

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 522-S

REFERENCE STANDARDS:

SUBJECT: Department Tours

PURPOSE: To manage requests for tours of the Police Department.

I. REQUESTS FOR DEPARTMENT TOURS

- A. Any person receiving a request for a tour of the department by a group of four (4) or more will complete the Tour Request Form. (Appendix A)
- B. When Part A of the tour request form is completed it should be forwarded to the Deputy Chief of Support Services.
- C. The Deputy Chief of Support Services, or his designee, will review the request and resolve any conflicts and forward the information to the proper watch commander.
- D. The Deputy Chief of Support Services will maintain a master schedule.
- E. The watch commander will be responsible for assigning someone to give the tour and will complete Part B of the form and return it to the Support Services Office.

HANOVER PARK POLICE DEPARTMENT



Tour Request Form

Part A

Name of Requester: _____ Date: _____

Organization: _____

Name of Contact Person: _____

Telephone #: _____

Date of Tour: _____

Time of Tour: _____

Number in Group: _____

Age Span of Group: _____

Forwarded to Shift Supervisor of Shift: _____

Date Forwarded: _____

Forwarded By: _____

Part B – To Be Completed After Tour

Tour Conducted By: _____

Number in Tour: _____

Time Spent on Tour: _____

Other Coments: _____

Completed Form Forwarded to Support Services: _____

Date