "2<sup>nd</sup> District Park Ridge at Skokie
    - c. Include all DOB's of all witnesses except officers
  - 3. Type up felony complaint
    - a. Use UCC Program
    - b. Complete felony 101
- B. Misdemeanor
  - 1. Type up misdemeanor complaint using UCC Program
  - 2. Arrest Report, C Jacket, Incident Report
- C. Local Ordinance
  - 1. Issue L.O. Ticket
  - 2. No jacket required
  - 3. Complete Arrest Report
- VI. Prisoner Lockup Procedures
  - A. Complete Prisoner Lock-Up Report
  - B. Inventory all personal property and place in prisoner property locker

- C. Arrestee must sign form, if refused place "refused" on the line
- D. Complete reverse side Cell Inspection Log – answering all questions
- E. Always re-search prisoners prior to placing into cell AND SEARCH CELL**
- F. Note any special medical conditions
- G. Log all times / telephone calls made by arrestee
- H. Remarks; record any RX arrestee is taking with time and dose
- I. Release information to be filled out upon arrestee's release / bond or TOT other agency
- J. Place arrestee in desired cell and pull on the door after locking to make sure the door is secure
- K. Place arrestee information packet on watch commander's desk and tape Lock Up Sheet to WC door
- L. Notify supervisor of prisoner status
- M. Prisoner must be **checked every 30 minutes by shift** (every 15 minutes if suicide threat)
- N. Prisoner must clean cell prior to bond

**NOTE: No glasses, shoelaces, belts, chains, rings, money, extra shirts, sweaters, coats or jewelry of any kind, including pierced items, is allowed to be kept by the arrestee without specific approval of the duty supervisor.**

VII. Prisoner Evacuation Procedures

- A. Emergency situations that may require prisoner evacuation include, but are not limited to:
  - 1. Fire
  - 2. Natural Disaster
  - 3. Suicide Attempt
  - 4. Disturbance
- B. Authority and responsibility for prisoner evacuation
  - 1. Notify supervisor if above conditions exist
  - 2. If life threatening situation, any dept. member can take action – notify supervisor of actions
- C. Evacuation Procedure
  - 1. Use closest and safest exit.
  - 2. Unless circumstances do not allow, the posted holding facility evacuation route will be followed.
  - 3. Uninjured prisoners should be handcuffed.
  - 4. It is the officer's responsibility to determine where the prisoner should be taken.
  - 5. Prisoners should be handcuffed and guarded at all times.
  - 6. If they are removed from the building they should be placed inside available caged patrol cars.
  - 7. In the event of an evacuation that would discontinue use of the holding facility, all prisoners will be transferred to neighboring police departments with capabilities to house them.

**PARK RIDGE POLICE DEPARTMENT**

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☐ **POLICY REVIEW – General Orders in PowerDMS on: Mass Arrest Procedures  
Holding Facility  
Prisoner Transportation**

**DOR#** \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer                      Date    /   /   

\_\_\_\_\_  
Field Training Officer                      Date    /   /   

\_\_\_\_\_  
Supervisor                      Date    /   /

## DIRECTED PATROLS

### PURPOSE:

- 1) To provide a uniform method of effectively handling these incidents.

### PRECEDING TRAINING TASKS:

- 1) Communications Procedures

### REFERENCE:

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II D – 1, 2
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II C(2) – 1, 2
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Operations Section/Patrol Investigation, Sect.(s) 1, 2

### UNIFORM METHOD OF TASK EXECUTION

- I. FOOT PATROL – RESIDENTIAL/COMMERCIAL
  - A. Call out of vehicle and give location
  - B. Make contact with public
  - C. Friendly, polite and professional demeanor
- II. DIRECTED PATROL – VACANT HOME CHECK/SCHOOL CHECK, ETC.
  - A. Call out of vehicle
  - B. Check doors
  - C. Look for unusual activity
  - D. Add notes to call on CAD prior to clearing call



**POLICY REVIEW – General Orders in PowerDMS on: Community Policing  
Community Relations  
Vacant Home Selections**

**DOR#**\_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer                      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Field Training Officer                      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor                      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **BOND HEARING**

### **PURPOSE:**

- 1) To have a uniform method of handling these incidents.

### **PRECEDING TRAINING TASKS:**

- 1) Booking/Lock-Up Procedures
- 2) Prisoner Searches
- 3) Warrant Arrest

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II C 8
  - B) Sect. II F 11
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A 9
  - B) Sect. II A 14
  - C) Sect. II C 9
  - D) Sect. II D 11
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Unit, Sect. 8
  - B) Criminal Law Unit, Sect. 13
  - C) Physical Skills Unit, Sect. 4
  - D) Operations Section/Patrol Sect. 6
  - E) Operations Section/Patrol Sect. 11

### **UNIFORM METHOD OF TASK EXECUTION**

- I. CHECK FOR PROPER PAPERWORK
  - A. Print out "No Records Leads/No Wants"
  - B. Arrest Posted
  - C. Complaints (if applicable)
  - D. Domestic Violence Bond Screening Form (if applicable)
  - E. Skokie notified you are coming
  - F. Completed Lock Up sheet
- II. PRISONER REMOVAL
  - A. Remove from cell
  - B. Clean up / check cell
  - C. Give arrestee shoes / coat
  - D. Search arrestee once more
  - E. Handcuff and double lock
  - F. Gather property and take along to Skokie
    1. Packaged to County specifications
    2. Items that don't fit in the bag & contraband items
  - G. Walk arrestee to squad (search back seat prior to transport)
  - H. Place in squad and seat belt him into place

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**

## PARK RIDGE POLICE DEPARTMENT

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- I. Have second vehicle follow for safety
- III. SKOKIE COURT HOUSE
  - A. Pull to the rear of the building (lower level) and sound air horn
  - B. Once inside garage, pull to the front (park only on right of bay)
    - 1. Remove prisoner
    - 2. Remove paperwork
    - 3. Place gun in gun lock up window / get key from guard
    - 4. Enter holding area with prisoner and paperwork
    - 5. Give to guard and have him sign off on Lock Up sheet
  - C. Remove vehicle from garage and legally park in garage
  - D. Go to the Clerk's Office and have paperwork processed
    - 1. Follow any / all instructions given by clerk—they will advise where the bond hearing will be held
- IV. Drop a copy of the report with the ASA
- V. RETURN TO PRPD
  - A. Drop off paperwork to include the signed prisoner lock-up sheet to the watch commander

☐

**POLICY REVIEW – General Orders in PowerDMS on: BOND HEARING  
PRISONER TRANSPORT  
IN CAR CAMERA**

**DOR#** \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date    /   /   

\_\_\_\_\_  
Field Training Officer      Date    /   /   

\_\_\_\_\_  
Supervisor      Date    /   /

## PRISONER SEARCHES

### PURPOSE:

- 1) To provide a safe, uniform method of searching subjects.
- 2) To maintain control and advantage over the subject.

### REFERENCE:

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
- 2) CCSPD Training Academy 400 Hour Curriculum
- 3) CPD METRO Training Academy 485 Hour Curriculum

### UNIFORM METHOD OF TASK EXECUTION

1. Always wear gloves
2. Ask prisoner/arrestee if (s)he possesses any weapons, needles, drugs and/or contraband of any kind prior to hands on search.
3. Direct subject into the proper position by using simple terms
  - a. Hands above head
  - b. Face away from the officer
  - c. Interlock fingers, etc.
4. Start the search at the waist working your way down to the feet (be thorough and cautious)
  - a. Check hair, collar, forearms, underarms, waistband, crotch, legs socks and shoes
  - b. Report any injuries immediately to your supervisor (accidental needle sticks, cuts, etc.)
    - 1) Complete Employee Incident Form
    - 2) Obtain any necessary medical treatment
    - 3) Be aware of bloodborne pathogens (open sores)
5. Do a systematic search – **feel**, do not pat
6. Keep your head away from the subject's head to avoid spitting, butting and biting
7. When cuffing be sure to DOUBLE LOCK
8. Alternative transport belt available in lock-up

☐

**POLICY REVIEW – General Orders in PowerDMS on: Prisoner Searches**

**Holding Facility**

**Prisoner Transportation**

**DOR#** \_\_\_\_\_

## **PARK RIDGE POLICE DEPARTMENT**

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I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer                      Date    /   /   

\_\_\_\_\_  
Field Training Officer                      Date    /   /   

\_\_\_\_\_  
Supervisor                      Date    /   /



**Probationary Officer Task Checklist**

<b><u>Phase Two Tasks</u></b>	<b><u>FTO /OIT INITIALS</u></b>	<b><u>DOR#</u></b>	<b><u>DATE</u></b>
Animal Complaints	_____	_____	__/__/__
Animal Bite Procedures	_____	_____	__/__/__
Burglary	_____	_____	__/__/__
Check Well Being/Sudden Death	_____	_____	__/__/__
Disturbance	_____	_____	__/__/__
Domestic Violence	_____	_____	__/__/__
Missing/Runaway	_____	_____	__/__/__
Retail Theft	_____	_____	__/__/__
Juvenile Offender	_____	_____	__/__/__
Keep the Peace	_____	_____	__/__/__
Warrant Service/Arrest	_____	_____	__/__/__
Parking Enforcement	_____	_____	__/__/__
Underage Drinking	_____	_____	__/__/__
Misdemeanor/Felony Arrest	_____	_____	__/__/__

I certify that I have been trained and demonstrated proficiency in the above Training/Task topics. I am ready to move on to Phase 3 of my training.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Probationary Officer      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Field Training Officer      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Supervisor      Date

## **ANIMAL COMPLAINTS**

### **PURPOSE:**

- 1) To provide instruction in the proper method of handling animal complaints.

### **PRECEDING TASKS:**

- 1) Communication Procedures

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II B 10
  - B) Sect. II D 10
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II C (2) 9
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Operations Section/Patrol Investigations, Sect. 11
  - B) Harold Washington College, Sect. 10

### **UNIFORM METHOD OF TASK EXECUTION**

#### **I. STRAY/ANIMAL RUNNING AT LARGE**

- A. Attempt to locate
- B. Found domestic animal
  1. Determine if animal is approachable (if not call for CSO assistance)
  2. Check For Collar Tags To Make an ID
  3. Have Post One check with front desk's Lost Dog Log
    - a. Return to owner
    - b. Impound animal
- C. Community Service Officer
  1. Handles most animal complaints
  2. Call-out (not on-duty)
    - a. Supervisor approval
- D. Transportation Of Domestic Animals
  1. Department vehicle (squad or CSO SUV)
  2. Transport to contracted City animal hospital
    - a. ID through implant chip?
    - b. Complete Animal Impound Sheet
    - c. Communicate information to Post One for book
    - d. Issue appropriate citations

#### **II. NUISANCE ANIMAL**

- A. Verify Complaint
  1. Check CAD for # of priors/dispositions
- B. Notify Animal Owner
  1. Issue appropriate ordinance citation if necessary

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**

## PARK RIDGE POLICE DEPARTMENT

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### III. WILD ANIMAL BITES

- A. Request EMS
- B. Attempt to locate involved animal
  - 1. Request Community Service Officer if located
- C. Complete Incident report
- D. Make any necessary CAD entries
- E. Code out and clear call

### IV. ANIMAL DESTRUCTION

- A. Use specialized equipment when necessary (snare, trap, gun, etc.)
  - 1. Destroy animal with weapon
  - 2. If rabies is suspected DO NOT shoot animal in head!
  - 3. Supervisor approval when required
  - 4. Have animal removed (contact Post One)
  - 5. Complete Incident Report

☐ **POLICY REVIEW – General Orders in PowerDMS on: Animal Cases**

**DOR#** \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer                      Date    /   /   

\_\_\_\_\_  
Field Training Officer                      Date    /   /   

\_\_\_\_\_  
Supervisor                      Date    /   /

## **Animal Bite Procedures**

### **PURPOSE:**

- 1) To provide instruction in the proper method of handling animal bites

### **PRECEDING TASKS:**

- 1) Communication Procedures

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II B 10
  - B) Sect. II D 10
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II C (2) 9
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Operations Section/Patrol Investigations, Sect. 11
  - B) Harold Washington College, Sect. 10

### **UNIFORM METHOD OF TASK EXECUTION**

#### **I. ANIMAL BITE**

- A. Officer will conduct an investigation into the bite/attack
- B. Request EMS if needed
- C. Photograph injuries
- D. Incident report will be completed with the following:
  1. Whether the bite/attack was provoked
  2. Description of wound
  3. Description of animal
  4. Names, addresses, and telephone numbers of any witnesses
  5. Description of events leading to the bite/attack incident
  6. If applicable, the citation numbers, charges, date and hearing information
  7. Name and address of owner, if known
  8. Name and city of veterinarian, if known
  9. 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

#### **II. ENFORCEMENT ACTION**

- A. All animal bite citations will be written on a MC citation
  1. Under Chapter 5 Section 8-10M
  2. Parties will be advised that the ticket goes to an Administrative Hearing in the City Council Chambers. (get court info from Post1)
  3. The MC ticket may be written as follows:

Offense: Failure to Control Animal, In that: defendant failed to properly control male or female / color / breed named \_\_\_\_\_ which bit / injured / attacked complainant.
  4. The complaint MUST sign MC ticket

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**

## PARK RIDGE POLICE DEPARTMENT

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5. Officer will also complete Green Cook County Department of Animal Control Animal Bite Record. The bottom portion of the card should be given to the owner of the biting animal.

B. 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 24hrs and confined for a period of 10 days.

C. Make any necessary CAD entries

D. Code out and clear call

☐ **POLICY REVIEW – General Orders in PowerDMS on: Animal Bites**

**DOR#** \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer                      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Field Training Officer                      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor                      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**RUSE/BURGLARY Residential/Commercial**

**PURPOSE:**

- 1) To provide for the effective and tactically safe response to “in-progress” calls.
- 2) To identify proper procedures for conducting an investigation.

**PRECEDING TRAINING TASKS:**

- 1) 911 Response
- 2) Alarms
- 3) Person/Property Crimes
- 4) Suspicious Person/Vehicles
- 5) Communications Procedures

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II A - 1, 3, 4, 7, 8, 11, 12
  - B) Sect. II B - 9
- 2) CPD METRO Training Academy 485 Hour Curriculum
  - A) Law Unit, Sect.(s) 3 to 6, 8, 9, 11 to 13
  - B) Operations Section/Patrol Invest. Unit, Sect.(s) 1, 2, 4, 5, 7

**UNIFORM METHOD OF TASK EXECUTION**

- I. Residential/Business
  - A. Alert tactical response
  - B. Building assessment
    1. Coordinate other responding units
    2. Determine point of entry/exit
    3. Be alert to footwear impressions left by offenders
  - C. Contact complainant, if appropriate
  - D. Make entry if necessary
    1. Perimeter control by other units
    2. Clear/search (consider alt. POE to disturbing evidence)
      - a. K9 if available
      - b. Coordinate search team
  - E. Determine loss/preserve evidence
    1. Broadcast information to other units/agencies
  - F. Forensic technician notification
  - G. Canvass area
  - H. Look for surveillance cameras
  - I. Incident Report
  - J. Provide victim with Victim Property Sheet
- II. In-Progress
  - A. Silent/tactical response (silent/dark approach)

**FIELD TRAINING AND EVALUATION PROGRAM**

**RECRUIT MANUAL**

## PARK RIDGE POLICE DEPARTMENT

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1. Anticipate address/side of street
2. Limit siren use when close
3. Use lights and air horn
4. Approach scene dark
5. Park a safe distance away
- B. Secure channel for emergency radio traffic only
- C. Establish/secure perimeter
- D. Determine building security
  1. Use of K-9?
  2. Maintain perimeter
- E. Contain scene, control, and "call out" offender
  1. If offender(s) have fled scene and info. Is available
    - a. "FLASH" messages, local And ISPERN
- F. Need for tactical entry
  1. Immediate
    - a. K9
    - b. Rapid Response Techniques
  2. Not Immediate
    - a. Request supervisor for evaluation
- G. Complete any required reports
- H. Enter any info into CAD
- I. Code out and clear call

☐ **POLICY REVIEW – General Orders in PowerDMS on: Calls for Service  
Emergency Vehicles**

☐ **LEGAL REVIEW: 720ILCS 5/19-1**  
☐ **LEGAL REVIEW: 720 ILCS 5/19-3**

**DOR#**\_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Field Training Officer                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**FIELD TRAINING AND EVALUATION PROGRAM**  
**RECRUIT MANUAL**

**CHECK WELL BEING/SUDDEN DEATH**

**PURPOSE:**

- 1) To provide a uniform method of responding to and handling checks on the well-being of individuals and death investigations.

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) II. C(4)
  - B) II. D(10)
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) C (1) 5
  - B) C (2) 9
- 3) CPD METRO Academy 485 Hour Curriculum
  - A) Operations Section/Patrol, Sect.s 6, 10
  - B) Operations Section/Patrol Invest., Sect. 11

**UNIFORM METHOD OF TASK EXECUTION**

**I. RESIDENTIAL**

- A. Appropriate response
- B. Confirm nature
- C. Attempt contact/building security
  1. Re-contact complainant (if needed/possible)
  2. Check with neighbors
  3. Phone contact
  4. Relatives/key holder nearby
- D. Determine need for forced entry
  1. Evaluate information/supervisor notification
    - a. Who is calling (long lost friend vs immediate family)?
    - b. Do they have the authority to approve forced entry?
  2. Key?
  3. Fire Department
  4. Immediate forced entry
  5. Be alert to pets/animals
- E. Tactical entry/search
  1. Announce presence
  2. Complete search for victim
  3. EMS if necessary
  4. Preserve crime scene if appropriate – DO NOT USE PHONE
- F. Make necessary notification(s) if appropriate (Dr., F.T., Det., Med. Exam., Health Dept., Family Services, Family Member, Chaplains, Social Worker)
  1. Will family Dr. sign death certificate?

**FIELD TRAINING AND EVALUATION PROGRAM**

**RECRUIT MANUAL**



- 2. List medications/health problems
- G. Complete necessary reports
  - 1. Incident Report
  - 2. Social Service Referral
- H. Pronouncement of death
  - 1. Presumptive evidence of death – PRFD to run telemetry strip to hospital for verbal confirmation
  - 2. Record time and pronouncing physician
  - 3. Notify M.E. before removal
- I. Transportation of deceased bodies
  - 1. No M.E. Case
    - a. Family contacts funeral home of choice
    - b. If not an M.E. case and the family does not have a funeral home, contact Post 1 to notify appropriate funeral home for that given month.
  - 2. M.E. Case – officer to contact the City’s contracted funeral home  
\*\*\*if no answer immediately contact other name/funeral home for removal
  - 3. Secure residence if necessary
  - 4. If death appears suspicious/unusual, immediately notify a supervisor.
- L. Code out and clear call
- II. NON-RESIDENTIAL
  - A. Assess individual
  - B. EMS if necessary
  - C. 10-27/29
  - D. Determine placement
    - 1. Friend/relative
    - 2. Transport by officer/taxi
      - a. Supv. approval for out of town address
    - 3. Release at scene
    - 4. Lutheran General Hospital
    - 5. PADS shelter
  - E. Crime Scene
  - G. Make any appropriate CAD entries
  - F. Code out and clear call

☐ **POLICY REVIEW – General Orders in PowerDMS on: Death Notification  
Police Chaplain**

## **PARK RIDGE POLICE DEPARTMENT**

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**Social Services  
Evidence Preservation  
Community Relations**

**DOR#**\_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Field Training Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **DISTURBANCE**

### **PURPOSE:**

- 1) To provide a uniform and tactically safe response to disturbance calls.
- 2) To provide a systematic way to deal with persons involved.

### **PRECEEDING TRAINING TASKS:**

- 1) Suspicious Person/Vehicle
- 2) Communications Procedures

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II (B) 1, 4, 5
  - B) Sect. II (C) 2
  - C) Sect. II (D) 10
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II (B) 1, 4, 5
  - B) Sect. II (C) (1) 2, 3, 7
  - C) Sect. II (C) (2) 9
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Human Behavior Unit, Sect.(s) 1, 2
  - B) Physical Skills Unit, Sect. 1
  - C) Operations Section/Patrol, Sect.(s) 3, 6
  - D) Operations Section/Patrol Investigation, Sect. 11
  - E) Harold Washington College Section, Sect. 4

### **UNIFORM METHOD OF TASK EXECUTION**

- I. VARIOUS APPROACH METHODS
  - A. Siren – announce your presence (may disperse crowd faster)
  - B. Silent – may aid in apprehension of suspects
- II. DETERMINE NATURE
  - A. If Domestic handle as such
  - B. Verify accuracy and timeliness of information
  - C. Number of subjects
  - D. Weapons?
    1. Type, description, number
  - E. Vehicle(s) involved
    1. Description(s)
    2. Direction of travel
    3. Occupants
      - a. Number and description(s)
  - F. Request and coordinate additional units if necessary
  - G. Separate subjects
    1. Officer safety concerns
    2. Identify subjects

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**

- 3. 10-27/29
- 4. Preliminary investigation
- H. Enforcement Action
  - 1. Arrest
    - a. Incident Report
    - b. Complaints
    - c. Felony 101 if applicable
    - d. C Jacket
    - e. Arrest Report
    - f. CABS
    - g. Bond and release
  - 2. City Ordinance
    - a. L.O. Ticket
    - b. Arrest Report
    - d. Incident Report
  - 3. Warn and release
    - a. Field Contact Card
    - b. Disperse if necessary

**DOR#** \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer                      Date    /   /   

\_\_\_\_\_  
Field Training Officer                      Date    /   /   

\_\_\_\_\_  
Supervisor                      Date    /   /

**DOMESTIC VIOLENCE**

**PURPOSE:**

- 1) To provide for a uniform, safe response to disturbance calls.
- 2) To provide a uniform method of handling disturbances in accordance with all legal and department requirements.
- 3) To insure compliance with IDVA, 750 ILCS 60.

**PRECEDING TRAINING TASKS:**

- 1) 911 Response
- 2) Disturbance
- 3) Keep The Peace
- 4) Person/Property Crime
- 5) Communications Procedure

**REFERENCE:**

- 1) ILETSB Minimum Standards L.E. Basic Curriculum
  - A) Sect. II A – 1, 4, 7, 8, 11, 12
  - B) Sect. II B – 1, 2, 4, 9, 12
  - C) Sect. II C – 2
  - D) Sect. II D – 1, 4, 5, 7
  - E) Sect. II F – 11
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A – 1, 4, 8, 12, 13
  - B) Sect. II B – 1, 2, 4, 9
  - C) Sect. II C (1) – 2, 3
  - D) Sect. II C (2) – 1, 4, 5, 7
  - E) Sect. II D – 11
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Unit, Sect.(s) 3, 4, 8, 9, 12
  - B) Human Behavior Unit, Sect.(s) 1, 5
  - C) Operations Section/Patrol Unit, Sect.(s) 2, 3, 6, 10
  - D) Operations Section/Patrol Inv. Unit, Sect.(s) 3, 4, 5, 7
  - E) Harold Washington College Unit, Sect.(s) 1, 4

**DEFINITIONS:**

- 1) Abuse includes physical, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation.
- 2) Does not include reasonable direction of a minor child by a parent or person in loco parentis.
- 3) Family or household member includes individual relationships: spouse, former spouse, parent(s), children, stepchildren or other persons related by blood or by present or prior marriage.
- 4) Persons who share, or formerly shared a common dwelling. Persons who have, or allegedly have a child in common.
- 5) Order Of Protection: May be enforced only if the respondent has been served with the order or has previous knowledge of its contents. Violating an Order Of Protection constitutes a criminal charge of "Violation Of Order Of Protection". No one may obtain an Order Of Protection in criminal court unless a complaint is filed for specific charges.

**LIABILITY:**

**FIELD TRAINING AND EVALUATION PROGRAM**

**RECRUIT MANUAL**

## PARK RIDGE POLICE DEPARTMENT

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- 1) Liability is limited: Any act of omission or commission by any police officer acting in good faith in rendering emergency assistance or otherwise enforcing this act, shall not be subject to Civil liability, unless the act is a result of willful or wanton misconduct.
- 2) Arrest: An arrest may be made without a warrant if the officer has probable cause to believe that a person has committed a crime, included but not limited to Violation of Order of Protection, even if the crime was not committed in the presence of the officer.
- 3) Report Required: Incidents of any bona fide allegation of domestic abuse, neglect or exploitation requires a written report by the investigating officer detailing the situation and disposition of the investigation. PRPD requires a report and a domestic violence form issued on all domestic disturbances.

### UNIFORM METHOD OF TASK EXECUTION

#### I. SILENT/TACTICAL RESPONSE

- A. Wait for backup unit
- B. Obtain safety details (alcohol, weapons, priors)
- C. Park away from address
- D. Assess situation before approach/knocking
- E. Establish control
  1. Separate disputants/maintain visual with other PO
  2. Weapons awareness (yours)/scan area (accessibility)
  3. Calm the participants
- F. No one leaves room unattended
- G. Summon EMS if needed

#### II. PRELIMINARY INVESTIGATION

- A. Interview disputants and witnesses separately
- B. Identify primary aggressor
- C. Note and document victim's/aggressor's condition
- D. ID/10-27/29
- E. Check for current order of protection
- F. Provide Domestic Violence Victims Rights Form (ILDVA)

#### III. ARREST

- A. Record spontaneous statements
- B. Miranda
- C. Attempt to get statement from offender
- D. Explain complaint process to victim
- E. Means to obtain order of protection
- F. Officer has a duty to sign complaint on behalf of the victim in cases of severe injury and/or concern for the safety of the victim, children or other family members that reside in the home
- G. Offender MUST be held for bond hearing
- H. Advise offender that he may not return to residence for 72 hrs
- I. Complete Domestic Violence Bond Screening Form

### FIELD TRAINING AND EVALUATION PROGRAM

### RECRUIT MANUAL

## PARK RIDGE POLICE DEPARTMENT

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- J. Complete all necessary reports, complaints
- K. CABS Offender
- L. Make copies for bond hearing
- M. Offer Social Service Referral
- IV. EVIDENCE
  - A. Note condition of crime scene
  - B. Photo crime scene
  - C. Photo victim's/suspect's injuries
    - 1. Document if no injuries
  - D. Collect/inventory weapons
- V. COMPLETE REPORT/COMPLAINTS
  - A. Give victim court info for bond hearing
    - 1. No court date on complaints
    - 2. Offer Social Service Referral
    - 3. Remember to give all parties domestic violence forms
- VI. OFFENDER NOT ON SCENE
  - A. Broadcast description if just occurred (last 1 hour)
    - 1. Local and ISPERN
  - B. Same as II. A-F where appropriate
  - C. Attempt removal of firearms for safe keeping
  - D. Complete report and complaints
  - E. Prepare domestic violence packet
    - 1. Copy of report
    - 2. Advise victim to contact PD if offender returns
    - 3. Indicate Detective Follow Up Needed
    - 4. Copy of Domestic Violence Form to victim/s
- VII. VISITATION INTERFERENCE 720 ILCS 5/10-5.5
  - A. Examine court orders / documents
  - B. Use reasoning with both subjects
  - C. Complete incident report
  - D. Code and clear call

**\*\*\*\*ALL BONAFIDE DOMESTIC VIOLENCE INCIDENTS, EVEN IF NO ARREST, REQUIRE AN INCIDENT REPORT\*\*\*\***

- ☐ **POLICY REVIEW – General Order in PowerDMS on DOMESTIC VIOLENCE**
- ☐ **LEGAL REVIEW: 750 ILCS 60/101**
- ☐ **LEGAL REVIEW: 725 ILCS 5/112A**
- ☐ **LEGAL REVIEW: 720 ILCS 5/12-3.2**

**FIELD TRAINING AND EVALUATION PROGRAM  
RECRUIT MANUAL**

**PARK RIDGE POLICE DEPARTMENT**

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☐ **LEGAL REVIEW:**      **720 ILCS 5/12-6.3**

**DOR#**\_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date    /   /   

\_\_\_\_\_  
Field Training Officer      Date    /   /   

\_\_\_\_\_  
Supervisor      Date    /   /



**MISSING/RUNAWAY**

**PURPOSE:**

- 1) Identify the proper procedures for conducting an investigation of a missing person or runaway.
- 2) Identify the proper procedures for handling a previously reported missing person/runaway who has been located/returned home.

**PRECEEDING TRAINING TASKS:**

- 1) Communications Procedures

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Training Curriculum
  - A) Sect. II D - 10
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II C (2) – 9
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Operations Section/Patrol Investigation, Sect.(s) 11

**UNIFORM METHOD OF TASK EXECUTION**

\*\*\* All reports of Missing Persons will be given full consideration and attention by officers, and will include careful recording and investigation of factual circumstances surrounding the disappearance. Special attention/ supervisor notification will be exercised in instances involving missing children and individuals who may be mentally or physically impaired or others who are insufficiently prepared to take care of themselves.

**THERE IS NO WAITING PERIOD FOR REPORTING A MISSING PERSON!!!**

- I. Missing Person/Child
  - A. Timely response
  - B. Contact complainant
    1. Obtain complete description/photo/medical history
    2. Broadcast information
      - a. Local Band
      - b. ISPERN
      - c. Amber ALERT
  - C. Area Search
    1. Search residence or facility a second time
    2. Canine unit
      - a. Do not trample the last known area of scent
    3. Interview friends/neighbors/pedestrians/workmen
  - D. Missing Person Report
    1. Complainant signs LEADS Authorization on Missing Report
      - a. Reporter's relationship to missing
      - b. Suspicion of foul play? Why?
      - c. Medical Condition?
      - d. They are to report the subject's return immediately to this agency

**FIELD TRAINING AND EVALUATION PROGRAM**

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## PARK RIDGE POLICE DEPARTMENT

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- e. They are responsible for any and all costs to bring the missing back If found (airfare, etc...)
- 2. Copy to Post One for LEADS entry
- 3. Have complainant sign report and give copy with LEADS #
- E. Search of area
- F. Code out and clear call
- II. CANCELLATIONS
  - A. Verify return (physically view the missing)
  - B. Advise Post One to cancel LEADS
  - C. Complete a Supplementary Report, including dispatch star # canceling LEADS
  - D. Code out and clear call
- III. RUNAWAY
  - A. 17 YOA and younger
  - B. Determine if intentional
    - 1. Note/letter indicating intent
    - 2. Left without authority/against parent's wishes
    - 3. Dispute with parents/other family member(s)
    - 4. Follow missing person format
    - 5. Habitual runaway?

☐  
☐

**POLICY REVIEW – General Order in PowerDMS on: Missing persons/juveniles**  
**LEGAL REVIEW 705 ILCS 405/3-3**

**DOR#**\_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Field Training Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **RETAIL THEFT**

### **PURPOSE:**

- 1) To provide a uniform method of handling these incidents.

### **PRECEEDING TRAINING TASKS:**

- 1) Person/Property Crimes
- 2) Communications Procedures

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II A – 4, 8, 12, 13
  - B) Sect. II B – 3, 9
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A – 4, 9, 13, 14
  - B) Sect. II B – 3, 9
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Section, Sect.(s) 4, 8, 12, 13
  - B) Operations Section/Patrol Investigation, Sect.(s) 2, 5

### **UNIFORM METHOD OF TASK EXECUTION**

#### **I. IN CUSTODY**

- A. Appropriate response
- B. Search offender
- C. Proper identification (Photo ID, driver's license)
- D. Call dispatch to run CQH
- E. Evidence
  1. Video
  2. Signed complaints
  3. Photo of merchandise
  4. Receipt from business
- F. Ensure probable cause exists!
  1. DON'T RELY ON STORE SECURITY'S OPINION ALONE!
  2. Must have passed last cash register (left store completely is best)
- G. Handcuff arrestee (behind back & double locked)
- H. Inspect rear seating area of squad both before and after prisoner transport.
- I. Transport to PRPD
- J. Advise victim of court date /time
- K. Felony amount (\$300.00 and up)
  1. Obtain Criminal History
  2. Attempt statement
  3. Contact Felony Review
    - a. If Approved, get APPROVAL time and name of ASA
  4. Complete all necessary reports
    - a. If Felony Approval is given, include 101 Sheet

### **FIELD TRAINING AND EVALUATION PROGRAM**

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**PARK RIDGE POLICE DEPARTMENT**

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5. Code out and clear call

II. NON CUSTODY

A. Appropriate response

B. Locate complainant for further information

1. Description; subject(s), vehicle, direction of travel, etc.

C. Consider value – does complainant want to pursue?

D. Does not want to pursue

1. Make any appropriate CAD entries – descriptions, etc.

2. Incident Report

F. Does Want To Pursue

1. FLASH Message – Local and ISPERN

2. Incident Report

3. Collect any evidence

4. Check other likely target area for suspect(s)

5. Code out and clear call

☐ **LEGAL REVIEW: 720 ILCS 5/17-1(B)**

☐ **LEGAL REVIEW: 720 ILCS 5/17-3**

☐ **LEGAL REVIEW: 720 ILCS 250/8 & 9**

☐ **POLICY REVIEW – General Orders in PowerDMS on: RESPONSE TO CALLS FOR SERVICE  
PRISONER TRANSPORT  
STRIP SEARCHES  
EVIDENCE**

☐ **POLICY REVIEW: LOCAL ORDINANCES**

**DOR#** \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer                      Date    /   /   

\_\_\_\_\_  
Field Training Officer                      Date    /   /   

\_\_\_\_\_  
Supervisor                                      Date    /   /

**JUVENILE OFFENDER**

**PURPOSE:**

- 1) To provide a uniform method of handling juvenile contacts

**PRECEDING TRAINING TASKS:**

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II A 6
  - B) Sect. II B 8
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A 7
  - B) Sect. II B 8
- 3) CPD METRO training Academy 485 Hour Curriculum
  - A) Criminal Law Unit, Sect. 7
  - B) Human Behavior Unit, Sect. 3
  - C) Operations Section/Patrol Invest., Sect. 9

**UNIFORM METHOD OF EXECUTION**

**I. DETERMINE OFFENSE**

**A. ARREST**

1. Verify identification
2. Arrest procedures
3. Transport to station
  - a. Announce beginning/ending mileage
  - b. Handcuff only when it's an adult equivalent jailable offense
  - c. Keep separate from adults at all times
4. Upon arrival at PRPD notify juvenile officer (depending on charge)
  - a. Serious cases TOT the Det/Youth Officer for the completion of the arrest and/or petitioning of the juvenile
  - b. No juvenile will be held longer than 12 hrs
  - c. Notify parents /guardian
5. Complete all necessary reports
  - a. Incident Report
  - c. Arrest Report w/ parent information
  - d. J Jacket
  - e. L.O. Ticket/MC Citation
6. Felony charges require fingerprints
7. Municipal Charges
  - a. Attempt notification of parent/ legal guardian
    - 1) Document name/time
  - b. Issue Citation (12 YOA and over)
    - 1) Notify parent/ legal guardian if no custody

**FIELD TRAINING AND EVALUATION PROGRAM**

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- c. Process if brought to station
        - 1) Notify juvenile officer
      - d. If unable to contact parent/legal guardian can release to responsible adult.
    - 8. Intake referral (equivalent to criminal charge)
      - a. Process at station
      - b. Notify parent /legal guardian
        - 1) Document name and time
      - c. Notify Juvenile Officer
    - 9. Violent/Intoxicated/Under Influence of Drugs
      - a. Call PRFD to transport to hospital for evaluation
      - b. Notify parent /guardian
    - 10. Juvenile Court Act does not apply to traffic offenses
  - B. NO ARREST OPTION
    - 1. Complete incident report
    - 2. Counsel / station adjustment and release/ Peer Jury
    - 3. Notify parent/legal guardian/responsible adult
      - a. Document name and time
    - 4. CAD entries, code out and clear call
- II. JUVENILE WARRANT
  - A. Bring into station and contact juvenile intake
  - B. Notify juvenile officer if on duty
- III. RUNAWAYS
  - A. Local
    - 1. Refer to original report for action requested
    - 2. Complete Supp. Report
    - 3. Cancel Runaway Report
    - 4. Have Post One cancel in NCIC /LEADS
    - 5. CAD entries, code out and clear call
  - B. Other Jurisdiction
    - 1. Comm. Section contact ORA for disposition
  - C. Make CAD entries, code out and clear call
  - D. Phone Contact – returned home
    - 1. Confirm physically
    - 2. Complete Supp. Report
    - 3. Have Post 1 cancel LEADS entry
    - 4. CAD entries, code out and clear call

**❑ POLICY REVIEW – General Orders in PowerDMS on: JUVENILE OFFENDER  
JUVENILE MISSING**

## PARK RIDGE POLICE DEPARTMENT

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- ☐ **LEGAL REVIEW**      **705 ILCS 405**
- ☐ **MUNICIPAL ORDINANCES**

**DOR#**\_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Field Training Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**KEEP THE PEACE**

**PURPOSE:**

- 1) To provide a uniform method of handling disputes.
- 2) To prepare officers to properly analyze and effectively deal with these incidents.

**PRECEEDING TRAINING TASKS:**

- 1) Communications Procedures

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II B – 4, 5, 12
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II B – 4, 5
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Human Behavior section, Sect.(s) 1, 2
  - B) Physical Skills Section, Sect.(s) 1

**UNIFORM METHOD OF TASK EXECUTION**

**I. CIVIL**

- A. Determine relationships
- B. ID, 10-27/29
- C. Check documentation
  1. Court Orders
  2. Leases
  3. Receipts
  4. Evidence of residency
    - a. Mail/bills/address on DL
    - b. Clothing on scene
    - c. Personal hygiene items
    - d. Witnesses
    - e. Length of time in residence
- D. Legal Remedies
  1. Private Attorney
  2. Government Agency
  3. Cook County Sheriff's Dept. (Eviction Process)

**II. PROTESTS/LABOR DISPUTES**

- A. Low key response
- B. Determine magnitude
- C. Notify supervisor
- D. Request and coordinate additional officers if necessary
- E. Control scene
  1. Traffic control

**FIELD TRAINING AND EVALUATION PROGRAM**

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## PARK RIDGE POLICE DEPARTMENT

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- 2. Bystander safety
- F. Request other City Dept.(s) support as needed
  - 1. Fire/EMS
  - 2. Street Dept., Etc.
- G. Remain Neutral
- III. CRIMINAL
  - A. Criminal Act Committed
    - 1. Arrest – removal from property
      - a. Domestic issues/remedies?
    - 2. No arrest – no grounds to remove from property
  - B. Criminal Trespass To Property (720 ILCS 5/19-4)
    - 1. W/O owner's consent
    - 2. Remains on property after notice

- ☐ **LEGAL REVIEW: 720 ILCS 5/19 – 4**
- ☐ **LEGAL REVIEW: 720 ILCS 5/21 –3**
- ☐ **LEGAL REVIEW: 735 ILCS 5/9 – 101**

**DOR#** \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Field Training Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**WARRANT SERVICE**

**PURPOSE:**

- 1) To Provide A Uniform Method Of Handling These Incidents.

**PRECEDING TRAINING TASKS:**

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
- 2) CCSPD Training Academy 400 Hour Curriculum
- 3) CPD METRO Training Academy 485 Hour Curriculum

**UNIFORM METHOD OF TASK EXECUTION**

- I. Park Ridge Warrant
  - A. Verify Identifiers
    1. Name / DOB
    2. Physical Description
    3. D/L Number
    4. Scars, Marks, Tattoos
    5. Address
  - B. Take Subject Into Custody
    1. Search Subject
    2. Handcuffs double locked behind arrestee's back
    3. Check rear seat area before and after arrestee enters /exits squad
    4. Transport subject To PRPD for processing
  - C. Complete required reports
- II. L.E.A.D.S. Warrant
  - A. Check Geographical Limitations
  - B. Verify Identifiers
  - C. Verification through originating agency by communications
  - D. Take subject into custody
  - E. Transport subject To PRPD for processing
  - F. Complete required reports

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**POLICY REVIEW – General Orders in PowerDMS on: ARREST WARRANTS  
PRISONER PROCESSING  
USE OF FORCE**

**DOR#\_\_\_\_\_**

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

**FIELD TRAINING AND EVALUATION PROGRAM**

**RECRUIT MANUAL**

## PARK RIDGE POLICE DEPARTMENT

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\_\_\_\_\_  
Probationary Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Field Training Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**PARKING ENFORCEMENT**

**PURPOSE:**

- 1) To properly instruct actions to be taken on parking/obstructing violations and standardize the method of application.

**PRECEDING TRAINING TASKS:**

- 1) **Communications Procedures**
- 2) **Suspicious Person/Vehicle**

**UNIFORM METHOD OF TASK EXECUTION**

**I. ON VIEW OR DISPATCHED INCIDENT**

- A. Private property?
  1. Verify Violation Exists
  2. Check to see if we have an enforcement contract.
- B. Run 10-28/29 on registration
  1. Compare VIN information
  2. If Driver Returns to Vehicle
    - a. Notify Dispatch of location, plate and/or vehicle description
- C. Enforcement Action (Quality vs Quantity)
  1. Ordinance Violation Number
  2. Make Due Date 14 Days From Violation
  3. Place Citation Securely On Vehicle
  4. Code Out and Clear Incident If One Was Created
- D. Vehicle Obstructing Traffic

\*\*\*A, B, C, E, and F apply

  1. Determine Need to Tow Vehicle
- E. Booting of Vehicle
  1. Performed By Community Service Officer Only
  2. Standby For Immobilization/Removal
- F. No Enforcement Action Taken
  1. Make Notation in CAD
  2. Code Out and Clear Call

☐

**CITY ORDINANCE REVIEW**

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**POLICY REVIEW – General Orders in PowerDMS on: Violation Enforcement  
Parking Summons/Control  
Snow Command Parking Enforcement**

**DOR# \_\_\_\_\_**

## **PARK RIDGE POLICE DEPARTMENT**

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I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer                      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Field Training Officer                      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor                      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**UNDERAGE POSSESSION/CONSUMPTION OF ALCOHOL**

**PURPOSE:**

- 1) To establish criteria for, and provide a uniform method of application in handling, calls for service involving minors and alcohol.

**PRECEDING TASKS:**

- 1) Juvenile Offender

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II A 4, 6
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A 4, 7
  - B) Sect. II B 8
  - C) Sect. II C(1) 1
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Unit, Sect. 4, 7
  - B) Human Behavior Unit, Sect. 3
  - C) Operations Sect./Patrol Invest., Sect. 9

**UNIFORM METHOD OF TASK EXECUTION**

**I. DETERMINE OFFENSE**

**A. Contact**

1. Circumstances
2. Location
  - a. House, Park, etc.
    - 1) Ensure adequate personnel on scene
    - 2) Verify violation
    - 3) 10-27 (If Applicable)
    - 4) Verify ID and age
3. Under 18 contact parents for pick up
4. Transport to station Or MC citation on scene

**B. Arrest Procedures**

1. Juvenile –17 YOA and under
2. Minor – Under 21 YOA, over 17
3. Municipal Charge(s)
  - a) Zero Tolerance With Respect To Alcohol Use By a Minor
  - b) Possession
4. State Charge(s)
  - a) Possession
  - b) In Vehicle – Zero Tolerance

**C. Inventory Evidence**

1. Photograph open cans / bottles only
2. Sealed cans /bottles may be collected

**FIELD TRAINING AND EVALUATION PROGRAM**

**RECRUIT MANUAL**

## PARK RIDGE POLICE DEPARTMENT

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E. Complete all required reports and paperwork as required

1. Complete incident report
2. MC Citations
3. Arrest Report
4. BEAST (if applicable)
5. Notify Parents

- |                          |  |                            |
|--------------------------|--|----------------------------|
| <input type="checkbox"/> | <b>LEGAL REVIEW: Prohibited Sales and Possession</b>                                   | <b>235 ILCS 5/6-16</b>     |
| <input type="checkbox"/> | <b>LEGAL REVIEW: Transfer, Possession of Alcohol</b>                                   | <b>235 ILCS 5/6-20</b>     |
| <input type="checkbox"/> | <b>LEGAL REVIEW: Violations and Penalties</b>  | <b>235 ILCS 5/10-1</b>     |
| <input type="checkbox"/> | <b>LEGAL REVIEW: Contributing to Delinquency</b>                                       | <b>720 ILCS 130/2a</b>     |
| <input type="checkbox"/> | <b>LEGAL REVIEW</b>  | <b>Ch5 Sect10-5-3 V.O.</b> |
| <input type="checkbox"/> | <b>POLICY REVIEW – General Orders in PowerDMS on: Juveniles</b>                        |                            |
|                          | <b>Underage Drinking, Underage Drinking Parties and Possession of Cannabis Reports</b> |                            |

DOR# \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

	/	/	/	
Probationary Officer	Date			

	/	/	/	
Field Training Officer	Date			

	/	/	/	
Supervisor	Date			

**MISDEMEANOR/FELONY ARREST**

**PURPOSE:**

- 1) **To Provide A Uniform Method Of Handling These Incidents.**

**PRECEEDING TRAINING TASKS:**

**REFERENCE:**

- 1) **ILETSB Minimum Standards Basic L.E. Curriculum**
- 2) **CCSPD Training Academy 400 Hour Curriculum**
- 3) **CPD METRO Training Academy 485 Hour Curriculum**

**UNIFORM METHOD OF TASK EXECUTION**

- I. **TRANSPORT ARRESTEE TO PRPD**
  - A. Handcuffs double locked
  - B. Prisoner searched
  - C. Rear seat checked before and after transport
- II. **PRPD BOOKING ROOM**
  - A. Cuff arrestee to wall
  - B. Run hard copy CQH/DL info
  - C. Check for outstanding warrants
  - D. Read Miranda Warning and have arrestee sign form
  - E. Interview Subject
    1. Voluntary Statement?
  - F. Complete all necessary paperwork
    1. Misdemeanor Charge
      - a. Incident Report
      - b. C Jacket
      - c. Complaint Form
      - d. Arrest Report
    2. Felony Charge
      - a. Incident Report
      - b. C Jacket
      - c. Felony Complaint
      - d. Felony 101 Form
      - e. Arrest Report
      - f. Contact ASA for Felony Approval
- II. **C.A.B.S. ARRESTEE**
  - A. Follow CABS procedures in booking room
  - B. Enter charges/info in CABS

**FIELD TRAINING AND EVALUATION PROGRAM**

**RECRUIT MANUAL**



## PARK RIDGE POLICE DEPARTMENT

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C. Take digital photos

D. Print arrestee

### III. BOND

A. See Criminal Code for bond amount

B. Allow a reasonable amount of time to make calls to obtain bond

C. Arrestee unable to obtain bond

1. If failed after legitimate attempts and arrestee has no previous BFW's and no significant CQH call a supervisor to request an I-Bond

D. History of BFW's, lock subject up

☐

**POLICY REVIEW – General Orders in PowerDMS on: Arrest Warrants  
Prisoner Processing  
Use of Force  
Arrest Warrant Fee Procedures**

**DOR#**\_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date    /   /   

\_\_\_\_\_  
Field Training Officer      Date    /   /   

\_\_\_\_\_  
Supervisor      Date    /   /

**Probationary Officer Task Checklist**

<b><u>Phase Three Tasks</u></b>	<b><u>FTO /OIT INITIALS</u></b>	<b><u>DOR#</u></b>	<b><u>DATE</u></b>
Motor Vehicle Theft	_____	_____	__/__/__
Crimes against Children	_____	_____	__/__/__
Crimes against Persons/Property	_____	_____	__/__/__
Drug Investigations	_____	_____	__/__/__
In/Voluntary Committal	_____	_____	__/__/__
Evidence Handling	_____	_____	__/__/__
Crime Scene Preservation	_____	_____	__/__/__
Robbery	_____	_____	__/__/__
Fraud/Identity Theft	_____	_____	__/__/__
Deceptive Practice	_____	_____	__/__/__

I certify that I have been trained and demonstrated proficiency in the above Training/Task topics. I am ready to move on to Shadow Phase of my training.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Probationary Officer      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Field Training Officer      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Supervisor      Date

**MOTOR VEHICLE THEFT/VEHICULAR HIJACKING**

**PURPOSE:**

- 1) To provide for a swift, safe and tactical response to incidents in progress.
- 2) To identify proper procedures for conducting a motor vehicle theft investigation.
- 3) To identify indicators of stolen vehicles, procedures to verify vehicle title information, location of VINs and determination on the validity.
- 4) To identify proper procedures to inventory impounded vehicles.

**PROCEEDING TRAINING TASKS:**

- 1) 911 Response
- 2) Suspicious Person/Vehicle
- 3) Person/Property Crimes
- 4) Towing Vehicles
- 5) Communications Procedures

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II A - 1, 4, 5
  - B) Sect. II C - 2, 4, 6, 7
  - C) Sect. II D - 1, 2, 7, 9
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A - 1, 4, 6
  - B) Sect. C (1) - 2, 3, 5
  - C) Sect. C (2) - 1, 2, 8
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Unit, Sect. 3, 4
  - B) Operations Section/Patrol Investigation, Sect. 2, 3, 7, 10

**UNIFORM METHOD OF TASK EXECUTION**

**I. OBSERVANT RESPONSE**

- A. See complainant
  1. Determine who owns vehicle
  2. Determine if stolen, taken without permission, repossessed
    - a. Suspect description?
    - b. When was vehicle last seen?
    - c. Where was vehicle last seen?
    - d. Check to see if vehicle was involved in recent hit & run
    - e. Quick check of neighborhood or lot
    - f. Check with Post One to see if repo man removed vehicle
- B. Broadcast description of vehicle and offender (if known)
  1. Use "CYMMBALS" Descriptors
    - C-Color
    - Y-Year
    - M-Make
    - M-Model

**FIELD TRAINING AND EVALUATION PROGRAM**

**RECRUIT MANUAL**

B-Body Style

A-Additional info

L-License Plate

S-Serial (VIN) number

2. Local Band

3. ISPERN (if taken within last 1-hour)

C. Complete Paperwork

1. Ensure complaint to be signed

2. Have Post One enter vehicle into LEADS/NCIC

a. Obtain LEADS number and put on report

b. Complete Incident Report

c. Code out and clear call

**II. VEHICULAR HIJACKING**

A. Alert response

B. See complainant

1. Request EMS if necessary

2. Obtain basic information for "FLASH" Messages

a. Local

b. ISPERN

c. Notify Investigations

d. Complete Incident Report

3. Check general area for vehicle

4. Code and clear call

**III. RECOVERY OF STOLEN VEHICLE REPORTED FROM PRPD**

A. Inspect vehicle

1. Confirm steal with plate/VIN

B. Request FT if needed

C. Canvass immediate area

D. Complete Supplement Report

E. Determine vehicle disposition

1. Return to owner

2. Impound

3. Relocate to Lin-Mar for evidence work

F. Cancel LEADS entry

G. Complete Supplemental report

H. Code out and clear call

**III. RECOVERED STOLEN AUTO – FOREIGN JURISDICTION**

**FIELD TRAINING AND EVALUATION PROGRAM**

**RECRUIT MANUAL**

## PARK RIDGE POLICE DEPARTMENT

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- A. Inspect vehicle
- B. Request notification of reporting agency
  - 1. Confirm still active steal
  - 2. Obtain instructions for recovery
    - a. Hold for evidence
    - b. Tow and impound
    - c. Canvass immediate area
- C. Complete all necessary reports
- D. Code out and clear call

- ☐ **LEGAL REVIEW:** 720 ILCS 5/16-1
- ☐ **LEGAL REVIEW:** 625 ILCS 5/4-103
- ☐ **LEGAL REVIEW:** 720 ILCS 5/18-3

**DOR#**\_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date    /   /   

\_\_\_\_\_  
Field Training Officer      Date    /   /   

\_\_\_\_\_  
Supervisor      Date    /   /

**CRIMES AGAINST CHILDREN**

**PURPOSE:**

- 1) To provide a systematic method of investigating crimes of this nature.
- 2) To recognize signs of neglect, physical abuse, and sexual abuse.
- 3) To understand the need for prompt intervention.

**PRECEEDING TRAINING TASKS:**

- 1) Check The Welfare
- 2) Communications Procedures

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II B – 1, 2, 4, 9
  - B) Sect. II C – 4
  - C) Sect. II D – 1, 4, 7
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II B – 1, 2, 4, 9
  - B) Sect. II C(1) – 5
  - C) Sect. II C(2) – 1, 4, 7
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Human Behavior Section, Sect.(s) 5
  - B) Operations Section/Patrol, Sect.(s) 10
  - C) Operations Section/Patrol Invest., Sect.(s) 3,4, 7
  - D) Harold Washington College Section, Sect.(s) 1, 4

**UNIFORM METHOD OF TASK EXECUTION**

**I. ABUSE/NEGLECT**

- A. Appropriate response
- B. Contact with possible subjects
- C. Check on suspected victim's welfare
  1. EMS if necessary
- D. Determine who is victim's caretaker/parent/guardian
- E. Investigation of complaint
  1. Where did incident occur?
    - a. PRPD jurisdiction or other agency
  2. Determine severity
    - a. Immediacy of follow up
  3. Locate and identify witnesses
  4. Make notes on statements made by all parties involved
  5. Determine need for custody or placement
    - a. Authority to take protective custody if necessary
      - 1) Contact Juvenile Officer/ Detective
      - 2) Contact DCFS (1-800-25ABUSE) (bona fide case)
      - 3) Social Service Referral if necessary
  6. Contact Forensic Technician for photos

**FIELD TRAINING AND EVALUATION PROGRAM**

**RECRUIT MANUAL**

- a. Victim
  - b. Scene (if appropriate)
- F. Complete all necessary reports, etc.
  - 1. DCFS Report
  - 2. CAD entries as appropriate
- G. Code out and clear call

**II. ABDUCTION**

- A. Interview parents or person who made the complaint
- B. Verify that the child is missing
  - 1. Witness to abduction?
  - 2. Notify supervisor and detectives
  - 3. Search residence, outbuildings
  - 4. Canvass neighborhood
- C. Determine child custody status
- D. Identify circumstances behind disappearance
- E. When, where, and by whom was the child last seen?
  - 1. Initial interview
  - 2. Establish and maintain crime scene
- F. Obtain detailed description
  - 1. Child
    - a. Photo/Fingerprints?
  - 2. Abductor
    - a. Vehicle
    - b. Last known direction of travel
- G. Broadcast Information
  - 1. Local
  - 2. ISPERN
  - 3. AMBER Alert
- H. Request additional personnel if needed
- I. Request Detectives and Forensic Technician
- J. Obtain information on family/friends of victim
  - 1. Potential locations of child
- K. Attempt ID of subject(s) involved
  - 1. Attempt to locate
  - 2. Interview separately
- L. Complete necessary reports
  - 1. LEADS Number
  - 2. Copy to Post One

## PARK RIDGE POLICE DEPARTMENT

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M. CAD entries as necessary, code out and clear call

III. ENTICEMENT

- A. Complete incident report
- B. Contact Detectives/Critical Reach
- C. CAD entries as needed
- D. Code out and clear call

- ☐ **LEGAL REVIEW: 325 ILCS 5/1**
- ☐ **LEGAL REVIEW: 720 ILCS 5/10-5**
- ☐ **LEGAL REVIEW: 720 ILCS 5/10-7**
- ☐ **LEGAL REVIEW: 720 ILCS 5/12-21-5**
- ☐ **LEGAL REVIEW: 720 ILCS 130/2**
- ☐ **LEGAL REVIEW: 720 ILCS 150/4**

**DOR#**\_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date    /   /   

\_\_\_\_\_  
Field Training Officer      Date    /   /   

\_\_\_\_\_  
Supervisor      Date    /   /



**CRIMES AGAINST PERSONS/PROPERTY**

**PURPOSE:**

- 1) To provide a uniform method of effectively handling these incidents.

**PRECEEDING TRAINING TASKS:**

- 1) Communications Procedures

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II D – 1, 2
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II C(2) – 1, 2
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Operations Section/Patrol Investigation, Sect.(s) 1, 2

**UNIFORM METHOD OF TASK EXECUTION**

**I. APPROPRIATE RESPONSE BASED ON DISPATCHED INFORMATION**

- A. Assess victim/situation (be open minded)
  1. EMS if necessary
  2. View damage
  2. Determine nature of the crime
    - a. Quick description/direction/facts
      - 1) Broadcast via PR radio and ISPERN
  3. Secure scene
- B. Interview/Investigate
  1. Victim
  2. Locate/ID witness
    - a. Oral statements
    - b. Written statements
    - c. Time frame
  3. Possible suspects/ motive
    - a. Known – name, DOB, TX, address, description
    - b. Unknown – Description
      - 1) Height, weight, hair, eyes, clothing, etc.
  4. F.T. for evidence/photos if necessary
  5. Preserve crime scene
  6. Determine need for additional units / assistance
  7. Locate suspects if possible
    - a. Just occurred – FLASH messages

## PARK RIDGE POLICE DEPARTMENT

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- b. ISPERN
- 8. Apprehension of Suspects
  - a. Local ordinance citation
  - b. Long form complaint
  - c. Adult
  - d. Juvenile
- 9. C/R and additional reports as needed
  - a. Mark Appropriately (complaint to be signed?)
  - b. Collect, package, and inventory any evidence

NOTE: IF OFFENDER/S ARE ON THE SCENE DETAIN/ARREST/SEARCH UNTIL INVESTIGATION CAN BE COMPLETED. IF OFFENDER(S) IS OBSERVED FLEEING UPON ARRIVAL FOLLOW GUIDELINES IN PURSUIT POLICY.

☐ **POLICY REVIEW – General Orders in PowerDMS on: Response to Calls for Service  
Pursuit Driving Policy  
Prisoner Transport  
Criminal Investigation**

DOR# \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Probationary Officer                      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Field Training Officer                      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Supervisor                                      Date

## **DRUGS**

### **PURPOSE:**

- 1) Develop knowledge and skills necessary to conduct an effective drug investigation at the patrol level.
- 2) Provide a uniform method of handling incidents involving illegal drugs.

### **PRECEEDING TRAINING TASKS:**

- 1) Check Welfare/DOA
- 2) Suspicious Person/Vehicles
- 3) Communication Procedures

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II A – 1, 4, 8, 9, 12
  - B) Sect. II B – 6, 9
  - C) Sect. II C – 1, 4, 5
  - D) Sect. II D – 4, 5, 7
  - E) Sect. II F - 11
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A – 1, 4, 8, 9, 10, 13
  - B) Sect. II B – 6, 9
  - C) Sect. II C(1) – 1, 5, 6
  - D) Sect. II C(2) – 4, 5, 7
  - E) Sect. II D - 11
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Section, Sect.(s) 3, 4, 8, 9, 12
  - B) Human Behavior Section, Sect.(s) 5
  - C) Operations Section/Patrol, Sect.(s) 10
  - D) Operations Section/Patrol Investigations, Sect.(s) 4, 5, 7, 12, 13
  - E) Harold Washington College Section, Sect.(s) 3, 6

### **UNIFORM METHOD OF TASK EXECUTION**

- I. DISCOVERY OF SUSPICIOUS/KNOWN SUBSTANCE OR ITEM
  - A. Maintain control of subject(s)
    1. Request additional units if necessary
  - B. Proper and complete search of subj.(s)/vehicle(s)/immediate area of control
    1. Personal safety issues (gloves, needle/razor awareness, etc.)
    2. Handcuff first , then search
    3. Record area of discovery
    4. Arrest driver for DUI if Under Influence of Drugs
    5. K9?
      - a. If dog alerts on vehicle or property and no charges on driver/ person he is free to go, but the vehicle or property stays behind pending a search warrant
    6. Impound / seize vehicle (large quantities, delivery etc.)
      - a. Tow Report
      - b. BEAST Property
  - C. Collect/preserve evidence
  - D. Arrest and transport

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**

## PARK RIDGE POLICE DEPARTMENT

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1. Check rear of squad for dumped contraband after arrival
- E. Vehicle disposition
  1. Tow/release to owner
  2. Tow/hold for seizure review
- F. Field Test
  1. Record brand, type, and lot # of reagent
  2. Utilize 24 hr pharmacy for unknown pills
- G. Contact tactical unit and/or forensic technicians (if necessary)
- H. Attempt to get statement
  1. Miranda
  2. Notify tactical unit / detectives if possibility of expanded investigation
  3. Complete Intel Report
- I. Inventory of all evidence
  1. Lab transmittals
- J. Complete all reports
  1. Incident Report
  2. Consent to Search Form?
  3. Complaint(s)/Felony 101
  4. C Jacket
  5. Lab Transmittal
  6. Code out and clear call

☐ **POLICY REVIEW – General Orders in PowerDMS on: PRISONER TRANSPORT**  
**STRIP SEARCHES**  
**ARREST PROCEDURES**  
**DRUG TESTING PROCEDURES**  
**DOR#\_\_\_\_\_**

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer                      Date    /   /   

\_\_\_\_\_  
Field Training Officer                      Date    /   /   

\_\_\_\_\_  
Supervisor                      Date    /   /   

**FIELD TRAINING AND EVALUATION PROGRAM**  
**RECRUIT MANUAL**

**INVOLUNTARY COMMITMENT/SUICIDAL**

**PURPOSE:**

- 1) To provide a uniform method of handling incidents involving involuntary commitments and suicidal subjects.
- 2) To insure that the proper steps are taken to assist the person.

**PRECEDING TRAINING TASKS:**

- 1) Check Welfare
- 2) Suspicious Person/Vehicle

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II B 4, 6
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II B 4, 6, 9
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Human Behavior Unit, Sect.(s) 1, 4, 5
  - B) Operations Section/Patrol, Sect. 6
  - C) Harold Washington College, Sect. 3

**UNIFORM METHOD OF TASK EXECUTION**

- I. SAFE RESPONSE
  - A. Wait for backup unit
  - B. Park away from address/location
  - C. Assess situation before knocking/approaching
- II. INVESTIGATION
  - A. Summon EMS if needed
  - B. Interview subject/complainant/witnesses
  - C. Look for evidence (weapons, drugs, notes, self-termination books /printouts)
  - D. Determine whether subject danger to self/others
- III. CUSTODY
  - A. Secure subject
  - B. Transport to LGH
    1. PRFD Ambulance
    2. May or may not ride in ambulance
- IV. PROCESSING
  - A. Stay with subject until secure in E.R.
  - B. Advise social worker
  - C. Involuntary Commitment Form signed (officer or family member)
  - D. Incident Report
  - E. Code out and clear call

☐ **LEGAL REVIEW: 405 ILCS 5/3-601**

**FIELD TRAINING AND EVALUATION PROGRAM**

**RECRUIT MANUAL**

**PARK RIDGE POLICE DEPARTMENT**

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☐ **LEGAL REVIEW: 405 ILCS 5/4-404**

**DOR#**\_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date   /  /  

\_\_\_\_\_  
Field Training Officer      Date   /  /  

\_\_\_\_\_  
Supervisor      Date   /  /

## **EVIDENCE HANDLING/LOST & FOUND PROCEDURES**

### **PURPOSE:**

- 1) To emphasize the need for effective techniques in the searching of the scene, identifying, collecting, recording and preserving evidence.
- 2) To emphasize the need and techniques for protecting a scene or piece of evidence.
- 3) To emphasize the circumstances when specialized assistance is required.

### **PRECEDING TRAINING TASKS:**

- 1) Burglary
- 2) Person/Property Crimes
- 3) Retail Theft
- 4) Robbery
- 5) Sex Crimes
- 6) Communications Procedures

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II A – 13
  - B) Sect. II D – 3
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A – 13
  - B) Sect. II C (3) - 3
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Unit, Sect.(s) 12
  - B) Operations Section/Patrol Investigation, Sect.(s) 1

### **UNIFORM METHOD OF TASK EXECUTION**

#### **I. GENERAL**

- A. Wear rubber gloves when handling evidence
- B. Handle evidence carefully and as little as possible
- C. Evidence sheet required for all submittals via BEAST
  1. Include any special instructions on the sheet (i.e. return to owner, hold, etc.)
- D. Item numbers should be in chronological order ie. ABC01, ABC02, ABC03
- E. Use locker consistent with the size of your submittal(s)
- F. Urine (DUI) and sexual assault kits should be placed in evidence refrigerator outside property room.
- G. ALL EVIDENCE CONSIDERED A BIOHAZARD MUST HAVE THE BIOHAZARD STICKER ON THE OUTSIDE OF THE PACKAGING
  1. PLACE THE ITEM WITH THE BIOHAZARD STICKER FACING FORWARD IN THE LOCKER TO ALERT THE PROPERTY ROOM OFFICER WHO REMOVES THE ITEM.
  2. PLACE BIOHAZARD MAGNET ON LOCKER EXTERIOR.
- H. Recovered stolen property must be entered as EVIDENCE, not lost and found.
- I. All sharp objects must be placed in an evidence box (knives, needles, glass pipes, etc.) the ISP crime lab WILL NOT process any sharps packaged in paper or plastic.
- J. All weapons (knives, guns, pellet guns, etc.) and money MUST be placed into evidence as evidence and an incident report is required.

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**

## **PARK RIDGE POLICE DEPARTMENT**

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- K. Turned in weapons (for destruction and safekeeping) require an incident report and items will be inventoried into the BEAST.
- L. Use the appropriate bag size for the item inventoried
- M. All hit and run evidence is to be placed into property custody.
- N. Biological evidence should always be dried before packaging.
- O. Biological evidence should NEVER be packaged in plastic
- P. No evidence submitted for latent print development should be packaged in plastic (paper only).

### **II. DRYING PROCEDURES**

- A. Articles that contain body fluid or blood stains should be placed in the drying cabinet.
  - 1. This is the ISP suggested procedure to prevent the dried blood from becoming airborne and a health hazard.
  - 2. Contact the duty F.T. with any questions.

### **III. SEXUAL ASSAULT KITS (Prepared at hospital)**

- A. Fill out an evidence sheet
- B. Place paper (supplied in the evidence room) under the victim as they undress, to collect any hairs, fibers, etc.)
- C. Submit clothing items and "possible trace evidence" paper into evidence.
- D. Indicate the case number on the box.
- E. Place laminated BIOHAZARD card in evidence locker
- F. Make sure clothing is dry and submit in paper bags

### **IV. WEAPONS**

- A. ALL weapons must be placed into evidence
- B. ALL weapons should be unloaded and ammunition packaged SEPARATELY
  - 1. Be sure to document this in your incident report
  - 2. Note all information from evidence sheet in your case report (make, model, finish, serial number, etc)
  - 3. Document type of ammo, location, and order of rounds in cylinder or magazine.
  - 4. Note any empty casings in pistol
- C. Guns and knives must be packaged using white cardboard folding box available from the evidence room.
- D. Do not place anything down the barrel of the gun – it destroys evidence.
- E. Secure items to the box using plastic locking ties.
  - 1. If item is to be checked for latent prints avoid handling as much as possible.
- F. May be left unsecured in the box in these situations only.

### **V. MONEY**

- A. ALL MONEY MUST BE SUBMITTED AS EVIDENCE SEPARATE FROM OTHER EXHIBITS
- B. Found money requires an incident Report and Property Custody Report
- C. Be sure to have a witness to the amounts as you place it in the bag
  - 1. Have witness initial envelope with star number also.

## **FIELD TRAINING AND EVALUATION PROGRAM**

## **RECRUIT MANUAL**



## **PARK RIDGE POLICE DEPARTMENT**

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### **VI. CRIME LAB TRANSMITTAL REQUESTS**

- A. If you know your evidence must be sent to one of the state crime labs for analysis complete the transmittal form found online

### **VII. EVIDENCE DISPOSAL**

- A. If you receive notice from court or anyone of appropriate authority that your case has been settled and the evidence being held may be released, contact the property officer.
  - 1. Indicate whether to destroy, return to owner, etc.
  - 2. Items ordered destroyed by the court must have the confiscate and destroy order signed by the judge attached.
- B. Place the complete form in the evidence officer's mailbox
- C. The property officer will dispose of the property in the appropriate manner.

### **VIII. BICYCLES**

- A. Reported thefts
  - 1. Complete incident report (check to see if registered with the City)
  - 2. Handled same as any other call for service
    - a. Complaint number generated
    - b. Value over \$150 and serial number provided
      - i. Copy of incident report to Post 1 for LEADS entry
      - ii. Obtain an LEADS# and include it in the incident report
      - iii. Enter bike in log book at Post 1
  - 3. Delayed reports – check with Post 1 to see if the bike was already found prior to LEADS entry.
- B. Recovered bicycles
  - 1. Not reported stolen or serial number illegible
    - a. Inventory tag with case number attached to bike
    - b. Inventory bicycle via BEAST
    - c. If found on street, have CSO transport bike – DO NOT USE SQUAD
    - d. Enter bike in log book at Post 1
  - 2. Reported Park Ridge steal
    - a. Supplemental report required
    - b. Inventory sheet required
    - c. Have bike removed from LEADS
    - d. Have Post 1 remove bike from their log book
  - 3. Reported stolen foreign jurisdiction
    - a. Incident report and inventory sheet
    - b. Post 1 to notify original reporting agency

### **IX. ALL OTHER FOUND PROPERTY**

- A. Incident report and inventory sheet
- B. Place item in locker

### **X. EXCEPTIONS**

## **FIELD TRAINING AND EVALUATION PROGRAM**

## **RECRUIT MANUAL**

## PARK RIDGE POLICE DEPARTMENT

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- A. Recovered stolen property is evidence, not found property
- B. Items too big for a locker will be placed in the shed
- C. Do not place wet items into a locker, dry first
- D. Do not place food items into a locker, dispose of them.
  - 1. Photo if necessary
  - 2. Have F.T. swab for possible DNA

### XI. EVIDENCE PROCEDURE/SQUAD OR LOCKUP VIDEO

- A. Notify supervisor on duty of intent to use tape as evidence in a case
  - 1. Complete video evidence form
  - 2. Submit form to Property Management Technician.

☐

**POLICY REVIEW – General Orders on:**

**EVIDENCE COLLECTION  
EVIDENCE STORAGE  
PROPERTY**

**DOR#**\_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date    /   /   

\_\_\_\_\_  
Field Training Officer      Date    /   /   

\_\_\_\_\_  
Supervisor      Date    /   /

## MAJOR CRIME SCENE PRESERVATION

### PURPOSE:

- 1) To emphasize the importance of locating and protecting a scene.
- 2) To emphasize the importance of locating, protecting, collecting, and recording evidence.
- 3) To emphasize the need for specialized personnel at a major scene.

### PRECEDING TRAINING TASKS:

- 1) 911 Response
- 2) Burglary
- 3) Check The Well Being/DOA
- 4) Evidence
- 5) Missing Persons
- 6) Person/Property Crime
- 7) Communications Procedures

### REFERENCE:

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II A – 1, 8, 12
  - B) Sect. II B – 9
  - C) Sect. II C – 7
  - D) Sect. II D – 3, 7
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A – 1, 9, 13
  - B) Sect. II B – 9
  - C) Sect. II C (1) –8
  - D) Sect. II C (2) - 3
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Section, Sect.(s) 3, 8, 12
  - B) Human Behavior Section, sect. (s) 5
  - C) Operations Section/Patrol, Sect.(s) 8
  - D) Operations Section/Patrol Investigation, Sect.(s) 1, 7

### UNIFORM METHOD OF TASK EXECUTION

#### I. DETERMINE THAT IT IS A CRIME SCENE

- A. Welfare of victim(s) - #1 PRIORITY
  1. EMS if necessary
  2. Document who was at scene and what type of equipment
- B. Determine crime
- C. Determine need for additional officers
  1. Coordinate the response
  2. Protect the immediate scene
- D. Insure that scene is safe
- E. Broadcast offender description (if available)
- F. Request detectives, evidence technicians and/or supervisor
- G. Determine the scope of the crime scene – BIGGER IS BETTER
  1. Additional personnel?
  2. Tape
    - a. Make the scene as large as possible, can always be closed down

### FIELD TRAINING AND EVALUATION PROGRAM

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## PARK RIDGE POLICE DEPARTMENT

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- b. Initiate a crime scene log (name/time of EVERY PERSON entering or leaving scene)
- c. Keep any media at a distance
- H. Locate/identify witnesses and/or suspects
- I. Provide any necessary assistance for support personnel
- J. Obtain details from all officers no matter how minor the involvement
- K. Complete all necessary reports
- L. Code and clear call

☐ **POLICY REVIEW – General Orders in PowerDMS on: CRIME SCENE PROCESSING  
DEATH INVESTIGATION  
CALLS FOR SERVICE**

**DOR#** \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer                      Date    /   /   

\_\_\_\_\_  
Field Training Officer                      Date    /   /   

\_\_\_\_\_  
Supervisor                      Date    /   /

## **ROBBERY**

### **PURPOSE:**

- 1) To provide for a tactically safe response to these calls.
- 2) To provide a uniform method of documenting calls of this nature.

### **PRECEDING TRAINING TASKS:**

- 1) 911 Response
- 2) Alarms
- 3) Evidence
- 4) Person/Property Crimes
- 5) Communications Procedures

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II A – 4, 7, 8, 11, 12, 13
  - B) Sect. II B – 3, 9
  - C) Sect. II C – 2, 6, 7
  - D) Sect. II D – 1, 7
  - E) Sect. II F – 1 to 11
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A – 4, 8, 9, 12, 13, 14
  - B) Sect. II B – 3, 9, 12
  - C) Sect. II C(1) – 2, 3, 7, 8
  - D) Sect. II C(2) – 1, 7
  - E) Sect. II D – 1 to 11
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Section, Sect.(s) 4, 6, 8, 9, 11-13
  - B) Human Behavior Section, Sect.(s) 5
  - C) Physical Skills Section, Sect.(s) 2-4
  - D) Operations Section/Patrol, Sect.(s) 2,3, 5, 6, 7, 8
  - E) Operations Section/Patrol Investigations, Sect.(s) 3, 7
  - F) Harold Washington College Section, Sect.(s) 9, 13

### **UNIFORM METHOD OF TASK EXECUTION**

#### **I. TACTICAL/OBSERVANT RESPONSE**

- A. Survey area for fleeing suspects/vehicles
- B. Anticipate address/side of street
- C. Assess scene
  1. “invisible deployment” if possible
  2. Think cover and concealment
  3. Coordinate other units
- D. Contact victim/complainant if possible
  1. EMS if necessary
  2. Assess and secure scene
    - a. If business, close down
- E. Preliminary
  1. Confirm robbery, not a theft, burglary, etc.
  2. Obtain descriptions

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**

## PARK RIDGE POLICE DEPARTMENT

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- 3. FLASH Messages – Local and ISPERN
- F. Notify Supervisor
- G. Notify Support Personnel
  - 1. Forensic Technician
  - 2. Investigations
  - 3. Canine Unit?
- H. Determine scope of crime scene
  - 1. Initiate boundaries
    - a. Crime scene tape
    - b. Barricades
  - 2. Additional units / personnel protecting boundaries
- I. Re-Interview Witnesses
  - 1. Obtain detailed information
  - 2. Can offender be identified
  - 3. Obtain Witness Statement
- J. Complete Incident Report
  - 1. Include details from all witnesses no matter how minor
- K. Other reports as needed
- L. Any necessary CAD entries
- M. Code out and clear call

<input type="checkbox"/>	<b>LEGAL REVIEW:</b>	<b>720 ILCS 5/18-2</b>
<input type="checkbox"/>	<b>LEGAL REVIEW:</b>	<b>720 ILCS 5/18-1</b>
<input type="checkbox"/>	<b>LEGAL REVIEW:</b>	<b>720 ILCS 5/18-3</b>
<input type="checkbox"/>	<b>LEGAL REVIEW:</b>	<b>720 ILCS 5/18-4</b>

**DOR#** \_\_\_\_\_

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\_\_\_\_\_  
Probationary Officer                      Date    /   /   

\_\_\_\_\_  
Field Training Officer                      Date    /   /   

\_\_\_\_\_  
Supervisor                      Date    /   /

**FRAUD/IDENTITY THEFT**

**PURPOSE:**

- 1) To provide a uniform method of documenting calls of this nature.

**PRECEDING TRAINING TASKS:**

- 1) Evidence
- 4) Person/Property Crimes
- 5) Communications Procedures

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II A – 4, 7, 8, 11, 12, 13
  - B) Sect. II B – 3, 9
  - C) Sect. II C – 2, 6, 7
  - D) Sect. II D – 1, 7
  - E) Sect. II F – 1 to 11
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A – 4, 8, 9, 12, 13, 14
  - B) Sect. II B – 3, 9, 12
  - C) Sect. II C(1) – 2, 3, 7, 8
  - D) Sect. II C(2) – 1, 7
  - E) Sect. II D – 1 to 11
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Section, Sect.(s) 4, 6, 8, 9, 11-13
  - B) Physical Skills Section, Sect.(s) 2-4
  - C) Operations Section/Patrol, Sect.(s) 2,3, 5, 6, 7, 8

**UNIFORM METHOD OF TASK EXECUTION**

**I. INTERVIEW VICTIM**

- A. Any suspicious activity / suspects?
- B. Give victim Identity Theft Booklet
- C. Advise them to contact all 3 major credit reporting agencies and have them place a "Fraud Alert" on their account.
- D. Complete incident report
- E. Code and clear call

**DOR#** \_\_\_\_\_

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\_\_\_\_\_  
Probationary Officer                      Date    /   /   

\_\_\_\_\_  
Field Training Officer                      Date    /   /   

\_\_\_\_\_  
Supervisor                      Date    /   /

**DECEPTIVE PRACTICE**

**PURPOSE:**

- 1) To provide for a uniform method of reporting incidents of deceptive practice insuring a timely and efficient investigative follow-up where required.
- 2) To insure proper evidence collection and inventory protocols are followed.
- 3) To insure compliance with statutory requirements.

**PRECEEDING TASKS:**

- 1) Communications Procedures

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A. Sect. II A 1, 4, 12, II C 4, II D 2, II D 3 VII & VIII, II D 4 IV
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A. Sect II A1, 4, 13, C (1) 5, 8, C (2) 2, 7
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A. Criminal Law Unit, Sects. 3, 4, 12
  - B. Operations Section / Patrol Unit, Sect. 10
  - C. Operations Section / Patrol Investigation Unit, Sects. 2, 7

**UNIFORM METHOD OF TASK EXECUTION**

- A. Requirements before accepting a Deceptive Practice Report
  1. Verify that Park Ridge is the proper jurisdiction
  2. Interview complainant to determine violation and that statutory requirements have been satisfied as listed below:
    - a. NSF Checks – Must be deposited twice by the victim
    - b. Registered letter must be sent to the last known address of the offender with RETURN RECEIPT by the victim demanding payment within 30 days.
    - c. CLOSED ACCOUNT Checks – No Waiting Period
    - d. STOP PAYMENT Checks – generally a civil matter unless it is a forgery.
  3. ORIGINAL DOCUMENTS MUST BE IN POSSESSION OF VICTIM.
- B. Taking the Deceptive Practices Report
  1. Complete incident report
  2. Original checks / documents must be inventoried by the reporting officer.
  3. PROTECT ALL DOCUMENTS FOR POSSIBLE FINGERPRINT IDENTIFICATION BY THE CRIME LAB.
  4. Advise victim that elimination prints may be necessary
  5. Check for video surveillance tape of incident as evidence; if so – inventory.
  6. Obtain the name and contact information of any and all witnesses that can identify the offender(s).
  7. Confirm all information with victim and witnesses before leaving the scene.
  8. If detective follow up is required indicate on report

**DOR#** \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

**FIELD TRAINING AND EVALUATION PROGRAM**

**RECRUIT MANUAL**



## PARK RIDGE POLICE DEPARTMENT

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\_\_\_\_\_  
Probationary Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Field Training Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Probationary Officer Task Checklist**

<b><u>Phase Four Tasks</u></b>	<b><u>FTO / OIT INITIALS</u></b>	<b><u>DOR#</u></b>	<b><u>DATE</u></b>
<b>Sex Crimes</b>	_____	_____	__/__/__
<b>DUI</b>	_____	_____	__/__/__
<b>Weapons Handling/Safety</b>	_____	_____	__/__/__
<b>High Risk Traffic Stops</b>	_____	_____	__/__/__
<b>High Risk Weapons Call</b>	_____	_____	__/__/__
<b>Hostage Situations</b>	_____	_____	__/__/__
<b>Bomb Threat</b>	_____	_____	__/__/__

I certify that I have been trained and demonstrated proficiency in the above Training/Task topics. I am ready to move on to Shadow Phase of my training.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Probationary Officer      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Field Training Officer      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Supervisor      Date

## **SEX CRIMES**

### **PURPOSE:**

- 1) To provide the necessary knowledge and skills to investigate these crimes.
- 2) To provide a uniform method of handling these investigations.

### **PRECEEDING TRAINING TASKS:**

- 1) 911 Response
- 2) Evidence
- 3) Communications Procedures

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II A – 4, 12
  - B) Sect. II B – 1, 2, 9
  - C) Sect. II C – 2, 7
  - D) Sect. II D – 1, 3, 4, 7
  - E) Sect. II F - 8
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A – 4, 13
  - B) Sect. II B – 1, 2, 9
  - C) Sect. II C(1) – 2, 3, 8
  - D) Sect. II C(2) – 1, 3
  - E) Sect. II D 9
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Section, Sect.(s) 4, 12
  - B) Human Behavior Section, Sect.(s) 5
  - C) Physical Skills Section, Sect.(s) 3
  - D) Operations Section/Patrol, Sect.(s) 2, 3
  - E) Operations Section/Patrol Investigations, Sect.(s) 3, 7
  - F) Harold Washington College Section, Sect.(s) 1, 4, 13

### **UNIFORM METHOD OF TASK EXECUTION**

#### **I. SEXUAL ASSAULT**

- A. Appropriate response
- B. Stay alert to possible offender in area or fleeing scene
- C. EMS?
- D. Preliminary Interview
  1. Location
  2. Nature
  3. When
  4. Suspect/Vehicle Description
    - a. If available, FLASH messages – Local And ISPERN
- E. Protect scene and evidence
  1. Remain with victim at all times
  2. Request a supervisor
  3. Request forensic technician and investigations
  4. Social Service Referral

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**

## PARK RIDGE POLICE DEPARTMENT

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- 5. Be sensitive to victim (same gender officer if available)
  - F. Hospital Follow Up
    - 1. Provide staff with necessary detailed information
    - 2. Secure victim's clothing (paper bag)
    - 3. Have victim undress on kraft paper to catch trace evidence
    - 4. Collect paper and inventory as evidence
    - 5. Request Sexual Assault Evidence Kit (If Applicable)
      - a. Follow proper procedure (integrity seal on kit)
      - b. Follow proper chain of custody
      - c. Bring all items back to PD to be inventoried and sent to lab
      - d. Allow clothing to dry before packaging, NEVER PACKAGE EVIDENCE WET OR DAMP
  - G. Obtain Statements
    - 1. Victim
    - 2. Witness
    - 3. Suspect, if in custody
  - H. Complete incident report – Give ALL details no matter how trivial
    - 1. Any other reports as needed
  - I. Marscy's victim Rights Form
  - II. INDECENT EXPOSURE
    - A. Incident report required for all indecent exposures regardless of amount of information available on offender
- 
- ☐ **LEGAL REVIEW:** 720 ILCS 5/12-12, 13, 14, 14.1, 15, & 16
  - ☐ **LEGAL REVIEW:** 720 ILCS 5/11-6
  - ☐ **LEGAL REVIEW:** 720 ILCS 5/11-9
  - ☐ **LEGAL REVIEW:** 720 ILCS 5/11-11

**DOR#** \_\_\_\_\_

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\_\_\_\_\_  
Probationary Officer                      Date    /   /   

\_\_\_\_\_  
Field Training Officer                      Date    /   /   

\_\_\_\_\_  
Supervisor                      Date    /   /

**OPERATING WHILE IMPAIRED/INTOXICATED**

**PURPOSE:**

- 1) Identify the proper procedures for handling an incident involving an alcohol/drug impaired driver.
- 2) Identify characteristics of an intoxicated/impaired driver.

**PRECEEDING TRAINING TASKS:**

- 1) Towing Of Vehicle
- 2) Traffic Enforcement
- 3) Communications Procedures
- 4) Underage Consumption/Zero Tolerance

**REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II A – 1, 5, 8, 10
  - B) Sect. II C – 8
  - C) Sect. II E – 1
  - D) Sect. II F – 11
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A – 1, 6, 9, 11
  - B) Sect. II C(1) – 1, 9
  - C) Sect. II C(3) – 5, 6
  - D) Sect. II D – 11
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Unit, Sect.(s) 3, 8
  - B) Operations Section/Patrol, Sect.(s) 11
  - C) Operations Section/Traffic Unit, Sect.(s) 1, 2, 3, 7

**UNIFORM METHOD OF TASK EXECUTION**

**I. TRAFFIC STOP**

- A. Recognition of probable cause
  1. Traffic violations
  2. Reasonable suspicion
  3. Traffic crash
  4. Dispatched as "Make Your Own Case"
  5. Hand waver
- B. Initiate stop
  1. Use emergency equipment
  2. Select a safe location for stop and tests
  3. Stay behind violator, protect your vehicle and yourself
  4. Advise dispatch of location and license plate
  5. Position squad so you and the driver will be protected
  6. Location where field sobriety tests can be conducted
  7. Always expect the unexpected!!! Suspect may drive off, back up, pass out
- C. Contact with driver
  1. Safe approach to vehicle

**FIELD TRAINING AND EVALUATION PROGRAM**

**RECRUIT MANUAL**

2. Check trunk lid, gun hand free, check interior
3. Request of D/L and insurance
4. Interview
  - a. Ability to understand questions/directions
  - b. Speech
  - c. Physical appearance (urine, vomit, clothing orderliness)
5. Officer's observations of driver
  - a. Observe driver actions
  - b. Any odor of an alcoholic beverage/cannabis?
  - c. Condition of eyes (bloodshot, glassy, constricted, dilated?)
- D. Further investigation if probable cause exists
  1. Call for a back-up
  2. Driver exits vehicle
  3. Direct driver to safe location for FST's
  4. Make sure to capture on video and audio for court
  5. Note conditions of test area
- E. Field Sobriety Tests
  1. Inquire about injuries/physical defects
  2. Explain instructions and demonstrate tests
  3. Conduct Tests
    - a. HGN
    - b. Walk and Turn
    - c. One Leg Stand
    - d. PBT
  4. Make note of any unusual actions and/or statements
- F. Enforcement Action
  1. Take into custody
    - a. Handcuff
    - b. Secure in rear of patrol car
    - c. Secure offender's vehicle
      - 1) Search offender's vehicle
      - 2) Order tow truck – Administrative Tow
  2. Process violator
    - a. Transport to PRPD lock-up
    - b. Secure arrestee and weapon
    - c. Issue citation for 11-501(a)(2)
    - d. Serve Warning To Motorist/20 Minute Observation Period
      - 1) Refusal
        - a) Complete Sworn Report for Refusal

- 2) Chemical Tests
  - a) Breath Test (Breath Test Operator)
    - i. Record results in DUI Log Book
    - ii. Complete Sworn Report if results are above 0.08
    - iii. Issue citation for 625 ILCS 5/11-501(a)(1)
  - b) Blood/Urine Tests
    - i. Transport offender to Lutheran General Hospital Emergency Room
    - ii. Urine kit may be given at PRPD
    - iii. Doctor, Registered Nurse or Phlebotomist to take blood
      - a. In presence of arresting officer
      - b. Urine sample given in presence of same sex officer
    - iv. Place samples in DUI Kit and seal
    - v. Return prisoner to PRPD lock-up
  - c) Mark Log Book that results of tests are pending
- 3) Miranda Warnings
  - a) Interview (questions on Influence Report)
- 4) Check offender's CQH for possible upgrade of charge
- 5) Complete Booking Process
  - a) Issue additional citations
    - i. 11-501(a)(1)
    - ii. Probable cause violation(s)
  - b) Serve offender with copy of Sworn Report Notification
  - c) Complete Driver's License Abstract Request
  - d) C Jacket
  - e) Arrest Report
  - f) CABS arrestee
  - g) Bond out offender or place in lock-up
  - h) Complete Video Request Card

## **II. NONCONSENTUAL BLOOD DRAW PROCEDURES**

- A. Probable cause/traffic crash investigation
  1. DUI Violation
  2. Offender has caused death or personal injury to someone else (Type A Injury as indicated on Traffic Crash Report)
- B. Follow steps from Section I. from letter A to E 2.
- C. Chemical tests
  1. Submits to tests
    - a. Follow normal DUI procedures
  2. Refuses tests

- a. Transport to Lutheran General Hospital E/R
- b. Complete Nonconsensual Blood Draw Request Form
- c. Deliver original copy to medical personnel
- d. Request blood and urine as above
- e. Transport offender back to PRPD
- f. Complete Sworn Report for refusing the original test(s)

**D. DUI Kit**

1. Enter into BEAST
2. Complete ISP Lab submittal Request
3. Place DUI Kit into Evidence Locker

**III. DUI OFFENDER INJURED IN TRAFFIC CRASH**

**A. Transported to hospital**

1. Blood/urine specimens taken by and for medical personnel's evaluation of injured subject (not requested by Ofc.)
2. Results of chemical tests shall be given to investigating officer upon request
3. Probable cause to issue any DUI Tickets including (a)(1) and (a)(6) if tests
  - a. Indicate BAC at/over 0.08
  - b. Any amount of illegal drugs
4. Follow normal DUI procedures

**IV. Miscellaneous**

- A. In cases where blood or urine samples were taken write BAC ticket upon results in court
- B. If driver is under 21 YOA, use Zero Tolerance Warning To Motorist Report
- C. If driver has a CDL Use CDL Warning To Motorist Report
- D. ASA contact required and/or approval for felony
  1. Great bodily harm to others resulting from DUI
  2. Previous conviction for DUI
  3. Passenger inside vehicle under 16 YOA
- E. Warning To Motorist/Implied Consent Form not used on private property
- F. BAID Device – New Law Effective 01-01-09

☐ **LEGAL REVIEW: 625 ILCS 5/11-501**

☐ **POLICY REVIEW – General Orders in PowerDMS on: DUI ENFORCEMENT  
PURSUIT DRIVING  
MOBILE VIDEO CAMERA**

☐ **POLICY REVIEW: DUI CHECKLIST REVIEW**

**DOR#\_\_\_\_\_**



## **PARK RIDGE POLICE DEPARTMENT**

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I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Field Training Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## WEAPONS HANDLING & SAFETY

As part of the protocols for day #1, the FTO will ensure that the Probationer is familiar with his/her sidearm and the department AR-15. This will include, but may not be limited to, nomenclature, operation, administrative and tactical gun handling, clearance of stoppages, and authorized ammunition. With regard to the sidearm, the FTO will also cover the responsibility of the Probationer to properly secure their weapon before entering lockup (all weapons, e.g., knives), off duty, and at home. The Probationer will also be required to demonstrate proficiency in field stripping, cleaning, and reassembly of their sidearm. The FTO will solicit the assistance of a qualified range officer to qualify the Probationer, to complete this task, and for any additional training and coaching that may be required.

### A. FOUR CARDINAL RULES OF FIREARMS SAFETY

1. All guns are “loaded.”
2. Point the muzzle in a safe direction
  - a. Rarely can you find an absolutely safe direction other than on the range. We describe a “safe direction” as one in which *if an accidental discharge occurs, no human injury, and at most only minor property damage, will occur.*
  - b. LASER RULE – Imagine that anytime you have removed a weapon from its holster, etc., a red laser beam is coming out the end of the barrel – anything it covers or crosses it will cut through!
3. Keep your finger outside of the trigger guard until you are on target and have decided to fire.
  - a. Referred to as “indexing,” your trigger finger is slightly bent and the tip is touching the frame above the trigger housing.
4. Be sure of your target and what surrounds it whenever possible.

### B. WEAPONS ARE LOADED OR UNLOADED AT TWO PLACES ONLY:

1. On the range while on the firing line with the weapon pointed down range.
2. Using the “clearing barrel” in the roll call room.

*\*Exception – Loading or unloading the magazine of the patrol AR-15. The AR-15 is stored in the squad car with a magazine of ammunition in the magazine tube, chamber empty, weapon safety “on.” WHILE THERE SHOULD NOT BE A ROUND IN THE CHAMBER, ALWAYS TREAT THE WEAPON AS IF THERE WAS A ROUND IN THE CHAMBER AND THE SAFETY IS OFF UNTIL YOU CAN VERIFY, VISUALLY AND PHYSICALLY, THAT THE CHAMBER IS EMPTY AND THE WEAPON SAFETY IS “ON.”*

### C. CLEARING THE DUTY PISTOL

1. Weapon is de-cocked and safety “on” (if applicable), muzzle downrange, finger indexed.
2. Release / remove the magazine from the weapon.
3. Pull the slide to the rear ejecting any chambered round.
4. Lock the slide to the rear, visually inspect the chamber, and physically insert your finger into the chamber to insure that it is unloaded.

### D. RELOADING THE DUTY PISTOL

1. Weapon on safe (if so equipped), pointed down range or into the clearing barrel, trigger finger indexed, slide locked to the rear.
2. Insert a fresh magazine firmly into the magazine well, listen for the click, and tug on the magazine floor plate to insure that it is seated.
3. Release the slide while keeping the trigger finger indexed to chamber a round; do not “ride the slide forward” with your hand – allow the spring to carry it forward.
4. De-cock the weapon (if so equipped), place the safety in the “on” position (if so equipped).
5. Still keeping the trigger finger “indexed” securely holster the weapon.
6. You may now remove the magazine from the holstered weapon to place one more round in it, replace the magazine until the click is heard, and tug on the floor plate to ensure that it is seated.

**E. CLEARING THE DUTY AR-15 DURING VEHICLE INSPECTION/TURN IN**

1. Check to see that the chamber blocking ring is inserted in the chamber of the rifle.
2. While seated in the squad driver’s seat, with the ignition “on,” reach overhead with one hand to grasp the weapon stock while pressing the release button with the other.
3. Keeping the muzzle pointed to the side grasp the weapon with both hands, exit the squad lowering the muzzle as it clears the interior.
4. Insure that the weapon is on “safe” and trigger finger is indexed with the weapon in a safe direction\*.
5. Empty chamber/chamber blocking device is located (no live round in chamber), and
6. Bolt forward on the chamber blocking device and charging handle in locked position.

**F. MAKE WEAPON READY TO FIRE:**

1. AR-15 – Unlock gun rack by activating proper lever on control box or by using the key lock, and remove the weapon from the rack (check to see that the safety is “on”, chamber blocking device inserted, 20-round magazine seated).
2. Remove chamber blocking device, place in pocket.
3. With weapon pointed in a safe direction, pull the charging handle to the rear and release it, loading the weapon from the inserted magazine.
4. Pull back slightly on the charging handle, and check that a round has been chambered. Allow the bolt to go forward by releasing the charging handle, and press the forward assist three times to seat the bolt. After bolt is seated, close dust cover as a visual cue that a press check has been completed.
5. The officer will keep the weapon on safe, his finger off the trigger and outside the trigger guard until he is actually ready to fire the weapon.

**G. BEFORE PLACING THE WEAPON BACK INTO THE VEHICLE:**

1. Keep the weapon pointed in a safe direction.
2. Place the safety selector switch to the “on” position (safety on).
3. Remove magazine.
4. Pull the charging handle to the rear and lock the bolt back (this will eject the chambered round).
5. Visually and physically inspect the chamber to ensure no live round is chambered.

## PARK RIDGE POLICE DEPARTMENT

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6. Place the chamber blocking device in the chamber of the rifle.
7. Pull the charging handle bolt back to release the bolt, and slowly lower the bolt onto the chamber blocking device.
8. Retrieve the ejected round and place it back into the magazine.
9. Insert and seat the loaded 20 round magazine in the magazine well of the AR-15.
10. The AR-15 will be placed into the rack and secured.

### H. AR-15 SECURITY

1. When a vehicle goes to the city garage for service and will either be taken to a dealer or will remain at the garage when the facility is unattended, the AR-15 and its go-bag will be removed from the vehicle and placed in the department's armory.
2. When storing the AR-15 in the armory, the weapon will be left in the following condition:
  1. Safety on,
  2. Chamber blocking device inserted, and
  3. 20-round magazine inserted.
3. When returning the AR-15 to the squad car follow G. above.

☐ **POLICY REVIEW – General Orders in PowerDMS on: Authorized Weapons  
AR-15 Weapon System**

☐ **PRACTICAL EXERCISE: City School Weapons Training**

**DOR#** \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Field Training Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **HIGH RISK/FELONY TRAFFIC STOPS**

### **PURPOSE:**

- 1) To safely take offenders into custody who have the likely potential for attempting a felonious assault on the officer.

### **PRECEDING TRAINING TASKS:**

- 1) Training Task Traffic Enforcement
- 2) Training Task Suspicious Person/Vehicle
- 3) Training Task Communications Procedure

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II C 8
  - B) Sect. II F 11
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A 9
  - B) Sect. II A 14
  - C) Sect. II C 9
  - D) Sect. II D 11
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Unit, Sect. 8
  - B) Criminal Law Unit, Sect. 13
  - C) Physical Skills Unit, Sect. 4
  - D) Operations Section/Patrol Sect. 6
  - E) Operations Section/Patrol Sect. 11

### **UNIFORM METHOD OF TASK EXECUTION**

#### **I. PRE-STOP PROCEDURES**

- A. Notify communications
  1. Plate, description, # of occupants
  2. Direction of travel
  3. Reason for the stop
  4. Request additional units if necessary
- B. Maintain safe distance
- C. Wait for additional units
- D. Select safe location for stop if possible

#### **II. PROCEDURES FOR THE STOP**

- A. Notify Communications Of Location
- B. Maintain safe distance and vehicle position
- C. Do not approach the vehicle
- D. Have other units stop civilians from entering scene
- E. Utilize available cover

#### **III. OCCUPANT CONTROL**

- A. Voice commands -loud, clear, concise
  1. PA System
- B. Primary officer gives commands (only one officer gives commands)
- C. Identify yourself

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**

D. Removal of occupants

1. One occupant out at a time
  - a. Start with driver
  - b. Subsequent passengers exit from driver's door
2. Direct subjects into funnel between primary and secondary units
3. Direct into cuffing position
4. Cuff and remove subject to rear of police vehicle
5. Search subject
6. Repeat for remaining occupants in vehicle
7. Give commands for hiding/phantom occupants

IV. VEHICLE CLEARING

- A. When possible use K-9
- B. Use tactical approach/shield necessary?
  1. Secure the trunk
  2. Clear the passenger compartment
  3. Clear the trunk
- C. Search vehicle unless preserving for F.T.

***"Every vehicle stop is a story waiting to be told."***

**Sgt. Wayne Corcoran, Phoenix, AZ PD (Tactics For Criminal Patrol, Calibre Press, 1995**

☐

**POLICY REVIEW - General Orders in PowerDMS on: HIGH RISK PROCEDURES**

**TOWING SERVICES**

**POLICE PURSUIT**

**IN CAR VIDEO/ AUDIO RECORDING**

**DOR#\_\_\_\_\_**

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer                      Date    /   /   

\_\_\_\_\_  
Field Training Officer                      Date    /   /   

\_\_\_\_\_  
Supervisor                                      Date    /   /

## **HIGH RISK WEAPONS CALLS**

### **PURPOSE:**

- 1) To provide a tactical method of responding to calls of this nature

### **PRECEEDING TRAINING TASKS:**

- 1) 911 Response
- 2) Disturbance
- 3) Domestic Disturbance
- 4) Robbery
- 5) Suspicious Person/Vehicle
- 6) Warrant Service
- 7) Communication Procedure

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II A – 2, 4, 8, 13
  - B) Sect. II B – 3, 4, 6, 9, 12
  - C) Sect. II C – 2, 7, 8
  - D) Sect. II F – 1 through 11
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A – 2, 4, 9, 14
  - B) Sect. II B – 3, 4, 6, 9, 12
  - C) Sect. II C (1) – 2, 3, 7, 8, 9
  - D) Sect. II D – 1 through 11
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Section, Sect.(s) 2, 4, 8, 13
  - B) Human Behavior Section, Sect.(s) 1, 4, 5
  - C) Physical Skills Section, Sect.(s) 2, 3, 4
  - D) Operations Section/Patrol, Sect.(s) 2, 3, 6, 7, 8, 11
  - E) Harold Washington College Section, Sect.(s) 3, 9, 13

### **UNIFORM METHOD OF TASK EXECUTION**

- I. SAFE, TACTICAL APPROACH
  - A. Anticipate address/side of street
  - B. Observant approach
    1. Assess people/area/vehicles
      - a. “Mental snapshots”
  - C. Communication of position/observation to other units
    1. Coordinate other units
    2. Identify “Kill zone” to responding units if warranted
    3. Utilize AR-15
  - D. Secure radio channel
  - E. Safety secure immediate area
  - F. Notify supervisor
  - G. Establish Incident Commander
- II. ‘INVISIBLE DEPLOYMENT’
  - A. Cover/concealment if possible

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**

- B. Monitor surroundings (people, buildings, windows, vehicles)
- C. Officer safety
  - 1. Quick peek techniques
    - a. NEVER look at head level
    - b. Alternate heights
  - 2. Communicate with other units
    - a. Observations
    - b. Establish inner perimeter
    - c. Contain and isolate
  - 3. Immediate area considerations
    - a. Innocent bystanders
    - b. Traffic – vehicular/pedestrian
  - 4. Safely secure immediate area without revealing presence
- III. SUBJECT CONTACT (Notify dispatch and responding units of contact intentions and actions)
  - A. Identification of office
    - 1. LOUD CLEAR VOICE
    - 2. Short, clear instructions
      - a. One officer to issue commands unless immediate officer safety issue requires intervention
      - b. Tell offender(s) that they are under arrest!!!
    - 3. Remain focused but aware
      - a. Be aware of tunnel vision and auditory exclusion
      - b. Potential for secondary threat in area
  - B. Subject follows commands
    - 1. LOUD, short, clear commands
      - a. Put weapon down and step away, hand on top of head and slowly turn completely around, etc.
      - b. Bring offender out vs. taking down ASAP
      - c. Minimum two officers
        - 1) Secure/search subject
        - 2) Cover
    - 2. Notify dispatch and responding units of custody
    - 3. Search/secure immediate area
    - 4. Treat as crime scene
  - C. Subject refuses to follow commands (notify dispatch)
    - \*\*\*III. A through A3b applies
    - 1. Continue with LOUD, short, clear commands
    - 2. Secure area
      - a. Isolate, contain, and communicate
      - b. Evacuate area as needed when safe to do so



3. Request additional units if necessary
    - a. Coordinate response
    - b. Establish or reinforce inner perimeter
  4. Maintain communication with the subject if possible
    - a. Ask for compliance/surrender
    - b. Advise them that they are Under Arrest
  5. Request PRPD staging
  6. Assess level of threat
    - a. Hostages
    - b. Injured victim
  7. Available options
    - a. Continued containment and communication
    - b. Less lethal options
    - c. Rapid response techniques
      - 1) Aggressive deadly behavior displayed
        - a) Active shooter, attack with knife, etc.
        - b) Multiple victims present, schools, parks, sporting events, etc.
      - 2) Citizen/officer rescue
        - a) Subject gravely wounded, delay may result in death
        - b) Suspect may/may not be actively involved in an assault but an assault is imminent and recovery is crucial
        - c) Location of victim requires immediate recovery to prevent death/great bodily harm.
      - 3) NIPAS call out (done by supervisor)
- D. Situation ended
1. Subject taken into custody
  2. Complete a detailed report
- IV. NO CONTACT
- A. Assess situation
1. Locate witnesses
  2. Need for investigative personnel
  3. Contact key holder if building situation
    - a. Maintain perimeter
    - b. Attempt verbal contact as appropriate (phone, bull horn, etc.)
    - c. Entry options
      - 1) K9
      - 2) Officer entry – tactical room clearing
        - a) Two officer team minimum
        - b) Utilize shield

## PARK RIDGE POLICE DEPARTMENT

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3) Contain perimeter and call supervisor

V. DISPOSITION

- A. Maintain as crime scene if applicable
  - 1. Contact detectives
  - 2. Evidence technicians
- B. Clear radio channel
- C. Reports if applicable
- D. CAD entries if applicable, code out and clear call

☐

**POLICY REVIEW – General Orders in PowerDMS on: CALLS FOR SERVICE  
HOSTAGE SITUATIONS  
ARREST PROCESSING  
VEHICLE OPERATIONS  
NIPAS**

**DOR#** \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Field Training Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **HOSTAGE SITUATIONS**

### **PURPOSE:**

- 1) To provide a tactically safe method of dealing with these incidents.

### **PRECEDING TRAINING TASKS:**

- 1) 911 Response
- 2) Disturbance
- 3) Domestic Disturbance
- 4) High Risk Weapons Call
- 5) Person/Property Crime
- 6) Robbery
- 7) Suspicious Person/Vehicle
- 8) Communications Procedure

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II A – 4, 8, 13
  - B) Sect. II B – 3, 4, 6, 9, 12
  - C) Sect. II C – 2, 6, 7
  - D) Sect. II D – 1
  - E) Sect. II F – 1 through 8, 10, 11
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II A – 4, 9, 14
  - B) Sect. II B – 3, 4, 6, 9, 12
  - C) Sect. II C(1) – 2, 3, 7, 8
  - D) Sect. II C(2) – 1
  - E) Sect. II D – 1 through 11
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Criminal Law Section, Sect.(s) 4, 8, 13
  - B) Human Behavior Section, Sect.(s) 1, 4, 5
  - C) Physical Skills Section, Sect.(s) 2, 3, 4
  - D) Operations Section/Patrol, Sect.(s) 2, 3, 6, 7
  - E) Operations Section/Patrol Investigation Unit, Sect.(s) 3
  - F) Harold Washington College Section, Sect.(s) 3, 9, 13

### **UNIFORM METHOD OF TASK EXECUTION**

- I. SAFE, TACTICAL APPROACH
  - A. Anticipate address/side of street
  - B. Assess area
  - C. “invisible deployment”
  - D. Cover/concealment
  - E. Assess situation
    1. Weapon used
    2. Threat level
      - a. Attitude, disposition
      - b. Proximity to hostage
      - c. Weapon placement in relation to victim
    3. Victim(s) information/profile
      - a. Number

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**

- b. Location(s)
  - c. Age(s)
  - d. Relationship(s) to offender(s)
- 4. Additional assistance as needed
  - a. Request a supervisor
  - b. Establish Incident Commander
  - c. EMS staged
  - d. Additional officers
    - 1) Communicate and coordinate response
    - 2) AR-15 officers
    - 3) Establish inner perimeter
    - 4) Contain, isolate, and communicate
  - e. Investigative Personnel
  - f. NIPAS Box?
- F. Maintain Control
  - 1. REQUEST COMPLIANCE/SURRENDER
  - 2. Advise the offender/s that they are under arrest!
  - 3. Evacuation of area as needed when safe to do so
  - 4. Use of force if necessary
    - a. Safety priorities
      - 1) Hostages first
      - 2) Innocent bystanders second
      - 3) Officers third
      - 4) Suspect fourth
    - b. Need for rapid response techniques?
      - 1) Active Shooter
    - c. DO NOT BECOME A HOSTAGE OR ALLOW ANYONE ELSE TO BECOME ONE
- G. Brief supervisor/NIPAS upon arrival
- H. Assist as needed
- I. Contact F.T. for photos and evidence recovery
- J. Reports as needed
- K. Code out and clear call

☐ **POLICY REVIEW – General Orders in PowerDMS on: USE OF FORCE  
CALLS FOR SERVICE  
MUTUAL AID**

**DOR#** \_\_\_\_\_

## **PARK RIDGE POLICE DEPARTMENT**

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I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Field Training Officer      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **BOMB THREATS**

### **PURPOSE:**

- 1) To provide a safe, effective response to the incident.
- 2) To provide a method of dealing with the personnel on the scene.

### **PRECEEDING TRAINING TASKS:**

- 1) 911 Response
- 2) Communications Procedures

### **REFERENCE:**

- 1) ILETSB Minimum Standards Basic L.E. Curriculum
  - A) Sect. II C - 2
- 2) CCSPD Training Academy 400 Hour Curriculum
  - A) Sect. II C (1) – 2, 3
- 3) CPD METRO Training Academy 485 Hour Curriculum
  - A) Operations Section/Patrol, Sect.(s) 2, 3, 4

### **UNIFORM METHOD OF TASK EXECUTION**

- I. SAFE RESPONSE
  - A. Anticipate location
  - B. Park well away from location (300+ feet)
  - C. Limit radio transmissions
    1. Frequency controlled devices?
  - D. Notify dispatch of arrival time and out of car
  - E. Request Fire/EMS Standby
    1. Advise Comm. of staging area for Fire/EMS
  - F. Request supervisor if not already assigned
- II. MAKE CONTACT WITH PERSON WHO TOOK THE THREATENING CALL
  - A. Report required – details of the call/threat
    1. When?
    2. Where?
    3. Why?
    4. How?
    5. Device type/description?
    6. Identity given or known/person or group responsible/suspected?
    7. Which line did call come in on?
    8. Was the call taped?
    9. Consider immediate trace if no other calls have come in on that line

### **DO NOT SAY BOMB ON THE AIR –REFER TO IT AS 10-89 ONLY!!!**

- III. DETERMINE WHO IS IN CHARGE OF THE BUILDING
  - A. Evacuation decisions made by building supervisor/owner
    1. Keep evacuation orderly
    2. Direct to specific area; sufficient distance

### **FIELD TRAINING AND EVALUATION PROGRAM**

### **RECRUIT MANUAL**

## PARK RIDGE POLICE DEPARTMENT

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- B. Establish perimeter
  - 1. Request and direct additional units as necessary
  - 2. Secure area

#### IV. BUILDING SEARCH

- A. If no location of device is given, a search of the exterior will be conducted by police
- B. Interior searches are to be done by a person familiar with the site
  - 1. Escort only, all searching done by employee
- C. Device located
  - 1. NO RADIO TRANSMISSION AT THAT POINT
  - 2. UNDER NO CIRCUMSTANCES IS THE DEVICE TO BE TOUCHED
  - 3. Make quick, detailed description of device and location
  - 4. Leave area of device immediately afterwards
  - 5. Advise supervisor and shift commander
  - 6. Maintain security and perimeter, no one returns to the site
    - a. Minimum of several hundred feet; adjacent buildings
    - b. If not possible, or extremely inclement weather, attempt arrangements for transportation to other location
  - 7. Request notification of Cook County Sheriff's Police Bomb Squad
- D. No device found
  - 1. Consider contacting outside agency with Bomb Detection K9 Ability (supervisor. approval)
  - 2. Decision made by site owner/manager
  - 3. Call off of search made by site owner/manager

☐

**POLICY REVIEW – General Order in PowerDMS on: BOMB THREAT PROCEDURES**

☐

**LEGAL REVIEW: 720 ILCS 5/26-1(a)3**

**DOR#** \_\_\_\_\_

I certify that I have been trained in and have demonstrated proficiency in the above Training/Task topics:

\_\_\_\_\_  
Probationary Officer      Date    /   /   

\_\_\_\_\_  
Field Training Officer      Date    /   /   

\_\_\_\_\_  
Supervisor      Date    /   /

## **IL PRPD Strip Search Authorization.pdf**





**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

## **IL PRPD Prisoner lockup report 2014.pdf**



# 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: \_\_\_\_\_



## **IL PRPD Cell Inspection Log Continuation Sheet.pdf**



## CELL INSPECTION LOG CONTINUATION SHEET

Name \_\_\_\_\_

Cell/Holding# \_\_\_\_\_

Medical Alert \_\_\_\_\_

All prisoners will be fed three (3) meals a day at the normal mealtime.

In case of fire or other disaster, all prisoners will be moved to safety.

In the event of illness or injury, the Watch Supervisor will arrange medical treatment.

1. Use additional forms as necessary until release.
2. The completed forms **must** be attached to the case report, except in cases of minor traffic charges. The forms must be forwarded to the Records Division.

[illegible]

## CELL INSPECTION LOG CONTINUATION SHEET

[illegible]

## **IL PRPD Addendums A through G for G.O. 14.5.pdf**



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. P<sub>2</sub> 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: \_\_\_\_\_

---

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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:

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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:

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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

ADDENDUM G

## 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

**PRPD CITY OF PARK RIDGE  
Sexual Harassment 2022-0707.pdf**



## **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 workplace 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.

**PRPD PDF MISSING PERSONS  
REPORT WAIVER 2022-0630.pdf**

## PARK RIDGE PD - MISSING PERSONS REPORT WAIVER

☐ I hereby verify that the person I have reported to the Park Ridge Police Department as missing, is in fact, missing, and I will provide return transportation if he/she is located. This is required for LEADS entry.

☐ As parent/legal guardian, I hereby consent to allow the use of all information and photographs for publication in the Department of Law Enforcement Missing Children Bulletin and distribution of I-SEARCH type networks.

\_\_\_\_\_  
*Signature of Person Making Report*

\_\_\_\_\_  
*Date*

Additional Resources ☐ Under 18: National Center for Missing and Exploited Children  
1-800-843-5678 [www.ncmec.org](http://www.ncmec.org)

☐ Over 18: National Center for Missing Adults  
1-800-690-3463 [www.theyaremissd.org](http://www.theyaremissd.org)

LEADS Number

Date / Time Parents Notified of LEADS Entry

Witnessing Officer EMP#    Badge#

Additional Reports    Explain

Supr. Approval    Date

☐ No    ☐ Yes

## **PRPD Request Not to Record Form 2022-0801.pdf**



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), do hereby 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)

**PRPD Lineup Photospread  
Advisory Form 2022-0801.pdf**



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.

**PRPD Lineup Administrator Case  
Reporting Form 2022-0801.pdf**





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:

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\*Please review video for exact verbiage.

Names of Law Enforcement and Counsel (if applicable) present during the lineup:

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Number of people or photos presented for the lineup: \_\_\_\_\_

Source of all persons or photos used as fillers:

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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:

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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

## **PRPD Showup Advisory Form 2022-0801.pdf**



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.

**44.5---save-abandoned-babies-  
brochure-packet-english.pdf**

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## Give your baby a chance.

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### Kelli's Story

*My name is Kelli and I found out I was pregnant when I was a freshman in high school. I was so scared that I hid my pregnancy from my family and friends. I worried that people would reject me or be angry with me if they found out I was pregnant. I was wrong.*

*I delivered my baby by myself. Because I was still too frightened to talk to anyone and ask for help, I made a terrible mistake that I can never take back. I left my newborn on a neighbor's porch. My baby died there, and my life will never be the same. I don't want the same thing to happen to you and your baby.*

*Please, if you are pregnant, talk to a parent, a teacher, a parent of your friend or other adult that you trust. I know that talking about your pregnancy is difficult, but there are people who can help you.*

*If you are unable to keep your child, please give him or her a chance to grow up. The law in Illinois allows you to leave your unharmed newborn baby, up to 30 days old, at a staffed police or fire station, hospital or emergency care facility. Your baby will be given a health exam and medical care, and then adopted by a loving family.*

**For confidential information or help, please call 1-888-510-2229**

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## For confidential information or help, please contact:

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**1-888-510-2229 (Toll-free)**

**or visit the Save Abandoned Babies Foundation at:  
[www.SaveAbandonedBabies.org](http://www.SaveAbandonedBabies.org)**

**For information about adoption, contact:**

**Illinois Adoption Registry  
Toll-free • 1-877-323-5299  
[www.idph.state.il.us/vital/iladoptreg.htm](http://www.idph.state.il.us/vital/iladoptreg.htm)**

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## How you can help

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- Do an awareness project for your school community service requirement.
- Encourage your organization, school, or club to write a story about the law.
- Health classes are now required to teach this law. See if your school is in compliance.
- Check that your police, fire and hospitals display the required Safe Haven sign.
- Have an idea to help? Want to volunteer? Contact [info@SaveAbandonedBabies.org](mailto:info@SaveAbandonedBabies.org).
- After you read this brochure, pass it on.

**Tell a friend. Talk about it.  
You might save a life.**



Printed by Authority of the State of Illinois  
DCFS #171 – October 2013 – 3,000 Copies  
CFS 1050-74, Rev. 12/09

# No Shame. No Blame. No Names.



## Illinois has a safe place for your newborn.

*No one knew you were pregnant.  
No one knows about your baby.  
You can't take care of your baby.  
What are you going to do?*

An unwanted pregnancy can be a traumatic experience. You may have overwhelming feelings of isolation, fear, or shame that could lead to irrational thoughts or acts, such as unsafely abandoning your baby.

Each year in Illinois, there are disturbing reports of newborn babies found in dumpsters and other unsafe places. Under the Illinois Abandoned Newborn Infant Protection Act, unharmed infants **30 days old or younger** can be handed to staff at a safe haven. No questions asked. You don't have to give your name. The police will not be called. Your baby will get medical care and be adopted.

The entire Act can be found at [http://www.state.il.us/dcfs/library/com\\_communications\\_sumlicen\\_abinfant.shtml](http://www.state.il.us/dcfs/library/com_communications_sumlicen_abinfant.shtml)

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## Where are safe havens?

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In Illinois, safe havens for newborns are:



- Staffed fire stations
- Staffed police stations
- Hospitals
- Emergency care facilities

Look for this sign to identify safe havens in your community.

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## What does the law do?

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The law is intended to provide an alternative to the parents of newborn infants to relinquish their unharmed infants to staff in safe havens while remaining anonymous and avoiding civil or criminal liability. It is recognized that establishing a traditional adoption plan through a private or public adoption agency or choosing to parent the child is a preferable parenting plan to abandonment or relinquishment of an infant. However, the purpose of this law is to reduce the risk of harm to a newborn by a parent who may be under undue stress.

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## What happens at a safe haven?

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Newborns can be handed to personnel at a hospital, emergency care facility, staffed police station or staffed fire station. Staff members at emergency care facilities, fire stations and police stations will make arrangements for transportation of the infant to the nearest hospital.

Hospital personnel will conduct a physical examination of the newborn infant and provide any needed medical care. The hospital is deemed to have temporary protective custody of the newborn until the infant is discharged to an adoption agency.

**If you wish, you can fill out forms to provide medical information about your newborn that will help healthcare workers taking care of your baby.** The forms may be filled out at the safe haven

location, or you can take the forms with you and return them by mail. You can also download the forms from [www.saveabandonedbabies.org](http://www.saveabandonedbabies.org) or [www.state.il.us/dcfs/library/com\\_communications\\_sumlicen\\_abinfant.shtml](http://www.state.il.us/dcfs/library/com_communications_sumlicen_abinfant.shtml). All of the information that you provide remains confidential. You do not need to give your name.

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## Parental rights

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There is a presumption that by relinquishing a newborn infant at a safe haven, the infant's parent consents to the termination of his or her parental rights with respect to the infant.

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## Consider adoption

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Every child deserves a safe, loving, permanent home. You can help provide this by making an adoption plan, even before giving birth. Several public and private agencies in Illinois provide services to those who choose to allow their child to be adopted. Agency staff carefully interview and check the backgrounds of prospective adoptive parents to make sure that they:

- Have no criminal or child abuse history
- Have room in their home for a child
- Can support the child financially
- Can provide a loving, safe home

For information about adoption, please call the Illinois Adoption Registry: 1-877-323-5299 (toll-free in Illinois) or [www.idph.state.il.us/vital/iladoptreg.htm](http://www.idph.state.il.us/vital/iladoptreg.htm).

## Additional Resources

### Mayo Clinic

*Postpartum Care: What to Expect After a Vaginal Birth*

[www.mayoclinic.org](http://www.mayoclinic.org)

### Association of Women's Health, Obstetric and Neonatal Nurses

*Patient Education: Postpartum Changes  
and Postpartum Self Care*

[www.awhonn.org](http://www.awhonn.org)

### American Pregnancy Association

[www.americanpregnancy.org](http://www.americanpregnancy.org)

### Postpartum Support International

[www.postpartum.net](http://www.postpartum.net)

The information provided in this brochure is not medical advice. You should seek IMMEDIATE medical attention by calling your health care provider or going to an emergency room if you experience any of the signs described.



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DCFS #701 – June 2013 – 1,000 Copies  
CFS 1050-74-2, Rev. 9/10

A stylized illustration of several flowers on thin green stems. The flowers are in various colors: pink, purple, yellow, and green. Some are fully bloomed, while others are buds. The background is a light yellow.

# Taking Care of Yourself After Giving Birth

***Giving birth is very hard work and takes a toll on your body. You will need time and rest to be yourself again. This brochure explains physical and emotional changes that may happen after you give birth.***

**Physical and emotional changes you may experience after delivery:**

Bleeding from your vagina will be bright red, like a period. Over a few days, the blood will lessen and fade to brown then pink, finally becoming clear in about 4 to 6 weeks. If bleeding continues to be heavy (filling more than one sanitary pad in 1 hour), turns bright red, contains clots bigger than a quarter, or produces a foul odor, then you need to call a doctor or go to the emergency room. This could be a sign of infection or that the placenta was not fully discharged.

When you go to the bathroom, it may sting when your urine comes out or it may come out in small trickles until you regain full bladder control. It is important to urinate at least once every 6 hours. When your bladder is empty, your uterus (womb) can return to its normal position in your body. If you have difficulty urinating, experience pain or burning when urinating, or feel a need to urinate often but only a small amount comes out, then you need to drink more fluids and notify a doctor. You could have a urinary tract infection.

Some women have cramps after the birth. These “afterpains” can last 2-5 days and mean that your uterus is contracting normally.

About 5 days after giving birth, if you have pain in your lower abdomen, then you need to call a health care provider. This could be a sign that you did not completely discharge the placenta.

It is normal to have a temperature between 97 to 100 degrees Fahrenheit. At any time following delivery, if your temperature goes over 100.4 degrees Fahrenheit, then call a health care provider. This could be a sign of infection.

Severe headache, blurred vision, or swelling of the face, ankles, or fingers could be a sign of toxemia or pre-eclampsia. Go to the emergency room to see a doctor.

Sharp pain in your chest, shortness of breath, concentrated pain, or redness/swelling in your thigh or calf might indicate a blood clot. Call a doctor. If you are unable to reach a doctor, have someone take you to the emergency room or call 911 for an ambulance.

Your breasts will stop producing milk about 7-10 days after you give birth. Using cold compresses, wearing a supportive bra 24 hours/day, not touching the breasts, and taking a pain reliever, such as ibuprofen, may help with the discomfort.

If you have pain, swelling, tenderness, redness, heat, or a lump in your breast, you may have an infection called “mastitis.” Call a doctor as soon as possible to get treatment before the infection gets worse.

You may feel hemorrhoids on your bottom and may have itching, bleeding, or pain while having a bowel movement. Hemorrhoids are common during pregnancy. The strain of pushing during birth may cause more swelling. These hemorrhoids are usually most painful the first few days after giving birth. There are several ways you can make yourself more comfortable:

- Use a donut-shaped pillow to sit on,
- Sit in a few inches of cool water in a clean bathtub,
- Use Tucks pads,
- Drink 8 glasses of water a day, and
- Eat foods containing fiber, such as whole grain products, raw fruits, and vegetables, and avoid sweets and cheese.

Many women experience changes in their moods following childbirth. You may feel happy one moment and weepy the next. If these moods last more than 2 weeks and you feel depressed most of the time, have thoughts of harming yourself, or are unable to cope with everyday stresses, you should talk to a health care professional immediately. You may have postpartum depression, which can be treated.



## Can my medical information be shared anonymously?

Yes, persons who wish to exchange medical information without revealing their identity may do so by indicating it on their application. In order to receive medical information through the registry, the adopted or surrendered person, birth parent or sibling, adoptive parent or legal guardian must complete the medical questionnaire and agree to exchange this information with other eligible registrants.



## Is there a fee for registering with the Adoption Registry?

Yes. There is a \$15 filing fee. However, the fee will be waived if the registrant completes the Medical Information Exchange Questionnaire at the time of the initial application and agrees to the release of the medical questionnaire to at least one other party to the adoption.

The \$15 fee also is waived for adoptive parents who register with the IARMIE within 12 months of the finalization of their child's adoption.

## May I update or amend my registration in the future?

Yes. Any registrant (including those who registered with the Illinois Adoption Registry prior to January 1, 2000) may update or amend information on file free of charge. However, updates and amendments must be accompanied by proof of identification (a photocopy of the registrant's driver's license or other state-or government-issued ID).

## Where can I find additional resources?

To protect the rights and well-being of children, birth parents and adoptive families, the Department of Children and Family Services (DCFS) ensures that all Illinois agencies providing adoptions services are licensed. For more information about adoptions in Illinois and for a list of licensed adoption agencies in Illinois, visit [www.state.il.us/dcf/adoptions](http://www.state.il.us/dcf/adoptions) or call the Adoption Support Line at 888-96-ADOPT (888-962-3678).

### I A R M I E registration forms are available a number of ways.

- Download the forms from the Department's website: [www.idph.state.il.us](http://www.idph.state.il.us).
- E-mail a request for forms to [dph.vitals@illinois.gov](mailto:dph.vitals@illinois.gov).
- Call the registry at 877-323-5299, TTY (hearing impaired use only) 800-547-0466.
- Mail a request for forms to the Illinois Department of Public Health, Illinois Adoption Registry and Medical Information Exchange, Division of Vital Records, 925 E. Ridgely Ave., Springfield, IL 62702-2737.

*For more information, contact*  
**Illinois Department of Public Health**

**Illinois Adoption Registry and Medical  
Information Exchange**

925 E. Ridgely Ave., Springfield, IL 62702-2737  
217-557-5159 • TTY (hearing impaired use only) 800-547-0466



**State of Illinois**  
Illinois Department of Public Health

## Illinois Adoption Registry and Medical Information Exchange

Illinois  
has  
new  
options  
for  
adoption  
and  
post adoption



**Illinois Department of Public Health**

## The Illinois Adoption Registry and Medical Information Exchange

*offers Illinois adoptees and their birth and adoptive families post-adoption options.*



## What is the Illinois Adoption Registry and Medical Information Exchange?

Through changes to the adoption registry law, the Illinois Adoption Registry and Medical Information Exchange (IARMIE) allows mutually consenting adopted and surrendered persons and members of their birth and adoptive families to voluntarily exchange a wealth of information without petitioning the courts. Individuals can remain anonymous and still share valuable personal and medical information.

## What information can be exchanged or released?

- the identity and last known address of other birth and adoptive family members who have registered with the IARMIE
- medical background information filed with the registry
- pictures and written statements filed with the registry
- the adoptee's original birth certificate (*providing he or she was born in Illinois*)

## Who may register?

Registration is open to –

- Birth parents
- Adopted or surrendered persons 21 years of age or older who were born, adopted or surrendered in Illinois
- Non-surrendered brothers and sisters over age 21 of those who were adopted or surrendered and a common parent is deceased
- Adoptive parents of eligible adopted persons under age 21 or any age if the adopted person is deceased
- Legal guardians of adopted or surrendered persons
- Surviving sister or brother of a deceased birth parent
- Surviving adult child of a deceased adopted person
- Surviving spouse of a deceased adopted person with a minor child



## What is required for the release of information?

Registrants must initially provide sufficient information about their identities and the circumstances surrounding the adoption or surrender to enable registry staff to locate the Illinois Department of Public Health's file on the adopted person. All registry applications must be accompanied by proof of the registrant's identity (photocopy of the registrant's driver's license or other state-or government-issued ID). Non-adopted birth siblings also are required to provide proof of death for the birth parent they have in common with the adopted person.

## May I submit written statements and photographs?

Yes. The Illinois Adoption Registry and Medical Information Exchange application includes two pages for submitting an optional written statement. Written statements filed with the registry cannot include identifying information regarding anyone other than the registrant.

Photographs can be submitted by enclosing them in an unsealed envelope no larger than 8.5" x 11." Photographs filed with the registry may not identify anyone other than the registrant who submits them. Photographs and statements that do not meet these requirements will be returned to the applicant.

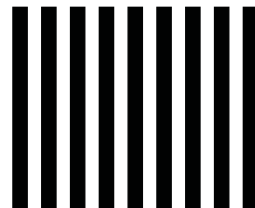
## How is the medical information filed?

Medical information may be filed with the registry by registrants completing the Medical Information Exchange Questionnaire. The questionnaire includes a list of diseases and conditions that medical professionals believe may be inherited or genetically linked. Each applicant is asked to indicate on the questionnaire the diseases and conditions with which he/she or other biological relatives have been diagnosed. Knowing about the existence of certain inherited conditions and diseases can give clues to medical conditions that may run in a birth family.



Fold Here

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL PERMIT NO. 1897 SPRINGFIELD IL

POSTAGE WILL BE PAID BY ADDRESSEE

STATE OF IL DEPT OF CHILDREN & FAMILY SERVICES  
410 S 11TH ST  
SPRINGFIELD IL 62703-9903



## Additional Resources

### Illinois Department of Children and Family Services

[www.DCFS.illinois.gov](http://www.DCFS.illinois.gov)

Advocacy Office for Children and  
Family Services: 800-232-3798  
(weekdays 8:30 a.m. - 5 p.m.)

Hotline: 800-252-2873 (24-hours)

### Save Abandoned Babies Foundation

[www.saveabandonedbabies.org](http://www.saveabandonedbabies.org)  
312-440-0229

### Illinois Department of Human Services

[www.dhs.state.il.us](http://www.dhs.state.il.us)  
Help Line: 800-843-6154  
(TTY 800-447-6404)

### Midwest Adoption Center

[www.macadopt.org](http://www.macadopt.org)  
847-298-9096

### Illinois Adoption Registry and Medical Information Exchange (IARMIE) Program

[www.idph.state.il.us/vitalrecords/index.htm](http://www.idph.state.il.us/vitalrecords/index.htm)  
877-323-5299 (toll-free) or  
217-557-5159

The IARMIE program allows birth parents to authorize or prohibit the release of identifying information. Confidential facts may be released to registrants only after at least two parties to the adoption have filed explicit mutual consents for the exchange of this information. If you register with the IARMIE, you must provide your name and a photocopy of a State-issued ID, but this information will be kept confidential if you wish. The Department of Public Health also provides application forms to register with IARMIE.

Vital medical information may be exchanged anonymously through the Medical Information Exchange. This information can only be exchanged if you and your adult adopted child (or your child's adoptive parent, if the child is under age 21) voluntarily register and agree to exchange these facts.

Printed by Authority of the State of Illinois  
DCFS #268 – October 2011 – 3,000 Copies  
CFS 1050-74-1, Rev. 9/10

# help is here.



and “here” is anywhere  
you see this sign.

You’re scared and alone,  
but you’re not out of options.

You have come to the  
right place to get help!

This brochure explains  
your rights and what  
happens next.

Illinois Department of  
**DCFS**  
Children & Family Services

Save Abandoned Babies  
Foundation®

Thank you for bringing your baby to a Safe Haven. You have made a difficult but responsible decision. Your baby will be adopted by a family that is waiting for the opportunity to love and care for a child. Please provide some background information to us now. It will help your baby have a healthy future. You can do this anonymously. It's OK if you don't know all the answers, but whatever you do know will be a big help to both your baby and his or her adoptive family.

Illinois law (325 ILCS 2/1-70) says:

- You can leave your unharmed baby, who can be up to 30 days old, and
- You can walk away with no questions asked, and
- Remain anonymous and protected from prosecution.
- You must hand the baby to a staff person at a hospital, staffed fire station, police station, or sheriff's office, and
- If you leave the baby with someone at a staffed fire, police, or sheriff station, the baby will be transported to a nearby hospital and seen by a doctor.
- If you leave your baby with a person at a Safe Haven, there is a legal presumption that you are the baby's biological parent, that you consent to the termination of your parental rights and you are relinquishing your baby for adoption.

A check will be done to make sure the baby has not been reported missing. The Illinois Department of Children and Family Services (DCFS) will contact an Illinois adoption agency, which will place the baby with an adoptive family. The adoption agency will go to court to be appointed the baby's legal guardian until the adoption is finalized. During the adoption proceeding, the birthparents' legal rights to the baby will be terminated.

If you leave your baby at a fire, police, or sheriff station and return within 72 hours, the facility must inform you of the name and location of the hospital the baby was taken to. If you change your mind after leaving your baby at a Safe Haven, call DCFS at 800-252-2873.

- When you call DCFS, request the name of the adoption agency your baby was placed with and find out where the adoption proceeding is taking place.
- If you want to try to get your baby back, you must petition the court for a return of custody. This must be done before your parental rights are terminated by the court.
- You have a limited time before your parental rights are terminated. The court can terminate your parental rights 60 days after you abandon your baby.
- If you do petition the court to get your baby back before your parental rights have been terminated, the court may put the adoption on hold for up to 60 more days and require:
  - o genetic testing to see if the baby is yours, and
  - o that DCFS conduct an investigation and home study with recommendations for the court
- If you don't try to get your baby back before your parental rights are terminated, you are barred from any future attempts to get your baby back or assert your rights as a parent.

Please answer these questions and return this form by mail to the DCFS State Central Register, 406 East Monroe Street, Station 30, Springfield, IL 62701. You do not need to give your name unless you wish to do so. It's okay to answer some of the questions and leave others blank. Any information you are able to provide will be helpful. If you do provide identifying information, it will remain confidential. This is an anonymous, safe and legal process. In the future, you and your child (or your child's adoptive parents, if the child is under age 21) may want to exchange information anonymously or have contact. If you do provide identifying information here, it will not be given to anyone else without your consent first.

Date you brought your baby to the Safe Haven:

Location of Safe Haven:

Mother's age: Father's age:

Mother's race and ethnicity:

Father's race and ethnicity:

Date baby was born:

Was the baby premature? Yes No

Describe any problems with the pregnancy or delivery

Where was the baby born (city/state)?

During the pregnancy did you use any of the following?

Cigarettes: How much and at what point in the pregnancy?

Alcohol: How much and at what point in the pregnancy?

Drugs/Medications: Which and at what point in the pregnancy?

Did you receive any prenatal care? If so, please describe:

Do you have any other children? Yes No  
If so, how old are they?

Blood Relatives: This means the baby's mother, father, sister, brother, grandparents, aunts, uncles, nieces, nephews, or cousins. Please circle if any blood relative has any of these medical conditions:

Allergies Diabetes Mental Illness  
Asthma Down Syndrome Muscular Dystrophy  
Cancer Heart Disease Seizures  
Depression High Blood Pressure  
Other:

If you would like to write your child and/or your child's adoptive family a note, please use the space below or attach a separate page. You may do so even if you do not want to provide your identifying information.

Optional identifying information:

Today's Date:

Mother's name:

Mailing Address:

State: Zip Code:

E-Mail Address:

Phone:

Social Security Number:

Mother's Date of Birth:

Father's name:

Mailing Address:

State: Zip Code:

E-Mail Address:

Phone:

Social Security Number:

Father's Date of Birth:





***No Shame.  
No Blame.  
No Names.***



***Now there's a way to safely  
relinquish your unharmed  
newborn.***

**Illinois' Abandoned Newborn  
Infant Protection Act**

**For help now,  
call 888-510-BABY**



Illinois Department of  
**DCFS**  
Children & Family Services  
[www.DCFS.illinois.gov](http://www.DCFS.illinois.gov)

***If you or someone you know is pregnant and desperate, don't panic. Help is available.***

An unwanted pregnancy can be a traumatic experience. You may have overwhelming feelings of isolation, fear, or shame that could lead to irrational thoughts or acts, such as unsafely abandoning your baby.

## **Where are Safe Havens?**

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In Illinois, these safe places for newborns are:

- Staffed fire stations
- Staffed police stations
- Hospitals
- Emergency care facilities
- Campus police stations

## **What does the law do?**

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The law saves babies from unsafe abandonment. It says that parents who do not harm their baby cannot be prosecuted if they hand their baby, up to 30 days old, to personnel at a Safe Haven. It gives a desperate parent a responsible alternative.

## **What happens at a Safe Haven?**

---

Newborns can be brought to any hospital, emergency care facility, staffed police station or staffed fire station—no questions asked. A packet of information is offered to the parent. The baby is taken to a hospital for a check up, then placed with a pre-approved adoptive family.

## **Parental rights**

---

Biological parents should be aware that they are voluntarily terminating their parental rights, which makes the infant available for immediate adoption.

**[www.SaveAbandonedBabies.org](http://www.SaveAbandonedBabies.org)**



## **Illinois has a safe place for your newborn.**

If you are pregnant and unable to keep your baby after it's born, you may legally hand your unharmed baby, up to 30 days old, to a staff member at a hospital, fire or police station, or emergency care facility. Your baby will be given medical care and be adopted by a loving family.

You don't have to give your name or any other information to anyone. You will not be breaking any laws.

But, you will be giving your baby the gift of life.

**For confidential information or help, please call**

**1-888-510-2229**



## **PRPD Firearm Reclamation Information.pdf**





## **Park Ridge Police Department Firearm Reclamation Information**

Your firearm, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Make) (Model) (serial #)

was impounded for safekeeping 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.

**pursuit\_driving\_form\_fillin.pdf**

1. Report to be completed by primary unit officer.
2. More than one condition per category can be cited.

## PURSUIT DRIVING REPORT

Officer \_\_\_\_\_  
Agency \_\_\_\_\_

Date of Incident \_\_\_\_\_  
ISPERN Number \_\_\_\_\_

Time of Incident \_\_\_\_\_  
Agency Report Number \_\_\_\_\_

### 1. Officer Information

Yrs of Service \_\_\_\_\_  
Age \_\_\_\_\_  
Sex \_\_\_\_\_  
Full Time \_\_\_\_\_  
Part Time \_\_\_\_\_

### 2. Initiating Event

\_\_\_\_ Minor traffic law violation  
\_\_\_\_ Suspected DUI  
\_\_\_\_ Reckless driving  
\_\_\_\_ Suspected stolen vehicle  
\_\_\_\_ Outstanding Misdemeanor Warrant  
\_\_\_\_ Felony Property Crime Warrant  
\_\_\_\_ Felony Violent Crime Warrant  
\_\_\_\_ Suspected criminal activity  
\_\_\_\_ Wanted by another agency  
\_\_\_\_ Felony Crime  
\_\_\_\_ Misdemeanor crime  
\_\_\_\_ Firearm Use by Offender in Crime or Escape  
\_\_\_\_ Other (explain) \_\_\_\_\_  
\_\_\_\_\_

### 3. Supervisor Notification

\_\_\_\_ By Officer  
\_\_\_\_ By Dispatcher  
\_\_\_\_ Other \_\_\_\_\_

### 4. Duration of Pursuit in Minutes

Minutes \_\_\_\_\_

### 5. Contraband Found

\_\_\_\_ Yes  
\_\_\_\_ No

### 6. Weather Conditions

\_\_\_\_ Rain  
\_\_\_\_ Snow  
\_\_\_\_ Sleet/Hail  
\_\_\_\_ Fog/Smog/Haze  
\_\_\_\_ Other (describe) \_\_\_\_\_

### 7. Locale

\_\_\_\_ Urban  
\_\_\_\_ Residential/Suburban  
\_\_\_\_ Rural

### 8. Road Type

\_\_\_\_ Two-lane  
\_\_\_\_ Four-lane  
\_\_\_\_ Expressway/Interstate

\_\_\_\_ Toll Road  
\_\_\_\_ Unpaved, any width

### 9. Your Pursuit Vehicle was:

\_\_\_\_ Marked  
\_\_\_\_ Semi-Marked  
\_\_\_\_ Unmarked  
\_\_\_\_ Other

### 10. Number of Police Units Involved

Your agency \_\_\_\_\_  
Other agency \_\_\_\_\_  
Air support \_\_\_\_\_

### 11. Other Agencies Involved

\_\_\_\_ Number of other agencies

### 12. Distance of Pursuit

\_\_\_\_ Under 1/2 mile  
\_\_\_\_ 1/2 - 1 mile  
\_\_\_\_ 1 - 2 miles  
\_\_\_\_ 2 - 3 miles  
\_\_\_\_ 3 - 4 miles  
\_\_\_\_ 4 - 5 miles  
\_\_\_\_ Other (enter miles)

### 13. Suspect Vehicle Type

\_\_\_\_ Car  
\_\_\_\_ Truck  
\_\_\_\_ Van  
\_\_\_\_ Motorcycle  
\_\_\_\_ Other (describe) \_\_\_\_\_  
\_\_\_\_\_

### 14. Number of Passengers in Suspect Vehicle

\_\_\_\_ Enter Number

### 15. Fleeing on Foot (if Attempted)

\_\_\_\_ Driver Apprehended  
\_\_\_\_ Number of Passenger(s) Apprehended

### 16. Highest Speed of Suspect(s) Vehicle

\_\_\_\_ Highest Speed

### 17. Highest Speed of your Police Unit

\_\_\_\_ Highest Speed

### 18. Crash Information

\_\_\_\_ None  
\_\_\_\_ Property Damage  
\_\_\_\_ Private

\_\_\_\_ Public  
Type: \_\_\_\_\_  
Vehicle Damage:  
\_\_\_\_ Suspect(s) Number \_\_\_\_\_  
\_\_\_\_ Citizen(s) Number \_\_\_\_\_  
\_\_\_\_ Your/Departmental Number \_\_\_\_\_  
\_\_\_\_ Personal Injury  
\_\_\_\_ You  
\_\_\_\_ Suspect  
\_\_\_\_ Citizen(s) Number \_\_\_\_\_  
\_\_\_\_ Passenger(s) Number \_\_\_\_\_  
\_\_\_\_ Fatality  
\_\_\_\_ Subject  
\_\_\_\_ Citizen  
\_\_\_\_ Passenger(s)  
\_\_\_\_ 10505SR Crash Report Number

### 19. Reason for Pursuit Termination

\_\_\_\_ Suspect Surrendered/stopped  
\_\_\_\_ Suspect fled on foot  
\_\_\_\_ Suspect vehicle disabled  
\_\_\_\_ Your vehicle disabled  
\_\_\_\_ You voluntarily terminated pursuit  
\_\_\_\_ Crash involving suspect vehicle and citizen  
\_\_\_\_ Crash involving suspect vehicle and police vehicle  
\_\_\_\_ Crash involving suspect vehicle only  
\_\_\_\_ Crash involving police vehicle only  
\_\_\_\_ Forcible stop technique (see #22)  
\_\_\_\_ Terminated by supervisor  
\_\_\_\_ Lost sight of vehicle  
\_\_\_\_ Other (explain) \_\_\_\_\_

### 20. Crashes during pursuit not resulting in pursuit termination:

\_\_\_\_ Number of crashes involving suspect vehicle and police vehicle  
\_\_\_\_ Number of crashes involving suspect vehicle and citizen  
\_\_\_\_ Number of crashes involving suspect vehicle and a moving citizen's vehicle  
\_\_\_\_ Number of crashes involving suspect vehicle and a parked citizen's vehicle  
\_\_\_\_ Number of crashes involving suspect vehicle and fixed property  
\_\_\_\_ Number of crashes involving police vehicle and a moving citizen's vehicle  
\_\_\_\_ Number of crashes involving police vehicle and a parked citizen's vehicle  
\_\_\_\_ Number of crashes involving police vehicle and fixed property

### 21. Stop Technique (if used)

\_\_\_\_ Stationary roadblock  
\_\_\_\_ Rolling roadblock (boxing in)  
\_\_\_\_ Ramming  
\_\_\_\_ Heading Off  
\_\_\_\_ Other (describe) \_\_\_\_\_  
\_\_\_\_\_

### 22. Suspect Arrest Information

Driver: \_\_\_\_\_  
D.O.B. \_\_\_\_\_  
Sex \_\_\_\_\_  
Valid Driver's License  
\_\_\_\_ Yes \_\_\_\_ No  
License at time of incident  
State Number \_\_\_\_\_  
Passenger(s):  
\_\_\_\_ (1) \_\_\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4)  
D.O.B. \_\_\_\_\_  
Race \_\_\_\_\_  
Sex \_\_\_\_\_

### 23. Event Violations

Initiating Event(s) \_\_\_\_\_  
Event Violation(s) \_\_\_\_\_  
Charges (cite to Criminal Code)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 24. Was Follow-up Conducted Where Driver is not apprehended?

\_\_\_\_ Yes  
\_\_\_\_ No

**Submit Police Pursuit Report Form To:**  
**Illinois Law Enforcement Training**  
**and Standards Board**  
**4500 South Sixth Street Rd., Room 173**  
**Springfield, IL 62703-6617**  
**217-782-4540**

## **IL DEPT OF CORRECTIONS PRPD Form 2022-0523.pdf**

ILLINOIS DEPARTMENT OF CORRECTIONS  
**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:**

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**Summary of specific details of occurrence (include date and time):**

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**Recommendations to prevent future occurrences:**

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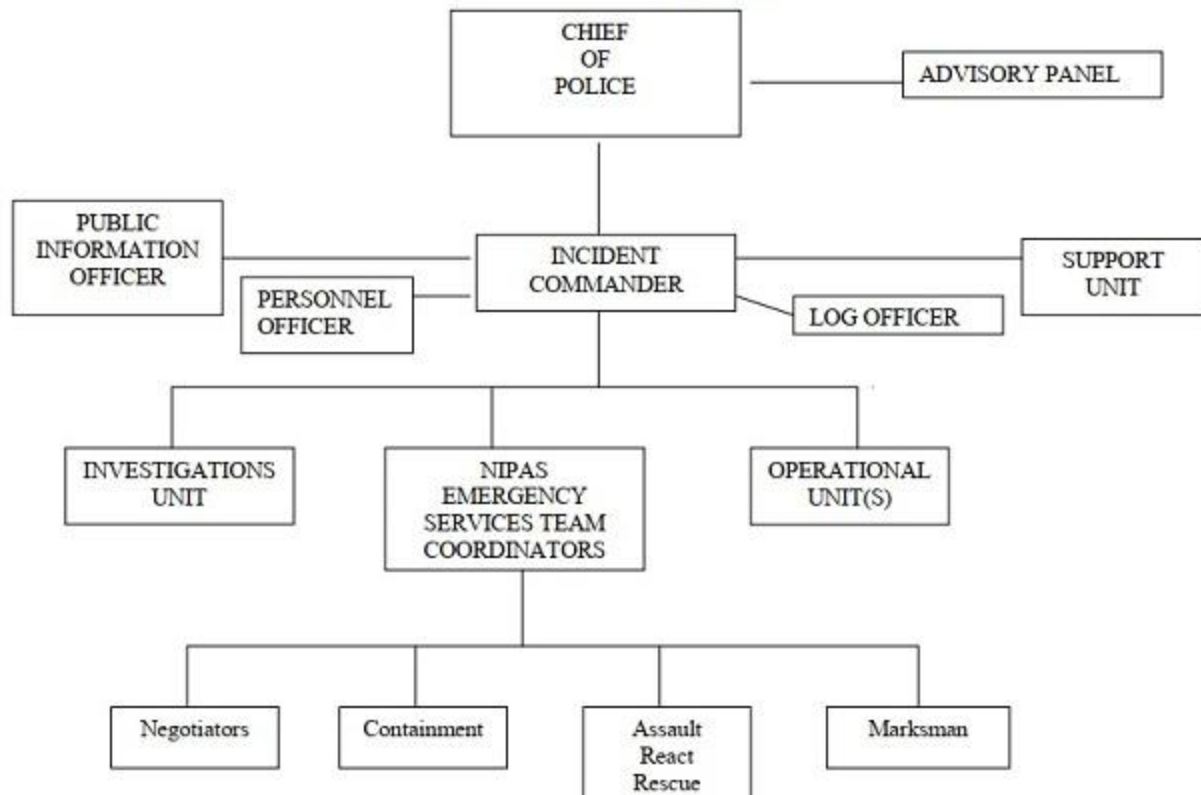
_____	_____	_____	_____
Print Reporting Officer's Name	Badge #	Reporting Officer's Signature	Date
_____	_____	_____	_____
Print Shift Commander's Name	Badge#	Shift Commander's Signature	Date

**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.

**PRPD PDF Special Threat  
Plan Org Chart 2022-0613.pdf**

**SPECIAL THREAT PLAN  
CRITICAL INCIDENTS  
TABLE OF ORGANIZATION**





## **IL PRPD Body Armor Agreement.pdf**

**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), 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

# Park Ridge Police Department Policy Manual

## Policy Manual

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# Park Ridge Police Department

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## J

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# Park Ridge Police Department

## Policy Manual

### Park Ridge Police Department Policy Manual

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