

# BARTLETT POLICE DEPARTMENT

**Subject: Investigations Section****Issued: April 10, 1996****Effective Date: April 10, 1996****Termination Date: N/A****Amended Date: October 30, 2018****Investigations Order 300****Rescinds: G.O. 90-10****Reference CALEA Standards:**

**41.2.5, 41.2.6, 41.2.7, 42.1.1,  
42.1.2, 42.1.3, 42.1.4, 42.2.1,  
42.2.2, 42.2.3, 42.2.4, 42.2.6,  
42.2.9, 42.2.10, 42.2.11, 42.2.12**

**Related Directives:**

**IO301, IO302, PO408, TSO500,  
SO614**

**PURPOSE:** To provide administrative and operational procedures for the Investigations Section, to include on-call scheduling, case assignment and case reporting procedures. The procedures regarding conducting criminal investigations or follow ups are intended for use by patrol officers as well as investigators.

**I. Authority**

- A. The Investigations Section will be supervised by a Sergeant and overseen by a Commander appointed by the Chief of Police, who will report to the Deputy Chief of Support Services.
- B. The Investigations Sergeant will be responsible for case assignment, case control, scheduling, preparation of a monthly on-call list, overall management of the Section and any other duties assigned by the Deputy Chief of Support Services.

**II. Personnel Assignment**

- A. The position of detective within the Investigations Section will be filled by sworn officers according to the guidelines in Personnel Order 408 – Specialty Assignments.
- B. Assignment to the Section will not be considered permanent or a promotion and may be of a rotating or temporary basis. Positions in the Investigations Section are the same as those in the Patrol Section with respect to rank titles and salary schedules.
- C. Officers assigned to Investigations should possess the following skills:
  1. Above-average written communication skills.
  2. Interview and interrogation ability.
  3. Knowledge of the elements of a crime.
  4. Good interpersonal skills.
  5. Good knowledge of criminal law.
  6. Ability to work with minimal supervision.
- D. The Chief of Police may assign other sworn personnel to the Investigations Section on a temporary basis for any of the following reasons:
  1. To assist in the investigation of a criminal matter that is serious in nature.
  2. To strengthen the investigative process.
  3. Creation of a pool of trained officers with investigative experiences.
  4. To improve preliminary investigation skills by patrol officers.

**III. Duties of Investigators**

- A. Detectives assigned to the Investigations Section will conduct follow-up investigations that involve both adults and juveniles. Some of the offenses that personnel will investigate include, but are not limited to; Homicide, Criminal Sexual Assault, Robbery, Burglary, Arson and Theft.
- B. Personnel will also investigate vice and organized crime conditions such as sex offenses and gambling.
- C. Officers assigned as detectives will assist the officer that is assigned to an undercover drug enforcement unit in any narcotics investigation that occurs in Bartlett.
- D. Detectives will also handle cases that involve Minors Requiring Authoritative Intervention (MRAI) and those juvenile matters that cannot be handled at the patrol level due to their complexity.
- E. Detectives will prepare cases for presentation to the Grand Jury or to the State's Attorney for felony approval and for issuance of complaints and warrants.
- F. Detectives will assist and will cooperate with any external law enforcement agency (Federal, State, County, Local), with any investigation that may be taking place within the Village of Bartlett.
- G. On duty detectives will assist victims of crimes with the signing of complaints, obtaining warrants, and when necessary, Orders of Protection under the following guidelines: (off duty detectives may provide this service and will be compensated only with prior approval of the Investigations Sergeant).
  - 1. Cook County and DuPage County: detectives can have the complainant meet them at the Police Department or the Court Facility.
  - 2. In cases that arise out of Kane County, officers will first contact the Kane County State's Attorney's Office to make arrangements for complaints and warrants.
  - 3. The investigating detective will prepare the complaint and warrant and will include it in a court file. This court file should contain all the information relevant to the case.
  - 4. If a complaint and warrant originate from the Patrol Section, the assigned officer will prepare all the necessary paperwork and will advise the complainant that they will be contacted by a detective as soon as possible to arrange for a court appearance. It will be the responsibility of the Patrol Supervisor on duty to ensure the case report is forwarded to the Investigations Commander for assignment.
- H. Detectives will be responsible for completing all appropriate paperwork for evidence in sexual assault cases to be submitted to a laboratory for analysis. (Technical Services Order 502)

**IV. Notifications/Call Outs**

- A. The Investigations Sergeant will post a work and on call schedule that covers all hours during a seven-day period. The on-call schedule will designate the detective to be called in the event of a major incident requiring immediate follow-up. (42.1.1)
- B. If there is no member of the Investigations Section on duty, and the Patrol Shift Supervisor needs to contact a detective to provide investigative continuity, he/she will:
  - 1. Decide whether or not a detective should be notified.
  - 2. Contact the designated on-call detective.
  - 3. Notify the Investigations Sergeant and advise of the need for a detective and brief him/her on the situation.
  - 4. Issue a Command Notification per Special Order 614, when appropriate.
- C. If the on-duty supervisor is unsure if a detective is needed, he/she may contact the Investigations Sergeant for advice.

- D. A command notification will be issued and the Investigations & Support Services Commander and the Investigations Sergeant will be notified for the following incidents:
1. Homicide/Violent Death
  2. Suicide
  3. Reckless Homicide
  4. Deaths with suspicious circumstances
  5. Home Invasion
  6. Criminal Sexual Assault
  7. Criminal Sexual Abuse
  8. Arson
  9. Armed Robbery
  10. Residential Burglary
  11. Burglary to Motor Vehicle with a suspect(s) in custody
  12. All Burglaries with a value loss of over \$5000.00
  13. Robbery
  14. Abduction
  15. Unusual Circumstance Missing Persons
- E. The Major Case Assistance Team (MCAT) or the DuPage Major Crimes Task Force (DMCT) will be notified for assistance by the Investigations Commander or designee when appropriate. MCAT will be notified for Cook County investigations, DMCT will be notified for DuPage County investigations. Procedures from the task force's Operations Manual will be followed. Bartlett will be in charge of all cases. MCAT/DMCT will respond for assistance in the following types of cases:
1. Homicides
  2. Attempted homicides when it's known that death is certain and no suspect has been identified.
  3. Serial rape investigations.
  4. Serial arsons.
  5. Major bombings
  6. Crimes on school grounds in which a firearm or explosive device is used and results in at least one serious injury.
  7. Non-parental abductions.
  8. Acts of terrorism/weapons of mass destruction.
  9. Other crimes will be evaluated by the Board of Directors on a case by case basis.

**V. Case Control and Management**

- A. Cases assigned to the Investigations Section shall have the status code of (Pending Investigation) and will be assigned to the Section when the patrol officer completing the initial report cannot follow up on the report due to time constraint, complexity of the incident, the need to travel beyond the jurisdiction of Bartlett or does not possess a necessary skill (i.e. juvenile offender, child molestation). **(42.1.4)**
- B. The detective assigned the case will be the primary investigator.
- C. Detectives assigned cases will be responsible for submitting timely Supplementary Reports detailing events in the case under investigation. **(42.2.9.c)**
- D. When closing a case for whatever reason, detectives will complete a Supplementary Report, which at a minimum contains information pertaining to the reason the case is being closed along with a "UCR" Change Form reflecting the final status of the case.
- E. Detectives may also open cases on their own when they feel an offense has been committed. In these matters, they will forward a copy of the original report to the Investigations Sergeant for formal assignment.

**VI. Case Assignment (42.1.2)**

- A. The Investigations Sergeant will assign cases based upon caseload and manpower considerations. If a case requires specialized skills or knowledge, efforts will be made to assign the case to the detective who possesses the training or expertise required to investigate the case. The following criteria will be used to determine if a report will be assigned to a detective, as well as serve as a guide to the patrol officer in determining his/her ability to complete an investigation within their tour of duty:
1. Seriousness of the offense.
  2. Solvability factors:
    - a. Is there a named suspect?
    - b. Is there a described suspect?
    - c. Is there a witness?
    - d. Is there a vehicle description/registration information?
    - e. Is there any physical evidence?
    - f. Is there a significant M.O.?
    - g. Does the offense fit a particular pattern of previous reports?
    - h. Was there limited opportunity for the crime which would focus the investigation?
- B. Investigations personnel, as well as patrol officers, will upon exhausting all leads and information on a case, close the case out administratively with a status of "09" and submit a UCR Change Form.

**VII. Criminal Investigation Procedures (41.2.5.e, 41.2.6.e)**

- A. When a detective or patrol officer is assigned to a preliminary investigation, the following steps will be followed:
1. Observe all conditions, events, and remarks surrounding the incident under investigation. (42.2.1.a)
  2. Locate or identify witnesses. (42.2.1.b)
  3. Maintain and protect the crime scene and arrange for the collection of evidence. (42.2.1.c)
  4. Interview the complainant/victim and all available witnesses. (42.2.1.d)
  5. Interview and/or interrogate suspects when appropriate. (42.2.1.d)
  6. Affect the arrest of suspect(s) in accordance with state and local statutes.
  7. Prepare the initial report to fully and accurately report the incident as well as actions taken.
- B. When a case is assigned to a detective for follow-up the detective will:
1. Make preliminary contact with the victim/complainant for the purpose of advising them that they will be handling the investigation.
  2. [REDACTED]
  3. [REDACTED]
  4. Detectives will maintain periodic contact with the complainant/victim and will advise them by phone of the status of the case and any changes to include the closure of the case.
  5. Review and analyze all previous reports prepared in the preliminary phase, departmental records, and results from laboratory examinations. (42.2.2.a)
  6. Conduct additional interviews/interrogations. (42.2.2.b)
  7. [REDACTED] (42.2.2.c)
  8. [REDACTED] (42.2.2.c)
  9. Collect available evidence, submit to lab when appropriate. Physical evidence may be searched for, collected and preserved during the investigation of any crime. Investigators will be responsible for planning, organizing and conducting investigative searches. Investigators will be mindful of proper evidence collection procedures (as outlined in Technical Services Order 500) and its importance in the development of thorough investigations. Detectives will work with evidence technicians to ensure the proper collection and submission of sexual assault case kits and evidence is done in accordance with the Illinois Sexual Assault Evidence Submission Act [410 ILCS 70/6.4] (42.2.2.d)
  10. Use written forms for consent searches, issuance of Miranda and statements.

11. Identify and apprehend suspects. (42.2.2.e)
12. Determine suspect(s) involvement in other crimes. (42.2.2.f)
13. Check suspect's criminal history. (42.2.2.g)
14. Prepare complaints and warrants and present to the court of venue for issuance. (42.2.2.h)
15. Thoroughly document all actions that take place in the investigation.
16. Ensure the Records Section enters the warrant and attempt to execute the warrant.
17. Contact the complainant to advise them of the status of the investigation.
18. Regularly brief the Investigations Commander of the case status.
19. Prepare cases for court presentation. Per 725 ILCS 5/114-13 all reports, memoranda and field notes from any investigation involving a homicide offense will be turned over to the prosecuting authority for discovery in criminal cases. All reports or memoranda from any investigation involving a non-homicide felony offense will likewise be turned over to the prosecuting authority. (42.2.2.h)

C. The following procedures should be utilized in criminal investigations:

1. Potential sources of information may include: witnesses, victims, neighbors, relatives, other law enforcement agencies and informants. Information obtained from these sources must be judged objectively, documented and obtained in a manner consistent with Department policy and State Statute.
2. Interviews with those individuals who may have information concerning certain aspects of an investigation. Interrogations are conducted with individuals who are suspects or those individuals who, in the opinion of the investigator, have been directly involved in the criminal activity in question. Interviews or interrogations will be conducted in a manner consistent with constitutional rights and State Statute. (1.2.3.b, 41.2.7.c)
3. Custodial interrogations of suspects must be electronically recorded and preserved per 725 ILCS 5/103-2.1 in the following cases:
  - a. 1<sup>st</sup> Degree Murder;
  - b. Intentional Homicide of an Unborn Child;
  - c. 2<sup>nd</sup> Degree Murder;
  - d. Voluntary Manslaughter of an Unborn Child;
  - e. Involuntary Manslaughter and Reckless Homicide;
  - f. Involuntary Manslaughter and Reckless Homicide of an Unborn Child;
  - g. Drug-Induced Homicide.
  - h. Aggravated DUI resulting in death
  - i. Predatory Criminal Sexual Assault of a Child
  - j. Aggravated Arson
  - k. Aggravated Kidnapping
  - l. Home Invasion
  - m. Aggravated Vehicular Hijacking
  - n. Aggravated Criminal Sexual Assault
  - o. Armed Robbery
  - p. Aggravated Battery with Discharge of a Firearm
4. Custodial interrogations of juvenile suspects must be electronically recorded and preserved per 705 ILCS 405/5-401.5 in the following cases:
  - a. Any felony offense under the Criminal Code
  - b. An act that if committed by an adult would be a misdemeanor offense under Article 11 (Sex Offenses) of the Criminal Code of 2012
  - c. If, during the course of an electronically recorded custodial interrogation conducted under this Section of the Juvenile Court Act of a minor who, at the time of the commission of the offense was under the age of 18 years, the minor makes a statement that creates a reasonable suspicion to believe the minor has committed an act that if committed by an adult would be an offense other than an offense required to be recorded, the interrogators may, without the minor's consent, continue to record the interrogation as it relates to the other offense notwithstanding any provision of law to the contrary.

5. Conduct background investigations on possible suspects, to include checking for criminal histories and possible contacts with other law enforcement agencies.
6. [REDACTED]

7. The Case Investigation Checklist (Annex I) may be used to ensure critical areas of investigation are not overlooked. (42.2.3)

D. When conducting follow-up investigations, all members of the Department will exercise extreme care in the observation of the constitutional rights of any person being dealt with. These include, but are not limited to:

1. To be free from unlawful searches.
2. Freedom from involuntary or coerced confessions.
3. The right to counsel.
4. The right to be admitted to bond or to be taken in front of a judge for the setting of bond.
5. Freedom from being detained against their will while not in custody. If at any time there is a question as to what rights are guaranteed, members will contact the appropriate State's Attorney's Office.

E. The use of informants by members of the Investigations Section in any criminal investigation shall be done with the approval of the Investigations Commander and will be governed by Investigations Order 302, covering the use of informants. (42.2.2.c)

## VIII. Lineup and Show-up Procedures

A. Definitions

1. Eyewitness - A person viewing the lineup whose identification by sight of another person may be relevant in a criminal proceeding.
2. [REDACTED]
3. Independent Administrator - A lineup administrator who is not participating in the investigation of the criminal offense and is unaware of which person in the lineup is the suspected perpetrator.
4. Lineup - Includes a photo lineup or physical lineup.
5. Lineup Administrator - The person who conducts a lineup.
6. 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.

7. 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.
  8. 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.
  - 9.
  10. 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.
- B. In accordance with **725 ILCS 5/107A-5** all physical lineup and photo spread procedures shall be conducted as follows: **(42.2.2.e)**
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. **(42.2.11.b)**
  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 II). This form will notify the eyewitness that the suspect may or may not be included in the lineup/photo spread and the eyewitness is not obligated to make an identification. The eyewitness will also be notified not to assume the officer administering the lineup or photo spread knows which person is the suspect. Officers administering the lineup or photo spread are prohibited from providing feedback to the witness. Each witness shall be given the instructions without other witnesses present. If the witness refuses to sign the form, the refusal shall be documented by the administrator by writing "REFUSED" on the witness signature line. **(42.2.11.d, 42.2.11.f)**
  4. All lineups shall be conducted using the Sequential method as the preferred method. 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. 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.
    - b. 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.
    - 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.
    - 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.

- X. Dissemination of Information (41.2.5.b, 41.2.6.c, 42.2.4)**
- A. Investigations personnel shall make every effort to attend roll call briefings for the purpose of briefing patrol officers of ongoing investigations and other pertinent information to include:
    - 1. Subjects wanted on warrants
    - 2. Special Operations
    - 3. Surveillance
    - 4. Crime trends
    - 5. Criminal Activities
  - B. Investigations personnel will attend roll call briefings on an “as-needed” basis.
  - C. When appropriate, detectives will issue patrol notices to all personnel for information and officer safety purposes.
- XI. Case Management**
- A. Copies of all case reports reviewed, investigated or initiated by the Investigations Section will be entered into a database by the department’s Records Management System (RMS). (42.1.3.a)
  - B. The RMS will track current case status (administrative designators, i.e. tc.) (42.1.3.b)
  - C. All original reports and supplementary reports initiated by the Investigations Section will be forwarded to Records via the RMS upon approval of the report. A copy of the report and supplementary reports may be maintained by the assigned detective until the case has been closed. (42.1.3.c)
  - D. Due to the nature of cases investigated by the Section, access to the files will be restricted to the detective investigating the matter and members of the Investigations Section. At the discretion of the investigating detective, the information may be shared with other members of the Department. (42.1.3.d)
  - E. In January of each year, the Investigations & Support Services Commander and the Investigations Sergeant will review the past year’s files and attempt to close all pending cases. All cases not currently active will be purged from the files, utilizing the document shredder service. (42.1.3.e)
- XII. Use of Technical Aids (42.2.6)**
- A. In some cases it may be necessary to utilize technical aids in order to determine whether or not an individual is being truthful. Such devices are commonly known as polygraphs. No person can be forced to submit to these procedures and these procedures are generally not accepted as evidence in a court of law, but are accepted as an investigative tool.
  - B. If a member of the Investigations Section wishes to have a polygraph done on an individual, the detective will review the case facts with the Investigations Commander to arrange to have a certified examiner conduct the test.
  - C. Upon receipt of the results of the examination, the investigating officer will submit a Supplementary Report detailing the examination and will forward the results and the reports to Records for inclusion with the original case report.

**XIII. Cold Case Investigations**

- A. Cold cases in this policy are defined as violent crime against person cases that have not been solved. (42.2.9.a)
- B. The evaluation criteria of re-investigating a cold case generally includes, but is not limited to, the following: (42.2.9.b)
  - 1. Legal considerations, such as the application or expansion of statutes of limitation;
  - 2. Technological considerations, such as the nature and condition of the evidence and the advancement of new technology techniques in solving a crime;
  - 3. Practical considerations, such as the availability of witnesses in the event DNA profile testing would identify a suspect and lead to an arrest and prosecution;
  - 4. Resource considerations, such as time, money and personnel available for investigations and forensic analysis.
- C. The actions and activities of the cold case investigation generally includes, but are not limited to: (42.2.9.c)
  - 1. Identifying potential unsolved cases according to solvability factors;
  - 2. Reviewing case files, evidence logs, laboratory reports and autopsy reports;
  - 3. Evaluating the case evidence for potential probative DNA sources;
  - 4. Consulting with the State forensic laboratory and State's Attorney's Office in submitting appropriate evidence to the laboratory for testing;
  - 5. Continuing investigative protocol by obtaining reference samples from suspects and other identified subjects;
  - 6. Identifying witnesses who are willing to proceed in prosecution;
  - 7. If a DNA profile does not match suspect's DNA profile, submitting the evidence profile to CODIS;
  - 8. Submitting investigative intelligence to State and Federal profiling repositories for information such as VICAP (FBI's – Violent Criminal Apprehension Program) and/or RISS (Regional Information Sharing System).

By Order of:

Patrick Ullrich  
Chief of Police

Annexes I-III

# BARTLETT POLICE DEPARTMENT



**Subject: Vice, Drugs and Organized Crime**  
**Issued: April 10, 1996**  
**Effective Date: April 10, 1996**  
**Termination Date: N/A**

**Amended Date: January 30, 2020**

**Investigations Order 301**

**Rescinds: N/A**

**Reference CALEA Standards:**  
**17.4.2, 43.1.1, 43.1.2, 43.1.3, 43.1.4,**  
**43.1.5**

**Related Directives:**  
**OO221, IO302, IO307**

**PURPOSE:** This order establishes operational procedures dealing with covert operations, vice-related activities, organized crime elements, and drug investigations within the Village of Bartlett.

**POLICY:** It is the policy of the Bartlett Police Department that every sworn officer clearly recognizes his/her responsibility to support law enforcement actions to suppress organized crime and various vice activities. The vice, organized crime, and drug control function will be the responsibility of the Investigations and Support Services Commander, Directed Patrol Sergeant, Deputy Chief of Operations, and Deputy Chief of Support Services, who will assign officers to deal with these activities in the Village of Bartlett.

## I. Definitions

A.

[REDACTED]

B.

[REDACTED]

C.

**Criminal Intelligence**—The collection, processing and dissemination of information regarding specific criminal activity to include organized crime, vice, drug trafficking, terrorism, gangs, civil disorders and other criminal information that is relative to the safety of the community and the officer. The criminal intelligence function will be conducted in accordance with both state and federal guidelines. (Investigations Order 307 – Criminal Intelligence).

D.

[REDACTED]

E.

**Organized Crime**—Unlawful activities by members of organized groups or associations engaged in and/or promoting extortion, theft, fencing, loan sharking, labor racketeering, or other offenses for profit, or engaged in supplying illegal goods or services, prostitution, illegal drugs, liquor, weapons or other unlawful conduct that may include intimidation or corruption. Criminal gangs are considered organized crime groups.

F.

[REDACTED]

G.

**Search Warrant Operation**—For the purposes of this order, specifically it will address only search warrant service for residences, businesses, and high risk search warrant service to a person(s) or vehicle(s).

H.

[REDACTED]

# **BARTLETT POLICE DEPARTMENT**



**Subject: Procedures/Guidelines -  
Informants**  
**Issued: April 10, 1996**  
**Effective Date: April 10, 1996**  
**Termination Date: N/A**

**Amended Date: May 1, 2013**

## **Investigations Order 302**

**Rescinds: N/A**

## **Reference CALEA Standards:**

## **Related Directives:**

IO301

**PURPOSE:** To establish guidelines and procedures for the use of informants by the members of the Bartlett Police Department.

**POLICY:** Department members will, when possible, develop and work with confidential sources in order to enhance efforts to detect, investigate and prosecute violations of ordinances and state laws. These sources are considered to be a department asset that should be managed by department members.

L

1000

A thick black horizontal bar with a thin white horizontal line running through its center.

II.

For more information, contact the Office of the Vice President for Research and Economic Development at 319-273-2500 or [research@uiowa.edu](mailto:research@uiowa.edu).

11. **What is the primary purpose of the following statement?**

III.

[REDACTED]

11. *What is the best way to increase the number of people who use a bicycle?*

100% of the time, the system is able to correctly identify the target word in the sentence.

# BARTLETT POLICE DEPARTMENT



## **Subject: Death Investigations**

**Issued: May 2, 1997**  
**Effective Date: May 2, 1997**  
**Termination Date: N/A**  
**Amended Date: May 1, 2013**

## **Investigations Order 303**

**Rescinds: G.O. 93-06**  
**Reference CALEA Standards:**  
**41.2.4, 42.2.3**

**PURPOSE:** To provide procedures and guidance to members of the Department upon the commencement of a death investigation.

### **I. First Officer on the Scene**

- A. The first officer arriving on the scene of a death will take actions to ensure the scene is preserved and not disturbed unless it is absolutely necessary. Once the scene has been secured, the officer will notify the Shift Supervisor and request they respond to the scene immediately.
- B. The officer will be responsible for obtaining the following information as soon as possible and complete the Death Investigation Checklist (Annex I). This can be handwritten or typed and will be submitted to Records for scanning. (42.2.3)
  - C. The officer will complete an Incident/Offense Report with a detailed narrative.
    1. The identity of the victim, age and date of birth if possible.
    - 2.
    - 3.
    - 4.
    5. The deceased person's mental condition and medical condition if applicable. If the deceased was receiving medical attention, and if so, by whom and what medications were being taken.
    6. Was the body of the person moved? If so, by whom and the position of the body prior to being moved.
    - 7.
    - 8.
    - 9.
    - 10.
    11. If on the scene, the name of paramedics and fire personnel, the time they arrived, the time they departed and what measures, if any, they took.
    12. The arrival, departure time and actions of other police personnel.
    13. The time that the scene was turned over to the Supervisor or detectives, if applicable.
- D. It should be recognized that the majority of death investigations will not result in a lengthy criminal investigation. If the deceased was under a doctor's care, the following information should be obtained, if possible:
  1. The reason the physician was treating the deceased.
  2. The last time the deceased was seen by the physician and the person's condition at that time.
  3. What medication did the physician prescribe for the deceased.
  4. Would the physician sign the death certificate.

### **II. Supervisor Responsibility (41.2.4)**

- A. Upon notification of a death the Shift Supervisor will with the exception of natural causes of death, respond to the scene and take control of the scene. Once on the scene, the supervisor will make the following determinations:
  1. The need to contact the Investigations Section, Evidence Technicians or additional officers to secure the scene.
  2. Notification of the Coroner's Office for DuPage or Kane County or the Cook County Medical Examiner's Office.

3. The need to dispatch additional police personnel to the hospital, if the person was transported to the hospital.
  4. Department Notifications as prescribed in Special Order 614.
  5. Notification of Next of Kin as detailed in Special Order 617.
- B. In cases of Death from Natural Causes, the Supervisor may direct the officer on the scene to notify the appropriate Medical Examiner or Coroner's Office and may elect not to respond to the scene.

### III. Investigations Personnel Responsibility

- A. Upon notification of a suspicious death and assignment by the Investigations Sergeant, assigned personnel will respond to the scene to conduct an investigation. This will include interviews and examination of the scene.
- B. Assigned personnel will utilize the \_\_\_\_\_ for the purpose of obtaining essential information that is needed. When completed, this form will be scanned by Records. (42.2.3)
- C. Assigned personnel, upon arrival, will immediately meet with the Supervisor on the scene and will also speak with the first responding officers in order to obtain background and first impressions.
- D. \_\_\_\_\_

### IV. Investigative Goals and Protocol

- A. It is the goal of any death investigation, regardless of whether the death is natural, suicidal, accidental or by violent means, to preserve the scene, determine the cause of death and when applicable apprehend the offenders. These goals can be only accomplished when police personnel assigned cooperate in the investigations and complete their assigned duties in a professional and complete manner.
- B. Members of the Police Department will not unduly detain Fire Department personnel due to the nature of their duties. If needed, Fire Department personnel can be called back to the scene or can be contacted at the Fire Station. This is done to ensure the Fire Department can respond and handle their calls for service.
- C. The "Bartlett Police Department Homicide and Questionable Death Protocol" (Annex II) will serve as a reference document for all homicide and questionable deaths that occur in Bartlett, regardless of what county the death occurred in.

By Order of

Patrick Ullrich  
Chief of Police

Annexes I-II

**III. Definitions**

- A. Law Enforcement Agencies: The Bartlett Police Department, Cook, DuPage and Kane County Sheriff's Office, Illinois State Police are collectively referred to as "Law Enforcement Agencies".
- B. Coroner's Office: This refers to the Cook County Medical Examiner's Office, the DuPage County and Kane County Coroner.
- C. State's Attorney's Office: This refers to the Cook, DuPage and Kane County State's Attorneys.

**IV. Jurisdiction**

- A. Law Enforcement Agencies: The function of law enforcement agencies is to collect all evidence from the death scene and from other sources which bear on the issues of a criminal investigation.
- B. Coroner: The function of the Coroner is to make all necessary inquiry to establish a cause and manner of death of the dead person. Specific responsibilities are:
  1. To take custody of the body;
  2. Responsible for the identification of the deceased through various forensic evidentiary procedures such as medical and dental records, or by other means as the circumstances warrant;
  3. Inventory and seizure of the personal effects of the deceased;
  4. To assure the proper notification of the deceased's next of kin;
- C. Fire Department/Paramedic Rescue: The Fire Department is generally called to the scene in an effort to preserve the life of the victim. In fire related deaths, the function of the Fire Department is to extinguish the fire and to determine the cause and origin of the fire in cooperation with the law enforcement agency.
- D. The State's Attorney: The function of the State's Attorney's Office is to act as legal advisor on the consequences of evidence gathering and its bearing on the proof that is required to gain a conviction, and as a monitor to ensure the consistency of investigations conducted within the jurisdiction.

**V. Notification and Custody of the Scene**

- A. Law Enforcement Agency:
  1. The law enforcement agency will have the primary responsibility for conducting the investigation at a homicide or questionable death scene within its jurisdiction. The Department must be notified immediately by whatever agency first arrives on the scene and a member of the law enforcement agency will go to the scene upon notification.
  2. The law enforcement agency will have custody of the scene upon its arrival, and all other agencies will follow its instructions concerning the processing of the scene. **However the body will not be moved or disturbed in any way, except as is essential for the preservation of life or immediate collection and preservation of evidence and identification.**
- B. The Coroner's Office:
  1. When the Coroner arrives on the scene, he should, without disturbance, examine the body, pronounce death and immediately notify the appropriate law enforcement agency. He should then preserve the scene until the arrival of that law enforcement agency. Nothing, including the body, should be disturbed until the law enforcement agency personnel have arrived and completed their processing of the scene.
  2. The Coroner must be notified by the law enforcement agency when its personnel arrive on the scene. The Coroner must view the body at the scene prior to its being moved. At the scene the body will not be disturbed in any manner other than by the Coroner's personnel.
  3. When extraordinary circumstances deem it advisable, it will be the discretion of the Coroner if the pathologist is to respond to the scene and consult on the investigation. This is solely the responsibility of the Coroner.
  4. The next of kin of the deceased will not be notified by the Coroner's Office until consultation is made with the law enforcement agency. Such notification will be made by the Coroner or the law enforcement agency and will be dependent on the circumstances: When the deceased is a Police Officer, the law enforcement agency will notify the next of kin in accordance with Department policy. When the deceased is a Firefighter, the Fire Department will notify the next of kin in accordance with Department policy.

## **Investigations Order 303**

## Annex II

1. Unless death is obvious, appropriate EMS units will be notified by the first agency on the scene.
  2. If the EMS Unit is the first agency on the scene, where death is obvious, it will immediately notify the appropriate law enforcement agency and preserve the integrity of the scene until the arrival of the agency. Law Enforcement personnel will take immediate custody of the scene upon their arrival.
  3. Immediate notification will be made to the Coroner by either the Fire Department personnel, or any personnel of the ambulance units or by law enforcement personnel, in accordance with the Illinois Compiled Statutes, **55 ILCS 5/3-3020 - Coroner to be Notified** “Every law enforcement official, funeral director, ambulance attendant, hospital director or administrator, or person having custody of a body of the deceased person, where the death is one subject to investigation under Section 3-3013, and any physician in attendance upon such a decedent at the time of his death, will notify the coroner promptly. Any such person failing to so notify the coroner promptly will be guilty of a Class A Misdemeanor, unless such person has reasonable cause to believe that the coroner had already been so notified.”
  4. Illinois Compiled Statutes **55 ILCS 5/3-3019 - Removal of Bodies** “No dead body which may be subject to the terms of this Division, or the personal property of such a deceased person, will be handled, moved disturbed embalmed or removed from the place of death by any person, except with the permission of the Coroner, unless the same shall be necessary to protect such body or property from damage or destruction, or unless necessary to protect life, safety, or health. Any person knowingly violating the provisions of this Section is guilty of a Class A Misdemeanor.”

**D. State's Attorney:**  
In all cases of homicide, probable homicide or questionable death and in law enforcement situations that present a substantial risk of homicide, (i.e. barricaded subjects, hostage situations, riots, etc), the law enforcement officer in charge of the incident will immediately ensure the on-call State's Attorney's representative is notified by use of Felony Review Hotline. The State's Attorney's representative will determine whether it is appropriate to respond to the scene. The States Attorney's representative will respond with additional State's Attorney personnel as is necessary after consultation with the law enforcement official in charge of the situation.

## VI. Uniform Homicide and Questionable Death Protocol

- G. The Coroner will take custody of the body "as is". All items found on the person of the deceased will be removed from the body and inventoried by the Coroner. The law enforcement agency may request custody of those items that are of evidentiary value; otherwise the Coroner is responsible for the custody of the individual's property. No other agency will remove or even handle items of evidence other than property at the scene. The body and all property on or about the body are the responsibility of the Coroner's Office.

## **VII. Post Mortem Examination**

- A. A post mortem examination will be performed by a forensic pathologist at the direction of the Coroner, in all cases where the suspected manner of death is a homicide or is questionable. In certain cases, depending on the county of jurisdiction, a full post mortem examination may not be done.
  - B. The Coroner will give the appropriate law enforcement agency sufficient notice of the time and place of the post mortem examination. This is done so that the law enforcement agency may be present to collect evidence and to observe the examination. Depending on the jurisdiction involved, the actual collection of evidence and taking of photographs will be done by personnel appointed to that function by the Coroner's Office.
  - C. Officer(s) from this Department will ensure they have a preliminary written report available for the Coroner, and should be able to tell the Coroner/Pathologist the circumstances of the case if asked. This is done to allow the pathologist to have as much information as possible prior to conducting the examination.
  - D. The pathologist will examine the body and items that accompany the body and collect items of physical evidence that are located. The release of all items of evidentiary value found on the body will be returned or relinquished by the Coroner to the appropriate law enforcement agency or to the crime lab if so requested. In the case of blood, bodily fluids, organs, tissue and tissue samples and all other samples will be retained and examined by the Coroner's Office for evidentiary value by the Coroner's Office, unless otherwise relinquished by the Coroner.

## IX. Information Release

- A. The release of information will remain with the law enforcement agency and the authority to regulate the release of information, including investigative keys pertaining to the case under investigation that are covered by this protocol. Any and all inquiries regarding the victim or deceased (i.e. injuries, cause of death, manner of death etc) or any question regarding the involvement of the Coroner's Office should be referred to the Coroner's Office.
  - B. All other information released in regards to any incident covered by this protocol will be done in accordance with established Departmental procedures

# BARTLETT POLICE DEPARTMENT

**Subject: Financial Crimes and Identity Theft****Investigations Order 304**

**Issued: June 6, 2007**  
**Effective Date: June 6, 2007**  
**Termination Date: N/A**

**Rescinds: N/A**

**Reference CALEA Standards:**  
**42.2.8**  
**Related Directives:**  
**PO420**

**Amended Date: September 22, 2015**

**PURPOSE:** To establish procedures for department members to follow in the reporting and investigation of incidents involving financial crimes and identity theft. The flowchart in Annex II will serve as a guide for officers receiving reports of financial crimes and identity theft.

**POLICY:** It is the policy of the Bartlett Police Department to thoroughly investigate, and to accurately document cases of reported financial crimes and identity theft.

**I. Definitions**

- A. **Identity Theft:** the unauthorized use of personal identification documents or personal identifying information of another person used to fraudulently obtain credit, money, goods, services, or other property in the name of that person. [720 ILCS 5/16G]
- B. **Credit Card Fraud:** when an offender uses victim's credit card to obtain goods or services and sign receipt. [720 ILCS 250/2.03]
- C. **Reporting Codes:**  
1137 – Financial Identity Theft  
1138 – Aggravated Financial Identity Theft  
1150 – Credit Card Fraud
- D. **Personal Identification Documents:** means a birth certificate, a drivers license, a state identification card, a public, government, or private employment identification card, a social security card, a firearm owner's identification card, a credit card, a debit card, or a passport issued to or on behalf of a person other than the offender, or any document made or issued, or falsely purported to have been made or issued by or under the authority of the United States Government, the State of Illinois, or any other state political subdivision of any state, or any other governmental or quasi-governmental organization that is of a type intended for the purpose of identification of an individual, or any such document made or altered in a manner that it falsely purports to have been made on behalf of or issued to another person or by the authority of one who did not give that authority. [720 ILCS 16G-10(a)]
- E. **Personal Identifying Information:** means any of the following information: a person's name, address, date of birth, telephone number, drivers license number or State of Illinois identification card or another state; Social Security number; public, private, or government employer, place of employment, or employment identification number; the maiden name of a person's mother; the number assigned to a person's depository account, savings account, or brokerage account; the number assigned to a person's credit or debit card, or other similar cards whether issued by a financial institution corporation, or business entity; personal identification numbers; electronic identification numbers; digital signals; user names, passwords, and any other word, number, character, or combination of the same usable in whole or part to access information relating to a specific individual, or to the actions taken, communications made or received, or other activities or transactions of a specific individual; any other numbers or information which can be used to access a persons' financial resources, or to identify a specific individual, or the actions taken, communications made or received, or other activities or transactions of a specific individual. [720 ILCS 16G-10(b)]
- F. **Victim:** the person whose personal identification documents or identifying information was used, not the company that was deceived into providing the goods and/or services.

## II. Jurisdiction (42.2.8.a)

A. Identity Theft:

1. When the offense occurred prior to January 1, 2006, jurisdiction lies where the actual identity theft occurred. Victims will be referred to the appropriate department to file the report.
2. When the offense occurred after January 1, 2006, identity theft can be prosecuted in the county where the victim lives, in the county where the identity theft occurred, or where the offender lives. The Bartlett Police Department will take reports of identity theft from residents of Bartlett who have learned or suspect that his/her personal information has been unlawfully used by another and from the victim of identity theft that has occurred in Bartlett.

- B. Credit Card Fraud: Jurisdiction lies where the credit card offense occurred. Residents of Bartlett will be referred to the proper jurisdiction when the offense occurred somewhere else.

## III. Initial Report Procedures - Identity Theft (42.2.8.a)

- A. Officers taking identity theft reports will ask the victim the following questions and include the answers in the narrative of the Incident/Offense Report:

1. Where did the offense occur?
2. How much money was stolen?
2. Does the victim want to press charges?
3. Is the victim willing to come to court?
4. Does the victim plan on filing an insurance claim?

- B. The officer taking the report will provide the victim with the Identity Crime Incident Detail Form (Annex I) and instruct the victim to return the completed form to the police department. The officer will record the case report number on the front page of the form. (42.2.8.b)

- C. If the victim has not already done so, the officer will advise them to contact their bank immediately and fill out an affidavit provided by the bank. (42.2.8.c)

- D. The officer will provide the victim with information on how to minimize future identity theft victimization and to mitigate the damage from the current incident by providing the victim with a copy of the Bartlett Police Department "Identity Theft" brochure. (42.2.8.c)

- E. The officer will advise the victim to contact one of the credit reporting agencies, Equifax, Experian or TransUnion, either online or by phone that are listed in the brochure. The agencies share a common database so the victim does not have to notify all three. (42.2.8.c)

- F. All identity theft reports shall be forwarded to the Computer Crimes/Intelligence Officer (Personnel Order 420) for follow-up after the complainant submits the financial crimes form.

## IV. Initial Report Procedures - Other Financial Crimes

- A. Officers taking reports will ask the victim the following questions and include the answers in the narrative of the Incident/Offense Report:

1. Where did the offense occur?
2. Did the victim make any purchases that are being reported as fraudulent?
3. Did the victim allow another person to make the purchases?
4. What is the total monetary amount of the fraudulent activity?
5. If the offense occurred on the internet, did the victim or others in the home ever visit the website?
6. Does the victim want to press charges?
7. Is the victim willing to come to court?
8. Who else has access to the victim's accounts or credit cards?

- B. If the victim has not already done so, the officer will advise them to contact their credit card company to report the fraudulent activity.
- C. Advise the victim the credit card companies will complete the investigation.
- D. Bad Check Restitution Program –Cook County offers this program to assist merchant with bad check losses. The goal is to obtain full restitution to the victim without entering the court system. Officers taking these reports should determine if the check is eligible for the program based on the following criteria:
  - 1. Eligible Checks:
    - a. The check amount is no more than \$5,000 (or multiple checks not exceeding). There is no minimum amount.
    - b. Check was received in Cook County, deposited in a bank in exchange for goods & services. Presumed “good” at time of acceptance.
    - c. A “courtesy notice” is sent to check writer allowing 10 days to make check good.
    - d. It is submitted to the program within 90 days from the date on the check.
    - e. A photo I.D. was recorded at the time of the transaction.
  - 2. Ineligible Checks:
    - a. Post dated checks.
    - b. Both parties knew there were insufficient funds at time of transaction.
    - c. It is a two party, government, rent, stop payment or payroll check.
    - d. The identity of check writer is unknown.
    - e. There is no amount, date, or signature on the check.
    - f. If bank has not processed the check two times with at least seven days between each processing.
    - g. The numeric and written amount on check does not match.
    - h. The check involves an “extension of credit” or was payment on an account.
  - 3. Victims should be referred to the Cook County Bad Check Restitution Program at [www.checkprogram.com/staticwebsites/cookcountyil/](http://www.checkprogram.com/staticwebsites/cookcountyil/) or 1-800-365-2960.
- E. Fraudulent Social Security Cards: The Social Security Administration Office of Investigations [Phone: ] will investigate fraudulent Social Security cards based on the following criteria:
  - 1. Social Security Number misuse with links to terrorist groups or activates.
  - 2. Buying or selling Social Security cards and/or numbers.
  - 3. Buying or selling SSA information.
  - 4. A suspicion or an allegation involving the counterfeiting of SSA documents or SSNs, including non-work numbers
  - 5. Concealment of work activity by false identification, particularly to obtain or maintain eligibility for SSA benefits
  - 6. To report this activity, the officer shall submit a letter of request to the SSA to include the following:
    - a. Be on official letterhead of the requesting agency (a fax cover sheet is not adequate for this purpose).
    - b. Be signed by a law enforcement official.
    - c. Include the name and SSN to be reviewed.
    - d. Include a certification that the individual about whom information is sought is suspected of misusing an SSN or of committing another crime against a Social Security program.
  - 7. If the SSA does not investigate, the offender can be charged under 15 ILCS 335/14B – Fraudulent Identification Card, but requires felony approval.

**V. Follow-Up Procedures**

- A. Follow-up investigations shall follow procedures in Investigations Order 300 – “Investigations”.
- B. The assigned detective shall coordinate the investigation with other applicable agencies determined throughout the investigation. (42.2.8.d)
- C. All follow-up will be documented on supplementary reports.
- D. If it is determined, upon review by the detective, that Bartlett is not the proper jurisdiction for prosecution of the case, then the case will be referred to the proper jurisdiction and the assigned detective will assist in any way possible. (42.2.8.d)

**VI. Public Information (42.2.8.e)**

- A. The “Identity Theft” brochure will be provided to the public in the police department lobby and on the Village website.
- B. The Village website police department page has the following information and links available to the public:  
“Stealing someone’s identity to buy everything from cars, consumer goods, and mortgages, while leaving the victim’s credit rating in ruins is one of the fastest growing crimes in America. The Bartlett Police Department can offer [tips and information](#) that will keep you from becoming a victim of Identity theft.”

For further information, please visit the following web sites:

Federal Trade Commission - <http://www.ftc.gov/bcp/edu/microsites/idtheft/>  
U.S. Department of Justice - <http://www.usdoj.gov/criminal/fraud/idtheft.html>  
Social Security Administration - <http://www.ssa.gov/pubs/idtheft.htm>

By Order of:

Patrick Ullrich  
Chief of Police

Annexes I-II



## IDENTITY CRIME INCIDENT DETAIL FORM

Case Number:

Officer:

Please fill out this form and return it to the Police Department as soon as possible, or bring it to the meeting with the detective assigned to your case. The information you provide will be used to understand what occurred, organize the investigative case, determine where evidence might be found, develop a theory of how the identity crime occurred, and determine what financial institutions should be contacted in the course of the investigation.

Date this form was filled out:	
First Name:	
Middle Name:	
Last Name:	
Social Security Number:	
Driver's License Number:	
Date of Birth:	
Home Address:	
Home Telephone Number:	
Cell Phone Number:	
Pager Number:	
E-Mail Address:	
Employer:	
Work Address:	
Work Telephone Number:	

1. What is the best time to reach you at home? \_\_\_\_\_

2. How did you become aware of the identity crime?

found fraudulent charges on my credit card bill

Which one? \_\_\_\_\_

found fraudulent charges on my cellular phone bill

Which one? \_\_\_\_\_

received bills for an account(s) I did not open

Which one? \_\_\_\_\_

found irregularities on my credit report

was contacted by a creditor demanding payment

Which one? \_\_\_\_\_

was contacted by a bank's fraud department regarding charges

Which one? \_\_\_\_\_



## IDENTITY CRIME INCIDENT DETAIL FORM

- was denied a loan  
 was denied credit  
 was arrested, had a warrant issued, or a complaint filed in my name for a crime I did not commit  
Which one? \_\_\_\_\_  
 was sued for a debt I did not incur  
Which one? \_\_\_\_\_  
 was not receiving bills regularly for a legitimate account  
Which one? \_\_\_\_\_  
 was denied employment  
 had my driver's licenses suspended for actions I did not commit  
 received a legal filing I did not file, such as a bankruptcy  
 other (Please explain) \_\_\_\_\_  
\_\_\_\_\_

3. What date did you first become aware of the identity crime? \_\_\_\_\_  
4. When did the fraudulent activity begin? \_\_\_\_\_  
5. What is the full name, address, birth date, and other identifying information that the fraudulent activity was made under?  
\_\_\_\_\_

6. Please list all fraudulent activity that you are aware of to date, with the locations and addresses of where fraudulent applications or purchases were made (retailers, banks, etc.). List in chronological order, if possible. For example, "On 9/18/02, I received a letter from MM Collections, stating that I had accumulated \$5,000 worth of charges on American Express Account 123456789. On 9/18/02, I called American Express and spoke with Jennifer Martin. She informed me that the account was opened on 5/12/02 by telephone. I did not open this account, even though it was in my name. The account address was 123 Main St. Anytown, NE. Ms. Martin said she would send me an Affidavit of Forgery to complete and return to her." You may attach a separate piece of paper if you need the space. Please be concise and state the facts.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## IDENTITY CRIME INCIDENT DETAIL FORM

## 7. What documents and identifying information were stolen and/or compromised?

credit card(s). List bank(s) issuing credit cards: \_\_\_\_\_

ATM card. List bank issuing ATM card: \_\_\_\_\_

checks and/or checking account number. List bank issuing checks: \_\_\_\_\_

savings account passbook or number. List bank holding savings account: \_\_\_\_\_

brokerage or stock accounts. List banks and/or brokers: \_\_\_\_\_

passport. List country issuing passport: \_\_\_\_\_

driver's license or license number. List state issuing license: \_\_\_\_\_

state identity card or identity number. List state issuing card: \_\_\_\_\_

Social Security card or number

birth certificate. List state and municipality issuing birth certificate: \_\_\_\_\_

resident alien card, green card, or other immigration documents

bank account passwords or "secret words", such as mother's maiden name

Other. Describe: \_\_\_\_\_

Unknown

## 8. To the best of your knowledge at this point, what identity crimes have been committed?

making purchase(s) using my credit cards or credit card numbers without authorization

opening new credit card accounts in my name

opening utility and/or telephone accounts in my name

unauthorized withdrawals from my bank accounts

opening new bank accounts in my name

taking out unauthorized loans in my name



## IDENTITY CRIME INCIDENT DETAIL FORM

- unauthorized access to my securities or investment accounts
- obtaining government benefits in my name
- obtaining employment in my name
- obtaining medical services or insurance in my name
- evading prosecution for crimes committed by using my name or committing new crimes under my name
- check fraud
- passport/visa fraud
- other

9. To assist law enforcement in pinpointing when and by whom your information was compromised, it is of value to retrace your actions in recent months with regard to your personal information. This information is not solicited to "blame the victim" for the crime, but to further the investigation toward who might have stolen your personal or financial identifiers. What circumstances and activities have occurred in the last six months (include activities done by you and on your behalf by a member of your family or a friend)?

- carried Social Security card in my wallet
- carried my bank account passwords, PINs, or codes in my wallet
- gave out my Social Security number. To whom? \_\_\_\_\_

- my mail was stolen. When? (approximately) \_\_\_\_\_
- I went away and my mail held at the post office or collected by someone else
- I traveled to another location outside my home area (business or pleasure)

Where did you go and when? \_\_\_\_\_

- mail was diverted from my home (either by forwarding order or in a way unknown to you)
- I did not receive a bill as usual (i.e., a credit card bill failed to come in the mail)

Which one? \_\_\_\_\_

- a new credit card I was supposed to receive did not arrive in the mail as expected

Which one? \_\_\_\_\_

- bills I was paying were left in an unlocked mailbox for pickup by the postal service
- service people were in my home. From what company? When? \_\_\_\_\_

- documentation with my personal information was thrown in the trash without being shredded



## IDENTITY CRIME INCIDENT DETAIL FORM

- credit card bills, pre-approved credit card offers, or credit card "convenience" checks in my name were thrown out without being shredded
- my garbage was stolen or gone through
- my ATM receipts and/or credit card receipts were thrown away without being shredded
- my password or PIN was given to someone else
- my home was burglarized
- my car was stolen or burglarized
- my purse or wallet was stolen
- my checkbook was stolen
- my personal information was provided to a service business or non-profit (i.e., I gave blood, donated money, took out insurance, or saw a financial planner) Please list: \_\_\_\_\_

- my credit report was queried by someone claiming to be a legitimate business interest

Who? \_\_\_\_\_

- I applied for credit and/or authorized a business to obtain my credit report (i.e., shopped for a new car, applied for a credit card, or refinanced a home) Please list: \_\_\_\_\_

- my personal information is available on the Internet, such as in an "open directory," "white pages," genealogy Web site, or college reunion Web site

- a legitimate purchase was made where my credit card was out of my sight

- my personal information was given to a telemarketer or a telephone solicitor

Please list: \_\_\_\_\_

- my personal information was given to a door-to-door salesperson or charity fundraiser

Please list: \_\_\_\_\_

- a charitable donation was made using my personal information

Please list: \_\_\_\_\_

- my personal information was given to enter a contest or claim a prize I had won

Please list: \_\_\_\_\_

- a new bank account or new credit card account was legitimately opened in my name

- I re-financed my house or property

Please List: \_\_\_\_\_

- a legitimate loan was applied for or closed in my name

- a legitimate lease was applied for or signed in my name



## IDENTITY CRIME INCIDENT DETAIL FORM

- legitimate utility accounts were applied for or opened in my name  
 a license or permit was applied for legitimately in my name  
 government benefits were applied for legitimately in my name  
 my name and personal information were mentioned in the press, such as in a newspaper, magazine, or on a web site  
 online purchases were made using my credit card

Through what company? \_\_\_\_\_

- personal information was included in an e-mail  
 I released personal information to a friend or family member  
 I, or someone in my household, used file sharing (i.e. gnutella, limewire)

Which one? \_\_\_\_\_

For any items checked above, please, in as much detail as possible, explain the circumstances of the situation:

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10. How many purchases over the Internet (retailer or auction sites) have you made in the last six months? \_\_\_\_\_
11. What Internet sites have you bought from? (List all) \_\_\_\_\_

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12. In the last six months, whom has your Social Security number been given to? (List all)

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## IDENTITY CRIME INCIDENT DETAIL FORM

13. Do your checks have your Social Security number or driver's license number imprinted on them?  
 Yes. (Please list retailer names where checks have been tendered)

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No.

14. Have you written your Social Security number or driver's license number on any checks in the last six months, or has a retailer written those numbers on a check?

Yes. Please list instances and retailer names: \_\_\_\_\_  
 No.

15. Do you own a business(es) that may be affected by the identity crime?

Yes. Please list names of businesses: \_\_\_\_\_  
 No.

16. Do you have any information on a suspect in this identity crime case? How do you believe the theft occurred?

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17. Please list all the banks that you have accounts with. Place an (\*) by accounts that have fraudulent charges on them.

Bank	Type of account and account number (checking, savings, brokerage, pension, etc.)	Fraudulent charges?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

18. Please list all the credit card companies and banks that you have credit cards with. Place a (\*) next to accounts that have fraudulent charges on them.

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## IDENTITY CRIME INCIDENT DETAIL FORM

19. Please list all the utility companies you have accounts with. Place a (\*) next to accounts that have fraudulent charges on them.

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20. Please list all the financial institutions you have loans, leases, and mortgages from. Place an (\*) next to accounts that have fraudulent charges on them.

Type of account and Account #

Financial Institution	(loan, lease, mortgage, etc.)	Fraudulent charges?

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21. Please list any merchants who you have credit accounts with such as department stores, or retailers? Place a (\*) next to accounts that have fraudulent charges on them.

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22. Please list any other financial institutions where fraudulent accounts were opened in your name or using your personal identifiers.

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## IDENTITY CRIME INCIDENT DETAIL FORM

23. Please list any documents fraudulently obtained in your name (driver's licenses, Social Security cards, etc.)

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24. Have you contacted the following organizations and requested a Fraud Alert be put on your account?  
(Check all that you have contacted about a Fraud Alert)

Equifax      On what date? \_\_\_\_\_  
 TransUnion      On what date? \_\_\_\_\_  
 Experian      On what date? \_\_\_\_\_  
 Your Bank(s)      Name of Bank(s): \_\_\_\_\_  

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Department of Motor Vehicles

Social Security Administration

Other. Please list: \_\_\_\_\_

25. Have you requested a credit report from each of the three credit bureaus?  
(Check all that you have requested a credit report from)

Equifax (If you have in your possession, please attach to this form)  
 TransUnion (If you have in your possession, please attach to this form)  
 Experian (If you have in your possession, please attach to this form)

26. Have you contacted any financial institution, concerning either legitimate or fraudulently opened accounts?  
If yes, please list:

Financial institution

Phone number

Person you spoke with

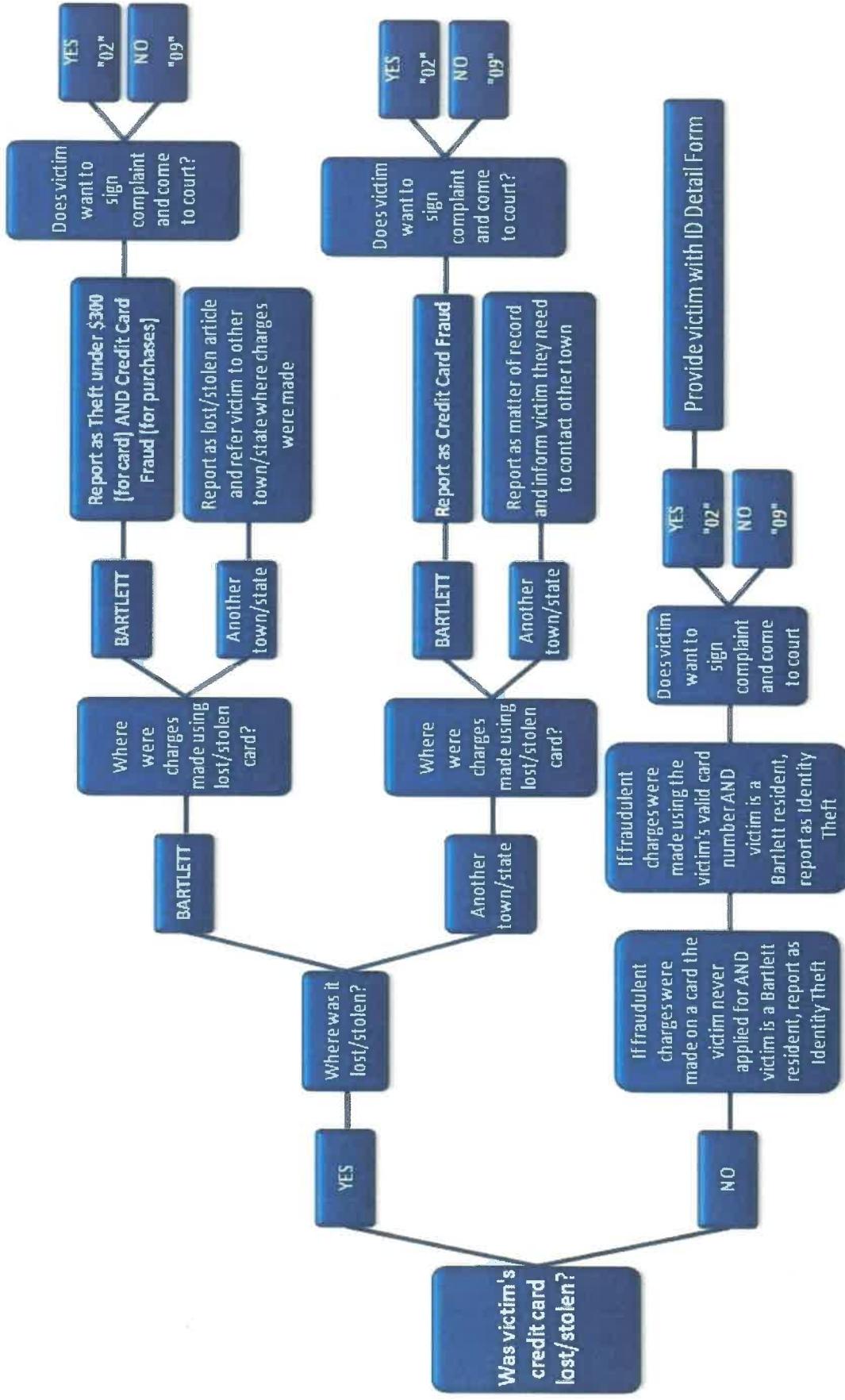
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Please bring with you to the meeting with the detective: all account statements, letters, correspondence, phone records, credit reports and other documents regarding this case. Also, please make a copy of this completed form for your records. Remember to keep a detailed log of all your correspondence and contacts since realizing you were the victim of identity.



# BARTLETT POLICE DEPARTMENT



**Subject: Gang Computerized Files**

**Investigations Order 305**

**Issued: July 28, 1997**  
**Effective Date: July 28, 1997**  
**Termination Date: N/A**

**Rescinds: G.O. 94-02**  
**Reference CALEA Standards:**  
**42.1.6**  
**Related Directives:**  
**PO411**

**Amended Date: January 23, 2017**

**PURPOSE:** To establish the criteria for which police officers can have known gang members entered into computerized gang intelligence files and establish guidelines for entering and removing known gang members from LEADS.

## I. Definitions (740 ILCS 147/10 Illinois Streetgang Terrorism Omnibus Prevention Act)

- A. **Criminal Streetgang:** "means any combination, confederation, alliance, network, conspiracy, understanding, or other similar conjoining, in law or in fact, of 3 or more persons with an established hierarchy that, through its membership or through the agency of any member engages in a course or pattern of criminal activity."
- B. **Course or pattern of criminal activity:**
  1. Two or more gang-related criminal offenses committed in whole or in part when:
    - a. At least one such offense was committed after January 1, 1993;
    - b. Both offenses were committed within 5 years of each other; and
    - c. At least one offense involved the solicitation to commit, conspiracy to commit, attempt to commit, or commission of any offense defined as a felony or forcible felony under the Criminal Code of 1961.
  2. One or more acts of criminal defacement of property if the defacement includes a sign or other symbol intended to identify the streetgang.

## II. Gang Member Files

- A. The Bartlett Police Department will utilize the following gang membership files in an effort to investigate gang crimes, identify known gang members and increase officer safety.
  1. LEADS Gang Member File (LEADS)
  2. Bartlett Police Department Gang Member Files (BPD)

- B. Identification of criminal streetgangs must be made on the basis of specific, documented and reliable information such as:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]

- C. [REDACTED]

D.

1. [REDACTED]  
2. [REDACTED]  
3. [REDACTED]  
4. [REDACTED]  
5. [REDACTED]  
6. [REDACTED]  
7. [REDACTED]  
8. [REDACTED]  
9. [REDACTED]

E.

- [REDACTED]  
[REDACTED]

F. To protect the civil rights of all citizens, entry into any of the gang files utilized by the Bartlett Police Department must not occur unless a person is determined to be a "Streetgang Member".

G.

- [REDACTED]  
[REDACTED]

### III. Reporting Requirements for Gang File Entries

- A. The basic responsibility for the proper identification of a gang member rests with the investigating and/or arresting officer. Police reports must be detailed to define the evidence that supports the subject as a gang member. The officer must document any and all of the criteria to support the identification of the subject as a gang member.
- B. All investigative or arrest reports which contain material that is gang related, either individually or as a group, will be identified with a secondary service code of [REDACTED] "Gang Activity" (i.e. Battery/Gang Activity [REDACTED]). This coding effort will ensure that a copy of the report is reviewed by a Department Gang Specialist (Personnel Order 411) who has been trained in the proper identification of gang membership.
- C. The Gang Member Data Entry Form, (Annex I) [REDACTED]. Annex I alone will not support the entry of the subject into the aforementioned gang member files. Once completed, Annex I will be forwarded to a Gang Specialist with a copy of the police report.
- D. A Gang Specialist will review all gang-related reports and Gang Member Data Entry Forms. The Gang Specialist will decide if the subject(s) of the report fit the criteria for entry into LEADS and the gang member files used by the Department. Reports rejected for gang member file entry will be filed with Annex I completed. This document will serve as documentation why the gang file entry was rejected. Reports containing information on gang members found to meet the criteria for LEADS and gang file entry will be sent to the Records Section.
- E. The Records Section Supervisor will assign clerical personnel to use a LEADS Gang Member Entry Checklist (Annex II) and complete the entry process. BPD Gang File entries will be completed by a Gang Specialist.

**IV. Gang File(s) Entry Process**

- A. LEADS Gang File: The entry of a gang member into the LEADS Gang File will be completed by the assigned Records Clerk. A file of active Gang members will be maintained by the Records Section.
  - B. BPD Gang File: The Gang file maintained by the Bartlett Police Department will be prepared by the Gang Specialist(s). Data for this file will be gathered from the Gang Member Data Entry Form and prepared using the Department's in-house computer system.
  - C. [REDACTED]
1. An Incident/Offense Report will be completed by the officer and forwarded to a Gang Specialist. [REDACTED] by the Gang Specialist and forwarded to Records for entry (Annex III).
  2. [REDACTED]
  3. [REDACTED] will be attached to the Incident/Offense Report, if applicable, and also maintained in the Gang Member File in the section titled [REDACTED]. Copies of all Incident/Offense Reports documenting an [REDACTED] will be sent to the Gang Specialists.

**V. Canceling and Validating Gang Member Files**

The responsibility for the validation and canceling of active gang member files rests with the current information developed by the Department's Gang Specialists. [REDACTED]

[REDACTED] The Gang Member Data Removal Form (Annex III) will be used to notify Records of the need to cancel gang members from LEADS.

- A. LEADS Gang File: The LEADS Agency Coordinator will cancel all gang member files upon receipt of a Gang Member Data Removal Form from a Gang Specialist or a supervisory officer. The LEADS Gang member file will be evaluated monthly by the LEADS Agency Coordinator with the assistance of the Directed Patrol Team.
- B. All cancellations of subjects from gang files will be documented on the Gang Member Data Removal Form and by submitting a Supplementary Report. The cancellation and related written documentation is the responsibility of the gang specialist who determines the record is no longer valid.

**VI. Photographing Gang Members**

- A. All gang members or suspected gang members can be photographed subsequent to a valid arrest and in accordance with the Department procedure regarding prisoner processing. One additional digital photograph should be taken for use of the Gang Specialist(s) in maintaining the gang files.
- B. When a juvenile gang member is photographed in a non-custodial setting, the officer will make notification to the juvenile's parents of the activity their child was engaged in and that the Bartlett Police Department has taken a photograph that will be maintained in the BPD Gang Files.

By order of:

Patrick Ullrich  
Chief of Police

Annex I – III

# BARTLETT POLICE DEPARTMENT



## Subject: Asset Forfeiture

**Issued: January 7, 1997**  
**Effective Date: January 7, 1997**  
**Termination Date: N/A**

**Amended Date: June 20, 2016**

## Investigations Order 306

**Rescinds: G.O.88-16**

**Reference CALEA Standards:**  
**84.1.8**  
**Related Directives:**  
**AO113, TSO502**

**PURPOSE:** To establish policy and procedure for the seizure/forfeiture of property that has been used in the commission of a crime or is in some fashion the proceeds of such. To also provide guidelines for the disposition and use of seized/forfeited property that is consigned to the Department.

### I. Authority

Seizures and forfeitures may be accomplished under the provisions of numerous state and federal statutes. This Order contains information on what may be seized and under what circumstances the property may be acquired by this Department in accordance with the Illinois Compiled Statutes.

### II. Definitions

- A. **Consigned Property:** For purposes of this Order, consigned property is an asset or assets of an individual given to the custody of the Department by a court of a given jurisdiction.
- B. **County of Occurrence:** The County in which the property was seized, which may be different from the county in which the offense occurred.
- C. **Court of Jurisdiction:** The court that has jurisdiction over the seized property.
- D. **Forfeiture Fund:** A repository account for financial assets forfeited to the Department or seized by federal authorities and awarded to the Department.
- E. **Seizure Fund:** A repository account for the seizure of currency which is pending forfeiture action.
- F. **Property:** For purposes of this Order, the term "property" means any asset that is held wholly or in part, that is liquid or real, that may be subject to seizure or forfeiture.
- G. **Forfeiture:** The legal proceedings by which the ownership of property is surrendered by those having an interest in the property.
- H. **Letter of Authority:** The formal issuing document from the Chief of Police that authorizes deposits and disbursements from the forfeiture fund.
- I. **Prosecuting Authority:** The State's Attorney for the county in which the seizure is being prosecuted, the Office of the Attorney General for Illinois or the U.S. Attorney's Office which is prosecuting the case for forfeiture.

### III. Responsibilities

- A. **Seizure Coordinator:** The Investigations & Support Services Commander will act as the Seizure Coordinator for the Department and will be responsible for the preparation of the necessary documents and forms needed to seek forfeiture.
  - 1. The Seizure Coordinator will ensure all appropriate documentation is submitted on a timely basis to the appropriate agency or unit for disposition.
  - 2. The Seizure Coordinator will maintain a file that details all seizures submitted and the status of those seizures.
  - 3. Upon receipt of a Court Order, the Seizure Coordinator will make arrangements for the return of seized assets to the rightful owner.

- B. The Finance Director for the Village of Bartlett will be responsible for the following after receipt of a letter of authority from the Chief of Police:
  - 1. Transmit to the Director of the Illinois State Police or other appropriate agency all forfeited monies.
  - 2. Make deposits of seized funds into the appropriate accounts.
- C. All assets seized by members of the Department will be considered as evidence and will be handled appropriately. For purposes of this Order, seized assets will be divided into three categories:
  - 1. Currency/Monies
  - 2. Vehicles
  - 3. All other seizable assets.

#### IV. Qualifying Offenses for Seizures

A. **720 ILCS 5/11-20.1 Child Pornography**  
Provides for the seizure and forfeiture of certain films, video tapes, photographs or similar visual reproductions which include a child under the age of 18 years or an institutionalized severely or profoundly mentally retarded person engaged in enumerated activities; any equipment used or intended for the use in, production or dissemination of such material; profits, proceeds, interest security, contractual rights or property determined by the sentencing court to have been acquired as a result of child pornography.

B. **720 ILCS 5/16D-6 Computer Crime**  
Provides for the forfeiture of any monies, profits, proceeds, interest, security, contractual rights or property that is determined by the sentencing court to have been acquired as a result of computer crime and specifies the distribution of the proceeds.

C. **720 ILCS 5/28-5 Seizure of Gambling Devices and Gambling Monies**  
Provides for the seizure of devices designed for gambling which are incapable of lawful use and devices that are used unlawfully in gambling.

D. **Weapons Seizures:**

**725 ILCS 165 Firearm Seizure Act**  
Provides for the issuance of a warrant to seize all firearms possessed by any person who has threatened to use a firearm illegally.

**725 ILCS 5/112A-14 Domestic Violence Order of Protection Remedies**  
Prohibition of firearm possession remedy; when the respondent in an Order of Protection has threatened or is likely to use firearms illegally against the petitioner, the court shall order the respondent to turn over all firearms to local law enforcement for safekeeping. A warrant for seizure will be ordered by the court if the respondent does not comply. The firearms are to be kept for the period the Order of Protection is in effect, not to exceed two years. At the end of this period, the firearms are to be turned back over to the respondent.

**725 ILCS 5/112A-30 Domestic Violence Assistance by Law Enforcement Officers**  
To allow for the prevention of further abuse in a Domestic Violence situation, weapons may be seized by law enforcement when there is probable cause to believe that particular weapons were used to commit the incident of abuse.

**720 ILCS 535/6 Seizure and Removal – Air Rifle Act**  
Any police officer shall seize any air rifle sold or used in any manner that violates this Act.

## 720 ILCS 5/24-6 Confiscation of Weapons

Provides for the confiscation and disposition of any weapon following conviction of an offense, other than those violations of the Fish and Game Code, in which the weapon was used or was in the possession of the offender during the commission of the crime. Seized weapons are property of the court until no longer needed as evidence. The court may be petitioned through the State's Attorney's Office or by the officer making the seizure to issue an Order of Disposition to the Department.

**E. 720 ILCS 5/36 Seizure and Forfeitures of Vessels, Vehicles and Aircraft**

This provides for the seizure of vehicles, vessels, and aircraft that are used with the knowledge and consent of the owner during the violation of any of the following laws:

720 ILCS 5/8-4	Attempt ( <i>any of the following statutes</i> )
720 ILCS 5/9-1	First Degree Murder
720 ILCS 5/9-3	Involuntary Manslaughter and Reckless Homicide
720 ILCS 5/10-2	Aggravated Kidnapping
720 ILCS 5/11-1.20	Criminal Sexual Assault
720 ILCS 5/11-1.30	Aggravated Criminal Sexual Assault
720 ILCS 5/11-1.40	Predatory Criminal Sexual Assault of a Child
720 ILCS 5/11-1.50	Criminal Sexual Abuse <i>Subsection (a) only</i>
720 ILCS 5/11-1.60	Aggravated Criminal Sexual Abuse <i>Subsections (a), (c), (d) only</i>
720 ILCS 5/11-6	Indecent Solicitation of a Child
720 ILCS 5/14.4	Promoting Juvenile Prostitution
720 ILCS 5/11-20.1	Child Pornography
720 ILCS 5/12-3.05	Aggravated Battery <i>Subsections (a)(1), (a)(2), (a)(4), (b)(1), (b)(2), (e)(1), (e)(2), (e)(3), (e)(4), (e)(5), (e)(6), (e)(7)</i>
720 ILCS 5/12-7.3	Stalking
720 ILCS 5/12-7.4	Aggravated Stalking
720 ILCS 5/16-1	Theft of precious metal or scrap metal
720 ILCS 5/16-25	Retail Theft <i>Subsections (f)(2) or (f)(3)</i>
720 ILCS 5/18-2	Armed Robbery
720 ILCS 5/19-1	Burglary
720 ILCS 5/19-2	Possession of Burglary Tools
720 ILCS 5/19-3	Residential Burglary
720 ILCS 5/20-1	Arson
720 ILCS 5/20-2	Possession of explosives or explosive or incendiary devices
720 ILCS 5/24-1	UUW <i>Sections (a)(6) or (a)(7) only</i>
720 ILCS 5/24-1.2	Aggravated discharge of a firearm
720 ILCS 5/24-1.2-5	Aggravated discharge of a machine gun or a firearm equipped with a device designed or used for silencing the report of a firearm
720 ILCS 5/24-1.5	Reckless discharge of a firearm
720 ILCS 5/28-1	Gambling
720 ILCS 5/29D-15.2	Terrorism Act – Possession of a Deadly Substance
740 ILCS 147/40	Contraband-property directly or indirectly used or intended for use in any manner to facilitate street gang related activity
35 ILCS 130/21, 130/22, 130/23, 130/24, 130/26	<i>Cigarette Tax Act over 10 cartons</i>
35 ILCS 135/28, 135/29, 135/30	<i>Cigarette Use Tax Act over 10 cartons</i>
415 ILCS 5/44	Environmental Protection Act
625 ILCS 5/6-101(e)	No valid DL or permit AND no insurance AND driver has caused death or personal injury to another person
625 ILCS 5/6-303 (g)	DWLS/DWLR for: DUI, Leaving scene of Accident involving personal injury or death, Reckless Homicide or Statutory Summary Suspension
625 ILCS 5/11-204.1	Aggravated Fleeing or Attempting to Elude a Police Officer
625 ILCS 5/11-501	Driving while under the influence <i>Sections (c)(1)(I), (c)(1)(2), (c)(1)(3), (d)(1)(A), (d)(1)(D), (d)(1)(G), (d)(1)(H)</i>

Seized vessels, vehicle and aircraft must be immediately delivered to the sheriff of the county in which it was acquired. Forfeiture of the property under Article 36 is a civil proceeding and is not dependent on the conviction of the defendant. Actual forfeiture action may occur prior to the criminal trial and is prosecuted by the State's Attorney in the county in which the seizure was made.

**F. 725 ILCS 5/108 Search and Seizure**

This provides for the seizure of items, including weapons, discovered in the search of a person or premises as stipulated in a search warrant (725 ILCS 5/108-7) or discovered in the process of an arrest when no warrant has been issued (725 ILCS 5/108-2). Disposition of items seized is provided for in sections 725 ILCS 5/ 108-2, 108-10, 108-11, 108.12. The arresting officer must issue an inventory of the property seized to the person and to the court. If no charge is preferred, items will be returned to the owner. If charges are filed, the court will maintain custody of the property as it sees fit in accordance with the statute unless petitioned through the State's Attorney by the officer who seized the property to issue an Order of Disposition to the Department. Any alleged obscene material must be adjudicated before it can be returned to the owner; if judged obscene, such property is destroyed.

**G. 720 ILCS 550/12 & 720 ILCS 570/505 Cannabis Control Act & Controlled Substances Act**

These statutes provide for the seizure of items used or intended for use in the commission of drug related crimes. 720 ILCS 550/12 pertains to offenses that are in violation of the Cannabis Control Act. 720 ILCS 570/505 pertains to violations of the Controlled Substances Act. Money or property forfeited under either section is subject to precise restrictions regarding their subsequent disposition and use. In addition to the illegal substances and their related products and equipment, the following items are subject to seizure:

<b>ITEM</b>	<b>REASON</b>
a. Vehicles, Vessels, Aircraft	Used or intended for use to transport or facilitate the transportation, sales, receipt, possession, or concealment of property in violations of the Cannabis Control Act or Controlled Substances Act.
b. Money, Negotiable Instruments	Used or intended for use to facilitate violations of the Controlled Substances Act or Cannabis Control Act.
c. Anything of Value	Used or intended for use in exchange for a substance in violation of the Controlled Substances Act or Cannabis Control Act.
d. Money, Coins, Currency	Found in close proximity to forfeitable substances, forfeitable manufacturing or distributing paraphernalia, or forfeitable records of importation, manufacture, or distribution in violation of the Cannabis Control Act or Controlled Substances Act.

Seized property must be immediately secured. Forfeiture of property under the above sections is a civil proceeding and is not dependent on the conviction of the defendant; forfeiture may occur prior to the criminal trial.

**H. 725 ILCS 175/5 Narcotics Profit Forfeiture Act**

Provides that anyone who commits narcotics racketeering must forfeit any profits, proceeds, interest or property acquired or maintained as a result of that racketeering. The statute sets distribution to be 50% to the local agency that conducted the drug investigation, 25% to various prosecutorial efforts and the remaining 25% to the Drug Traffic Prevention Fund.

**I. 720 ILCS 600/5 Forfeiture and Seizure of Property - Drug Paraphernalia Control Act**  
Provides for the seizure and forfeiture of drug paraphernalia.**J. 625 ILCS 5/4-107 Stolen, Converted, Recovered and Unclaimed Vehicles**

Provides for the seizure of any vehicle, vessel or aircraft that is used to transport stolen vehicles or parts or used in the commission of the following violations (625 ILCS 5/4-103):

- a. Receiving, possession, concealing, selling or disposing of vehicles known to have been stolen;
- b. Altering or destroying VIN or automobile component serial numbers;
- c. Concealing or misrepresenting the identity of vehicle and component parts.

If the department is the law enforcement agency responsible for the seizure of such property, the department may return such property to the owner if such property was stolen from that owner, or the department may request that the Attorney General petition the circuit court for an Order of Forfeiture. If issued, the order may allow the department to retain the property for use, sell the property at public sale and may retain the proceeds, or dispose of the property in any manner that the department decides is appropriate.

**V. Procedures for Currency Seizure**

- A. Currency that is seized will be counted by two police officers. The count will be documented, including the names and badge numbers of the officers doing the count. Currency will be segregated to identify the source and the location of the seizure.
- B. A second and separate count will be conducted in the presence of the person that the currency was seized from. This will be done in the presence of the supervisor on duty, prior to giving the individual whose property/currency is being seized a receipt for the currency, when practical.
- C. As soon as possible, the currency will be packaged and inventoried in accordance with Technical Services Order 502 - Evidence and Property Control.
- D. If the seized currency has the potential of being used as evidence in a pending criminal case, the State's Attorney's Office for the county in which the offense occurred will be contacted prior to the money being placed into the seizure account.
- E. The officer who makes the seizure will complete an Incident/Offense Report and will submit it to the Shift Supervisor for immediate approval. This report will contain an Evidence/Property Inventory form and other related documentation. The officer will complete the Seizure Advisement Receipt (Annex II) and provide the subject with a copy. The original will be submitted to Records for processing.
- F. Once the report has been approved, it will be immediately forwarded to the Seizure Coordinator. It will be the responsibility of the Seizure Coordinator, or his designee, to complete the following steps:
  1. Complete and forward the necessary seizure forms to the appropriate State's Attorney's Office.
  2. Upon receipt of documentation from the State's Attorney's Office approving the seizure, the currency will be deposited into the seizure fund account.
  3. Notice will be sent to the Finance Department of the deposit.

**VI. Procedures for Vehicle Seizures**

- A. When an arrest occurs that would qualify as a Vehicle Seizure case, the Shift Supervisor will determine whether or not the Department will proceed or will return the vehicle to the owner. This decision will be based on the condition and value of the vehicle. All vehicles subject to seizure will be run through LEADS to determine the ownership by a Title Search on the VIN of the vehicle. The owner must be the arrested subject in order to qualify for seizure. The Vehicle Seizure Procedure (Annex III) will be checked for all elements involved.
- B. The officer who makes the seizure will complete an Incident/Offense Report and will submit it to the Shift Supervisor for immediate approval. This report will contain an Evidence/Property Inventory form with the appropriate notations made in the comments section as it pertains to the seized property and other related documentation. The officer will complete the Seizure Advisement Receipt (Annex II) and provide the subject with the yellow copy. The original will be submitted to Records for processing.
- C. The officer will have the vehicle towed pursuant to Administrative Order 113 – Towing Procedures and will indicate on the Tow Report that the vehicle is a “Seizure”. Any property within the vehicle will be removed for transport to Property Control at the police department. Procedures for property requiring storage from Technical Services Order 502-Evidence and Property Control will be followed. The vehicle owner will be notified that their property is stored at the police department and will be instructed on the process to retrieve it. An orange POLICE HOLD-SEIZURE card (Annex IV) will be placed in the windshield of the vehicle and the seizure box will be checked on the tow report.
- D. The Shift Supervisor approving the Incident/Offense Report will forward a copy to the Seizure Coordinator. Any vehicle seized will be listed on an Evidence/Property Inventory form and entered into LEADS by Records as a Towed Vehicle. The Tow Log will reflect that the vehicle is subject to seizure and may not be released.

- E. The Shift Supervisor, or his designee, will complete the Vehicle Seizure Checklist (Annex I) and forward a copy to the Seizure Coordinator.
- F. Paperwork on vehicles seized will be sent electronically to the State's Attorney's Office of the county in which the vehicle was seized, following that county's procedure.

**VII. All Other Asset Seizures**

- A. The seizure of assets, such as real estate, electronic and communication equipment, etc. will be seized in accordance with applicable state and federal guidelines.
- B. All efforts will be made to ensure the property that is seized is maintained in the same condition as it was when seized.
- C. The officer who makes the seizure will complete an Incident/Offense Report and will submit it to the Shift Supervisor for immediate approval. This report will contain an Evidence/Property Inventory form with the appropriate notations made in the comments section as it pertains to the seized property and other related documentation. The officer will complete the Seizure Advisement Receipt (Annex II) and provide the subject with a copy. The original will be submitted to Records for processing.

**VIII. Disposition/Use of Forfeited Assets**

- A. Assets that are forfeited to the Bartlett Police Department will be evaluated for the potential use by the Bartlett Police Department. There will be two evaluation categories:
  - 1. Assets to be used and maintained by the Department. Those assets that are deemed to be of use to the Department will be marked by the Property Custodian as property of the Department.
  - 2. Assets to be sold/auctioned.
    - a. Those assets that are deemed to be of no use to the Department will be sold/auctioned and the proceeds of the sale/auction will be deposited in the seized asset fund.
    - b. Vehicles to be sold will be transferred to the Director of the Illinois State Police.
- B. The seizure fund may be used for, but not limited to the following:
  - 1.
  - 2.
    - a.
    - b.
    - c. [REDACTED]
  - 3. Equipment, supplies and materials related to criminal investigations as authorized by state and federal regulations.
  - 4. Training that is related to criminal investigations as authorized by state and federal regulations.

By Order of:

Patrick Ullrich  
Chief of Police  
Annex I – IV



*Bartlett Police*  
Seizure Advisement Receipt

Case #:

The following items are being held for seizure by the Bartlett Police Department:

**Receipt Given To:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Officer:

Star #

### Supervisors:

### Star #

# BARTLETT POLICE DEPARTMENT



<b>Subject: Criminal Intelligence</b>	<b>Investigations Order 307</b>
<b>Issued: November 8, 1996</b>	<b>Rescinds: N/A</b>
<b>Effective Date: November 8, 1996</b>	<b>Reference CALEA Standards:</b>
<b>Termination Date: N/A</b>	<b>40.2.1, 40.2.2, 40.2.3</b>
<b>Amended Date: October 16, 2020</b>	<b>Related Directives:</b>
	<b>IO301</b>

**PURPOSE:** This order establishes operational procedures for dealing with the collection, evaluation, and dissemination of intelligence information.

## I. Definitions

- A. **Intelligence**—The systematic gathering, evaluation and dissemination of information regarding individuals or activities suspected of or known to be criminal in nature that present a threat to the community. Typically, these areas include such activities as:
1. Organized crime activities;
  2. Vice and drug activities;
  3. Organized civil disorders;
  4. Acts of terrorism;
  5. Criminal conduct or activities that could present a threat to the community.

## II. Intelligence Operations

- A. The Investigations and Support Services Commander shall have primary responsibility for the direction of intelligence operations, coordination of personnel, and collection, evaluation, collation, analysis, and dissemination of intelligence information. (40.2.3.a)
- B. Information gathering in support of the intelligence operations is the responsibility of each member of the Department. When a member receives intelligence information, it will be submitted in writing to the Investigations and Support Services Commander and will include: (40.2.3.a)
  1. Subject, victim, and source of information/complainant as appropriate.
  2. A summary of the suspected criminal activity.
  3. Possible use of informants.
  4. Problems, or conflicts of interest.
- C. The intelligence function will ensure the legal rights and privacy of those involved is not violated by following the guidelines in 28 CFR, Part 23, Section 23.3 – “data which has been evaluated to determine that it is relevant to the identification of and the criminal activity engaged in by an individual who or organization which is reasonably suspected of involvement in criminal activity...”
- D. The Investigations and Support Services Commander will maintain a separate secured general intelligence file. This file will contain information that deals with the aforementioned areas. Access to this file will be restricted to members of the Investigations Section and the Directed Patrol Section. Due to the sensitive nature of this information, the Investigations and Support Services Commander will be responsible for access to these files. (40.2.3.b)
- E. Detectives and Directed Patrol Team members may maintain intelligence files on criminal conduct or activities that they are currently investigating. These files will be secured in the officer's desk. When the file is no longer active, it will be forwarded to the Investigations and Support Services Commander. (40.2.3.b)

- F. Intelligence files will be purged by the Investigations and Support Services Commander when new information is obtained which either terminates or contradicts previous information. Purging of files will be done in accordance with the requirements in 28 CFR, Part 23, Section 23.20. **(40.2.3.d)**

**III. Intelligence Data Collection (40.2.1)**

- A. The data collection process for the purpose of developing actionable intelligence is the directed, focused gathering of information through overt and covert means, from all possible sources, including criminal justice as well as non-criminal justice agencies and individuals.
- B. Utilization of the following sources should be considered: **(40.2.2.a)**
1. Confidential Informants – Individuals with direct access to information relative to illegal activities or systems who give this information to law enforcement.
  2. Undercover Operations – The deliberate and planned placement of personnel (not necessarily law enforcement) inside an illegal system for the purpose of acquiring specific elements of information regarding the system.
  3. Previous Investigation – Inferences developed from the prior collection and analysis of related criminal activities, organizations, or individuals.
  4. The Law – The use of legal instruments (e.g. search warrants and subpoenas) to obtain information from protected sources or uncooperative subjects.
  5. Information Storage and Retrieval Systems – The use of information which has already been collected and stored in an information repository, whether it be a file cabinet or automated data bank, computer, computer system, their peripherals, or use accessories.
  6. Physical Evidence – Information about physical conditions obtained from the scene of a crime, a victim, or a suspect and his environment.
  7. Personal Surveillance – The discrete observation and recording of activities through the use of physical surveillance techniques.
  8. Technical Surveillance – The discrete observation and recording of activities through the use of technical devices.
  9. Interchange – The flow of information to the investigation from another law enforcement entity; responsive or initiated, inter- or intra-departmental.
  10. Open Sources – The integration of information already collected by government agencies and other institutions, including public records.
  11. Overt References – Scholarly documentation and other reference materials, such as newspapers.
  12. Interviews and Interrogations – Information obtained through the use of planned informal dialog and interrogations.
  13. Debriefing – A formal question-and-answer session between members of the same unit, agency, and/or profession.
  14. Internet – Restricted websites provided by various government agencies and open websites provide information on subjects, businesses, and property. The restricted government websites also provide finished intelligence reports and bulletins.

**IV. Dissemination of Intelligence Information (40.2.2.b) (40.2.3.c)**

- A. Extreme care must be taken to control dissemination of intelligence information, which will be released on a need-to-know basis. Officers should ensure that intelligence information does not fall into the wrong hands, causing embarrassment, liability, or endangerment of life.
- B. Exchange of intelligence information between bona fide criminal justice agencies is vital. The Investigations and Support Services Commander or his/her designee will maintain liaison with these agencies in the following manner:
1. Periodic telephone contact.
  2. Attendance at detective meetings.
  3. Membership in the Mid-States Organized Crime Information Center (MOCIC).
- C. Pertinent information will be submitted to MOCIC and other intelligence groups on a regular basis.

- D. Any time that intelligence information is disseminated to another law enforcement agency, the person making the dissemination will forward this information to the Investigations and Support Services Commander in writing.
- E. The Investigations and Support Services Commander will have the responsibility of collating and disseminating criminal intelligence that has been authorized for release to other sections of the Department. Available criminal intelligence should be provided to other sections of the Department as soon as is practical and means of feedback established to monitor any future development made that may confirm or deny the credibility of the information.

**V. Personnel, Equipment and Techniques**

- A. All Department members will receive roll-call training on these procedures.
- B. Utilization of intelligence personnel, equipment and techniques will be the responsibility of the Investigations and Support Services Commander who will oversee the following:
  - 1. Deployment of intelligence personnel.
  - 2. Determining required personnel.
  - 3. Determining what tactics and techniques are appropriate.
- C. The Investigations and Support Services Commander will maintain a list of equipment that is readily available such as audio/visual monitoring equipment and a source list for items that are not on hand.
- D. The use of covert operations to infiltrate criminal activity in an attempt to determine the nature and the extent of illegal activities will be governed by the procedures in Investigations Order 301 – Vice, Drugs and Organized Crime.

**VI. Review (40.2.3.e)**

- A. These procedures and criminal intelligence processes will be reviewed annually.
- B. This review will be conducted by the Investigations and Support Services Commander, the Computer Crimes/Criminal Intelligence Investigator, and the Accreditation Manager.

By Order of

Patrick Ullrich  
Chief of Police



## BARTLETT POLICE DEPARTMENT

**Subject: Missing Persons**

**Investigations Order 308**

**Issued: December 9, 1996**

**Rescinds: N/A**

**Effective Date: December 9, 1996**

**Reference CALEA Standards:**

**41.2.5, 41.2.6**

**Termination Date: N/A**

**Related Directives:**

**Amended Date: October 19, 2017**

**AO119, IO300, TSO507, SO614, SO617**

### **POLICY:**

It will be the policy of the Bartlett Police Department to thoroughly investigate and document all reports of missing persons. Particular care will be exercised in cases of persons who may be mentally or physically impaired, under a doctor's care or on life-sustaining medication. Every child reported as missing will be considered "at risk" until significant information to the contrary is confirmed. Jurisdictional conflicts are to be avoided when a child is reported missing. If a missing child either resides in, or was last seen in this jurisdiction, the Bartlett Police Department will immediately initiate the required reporting process. If a child resides in this jurisdiction and was last seen in another jurisdiction, but the law enforcement agency covering that jurisdiction chooses not to take a missing child report, it will be the policy of the Bartlett Police Department to assume reporting and investigative responsibility. All unidentified persons, whether living or deceased, located within the Village of Bartlett, will be investigated to the fullest ability of this Department, and all means to identify such persons will be made. Information will be provided to all reporting persons on resources available to assist them pursuant to Public Act 100-0438. (41.2.6.a)

### **I. Definitions**

- A. A person is considered "missing" when his/her whereabouts are unknown and unexplained for a period of time that is considered unusual or suspicious in relation to that person's normal behavior patterns or routines.
- B. A person **age 21 or older** who is reported missing but who appears to be physically and mentally healthy and has left home voluntarily will not routinely be considered as a missing person. In these instances, the reporting officer should explain to the complainant that the police have no authority to act in such cases or compel the adult to return home. A case report will be completed in any event; the classification of the report should be determined by the circumstances. Copies of the report will be sent to Investigations for review and possible follow-up.
- C. A person **under 21** will be reported as a missing person in every case and the person will be entered into LEADS and NCIC as "missing". A Juvenile case report will be used and will include the LEADS hard copy printout for those reports involving missing persons under the age of 18.
- D. The term "unusual circumstances" refers to: (41.2.6.b)
  1. A missing child 13 years of age or younger.
  2. A child or an adult who is missing and one or more of the following factors exist: (41.2.5.f)
    - b. Out of the zone of safety for his/her age, developmental stage, physical or mental condition;
    - c. Diminished mental capacity;
    - d. A history of self-destructive behavior, or has threatened suicide;
    - e. Drug dependent, including prescribed medication and/or illegal substances;
    - f. A potential victim of foul play or sexual exploitation;
    - g. In a life-threatening situation;
    - h. Absent from home for more than 24 hours before being reported to law enforcement as missing;
    - i. Believed to be with persons who could endanger his/her welfare.

**II. Notifications (41.2.5.f)**

- A. Shift Supervisors will be immediately notified in all unusual circumstance missing persons cases by DuComm. In the event the determination of an unusual circumstance report is not made at the time it is dispatched but learned upon the first responding officer's arrival, he/she will notify the Shift Supervisor. The Shift Supervisor will determine whether to make Command notification per Special Order 614 – "Notifications of Department Personnel". (41.2.6.b)
- B. Immediate notification to the Investigations supervisor will be done in accordance with Investigations Order 300 – "Investigations". (41.2.6.c)
- C. If outside law enforcement assistance is necessary, Supervisors should refer to the NIPAS Car Plan or the ILEAS Plan if a determination is made for Mutual Aid. (41.2.6.c)

**III. Responsibilities (41.2.6.e)**

- A. Call Takers:
  1. Determine if circumstances of the report meet the definitions of a missing child or adult. The dispatcher will question the caller to make a preliminary assessment about the level of risk to the missing person.
  2. An officer will be immediately dispatched to the scene of the report. In the event there appears to be an immediate threat to the safety of the missing person, dispatchers will utilize the "Flash Broadcast Procedures" from the DuComm Procedure Manual.
  3. Notify the Shift Supervisor when appropriate.
  4. The dispatcher will obtain sufficient information to broadcast a radio message that alerts other officers about the circumstances of the person's disappearance. The DuComm "Descriptive Information for Persons" procedure will be utilized. In the event of a reported possible abduction, the dispatcher will obtain and broadcast all available suspect, vehicle and direction of travel information.
  5. Prior contacts at or near the reported residence will be checked for relevancy and dispatched to responding officers.
- B. Initial Officer:
  1. Respond promptly to the scene of the report.
  2. Follow the procedures below for Missing Children or Missing Adults.
- C. Shift Supervisor:
  1. Obtain a briefing from the initial officer and other agency personnel at the scene to determine the scope and complexity of the case and develop an appropriate response. This briefing should be done in a confidential manner away from family, friends or other persons involved with the missing person.
  2. Determine if additional personnel are needed to assist in the initial investigation. If necessary, additional assisting patrol units might be needed in securing a scene or initiating a coordinated search of a large area. Based on circumstances surrounding the missing persons report (i.e. mental disability, suicidal tendencies, medical condition, etc.) an area search beyond that outlined in this Order may be deemed necessary. In this case, procedures set forth in Technical Services Order 507 – "Search and Rescue Missions" will be followed. (41.2.5.e)
  3. Determine if activation of the AMBER Alert system and/or other immediate community notification methods are required (see AMBER Alert procedures below).
  4. Determine if notification should be made to the "ACIM Program". ACIM stands for "A Child Is Missing", however, the service is available for elderly and disabled persons as well (see ACIM procedures below). (41.2.5.f, 41.2.6.d)
  5. Ensure all required notifications have been made.
  6. Confirm all departmental policies and procedures are followed. This includes verifying reports are completed by assigned personnel and reports are reviewed for accuracy and omissions. It is also the Supervisor's responsibility to ensure the missing person is entered into LEADS by the Records Clerk on duty as soon as the required information is obtained. A copy of the report will be forwarded to Roll Call for further dissemination.

7. Manage media relations, if required, per Administrative Order 119 – “Press Releases/Public Information”.
- D. **Detective:** **(41.2.5.e, 41.2.6.f)**
  1. The Detective assigned to conduct follow-up activities will establish a liaison with the victim family and maintain routine ongoing contact with the missing person’s closest relative(s) concerning the progress of the investigation. **(41.2.5.d)**
  2. Consult with other officers at the scene and verify the accuracy of all descriptive information.
  3. Follow investigative procedures per Investigations Order 300 in addition to specific ongoing investigations procedures outlined below.

#### IV. Missing Children

- A. **Initial Response:** **(41.2.6.e)**
  1. There are four types of missing juvenile cases: the non-family abduction case, the family abduction case, the runaway, or the lost child case.
    - a. The non-family or stranger abduction incident, in which a child is taken from his/her family by force or trickery, is the most complex and dangerous type of investigation. In this type of incident, time is a crucial concern because the child is considered to be in great danger. The first few hours are the most critical.
    - b. The family abduction incident generally occurs in conjunction with divorce or separation. This case generally centers on a non-custodial parent removing the child from the care of the custodial parent. The child may be at risk with the non-custodial parent.
    - c. The runaway child incident involves a child who potentially could be in great danger depending upon factors such as age, maturity and intelligence. The voluntary, runaway child is the most common type of case investigated by this Department.
    - d. The lost child incident generally involves a child who is dependent upon a parent’s direct care due to young age, maturity or diminished mental or physical capacity.
  2. Officers taking the initial report may utilize the Missing Persons Worksheet (Annex V) and will obtain sufficient information from the person making the report to properly classify the incident and initiate an appropriate response. This will include at a minimum:
    - a. The apparent reason for the juvenile’s disappearance;
    - b. The name, age and physical description of the missing juvenile, the clothing description, the relationship of the complainant to the missing juvenile and a vehicle description if applicable;
    - c. The name of the person who last saw the missing juvenile and the location where the missing juvenile was last seen;
    - d. Whether the subject has been missing on prior occasions and where the subject was located;
    - e. Whether the juvenile was recently involved in a crisis or traumatic situation, such as an altercation or domestic incident;
    - f. The current description of the physical condition of the missing juvenile and if he/she is on medication, including the reason for the medication;
    - g. Whether the juvenile is an active gang member or associates with gang members.
  3. Officers will provide the reporting individual with the Bartlett Police Department Missing Persons brochure, which contains information on 24-hour toll-free telephone numbers for the National Center for Missing and Exploited Children and the National Runaway Safeline **(Annex VII)**

## B. Preliminary Investigations (41.2.6.e)

1. The preliminary investigation will be conducted to gather sufficient information to aid officers in searching for and locating the missing juvenile.  
[REDACTED]
  - a. [REDACTED]
  - b. [REDACTED]
  - c. [REDACTED]
  - d. [REDACTED]
  - e. [REDACTED]
  - f. [REDACTED]
2. [REDACTED]  
[REDACTED]
  - a. [REDACTED]
  - b. [REDACTED]
  - c. [REDACTED]
3. d. The name and location of the school attended by the missing juvenile.  
Officers will obtain permission to search the home or building where the child was last seen. An immediate, thorough search of the missing child's home will be conducted even if the child was reported missing from a different location. If the child is not located at the home or last seen location, a thorough search of the neighborhood will be conducted. Searches should include any closed or locked spaces or rooms; such as vehicles, closets or chests, outbuilding such as sheds or garages, and any other places of concealment. Searching of neighbor's homes should be done when permission has been granted.
4. An Incident/Offense Report will be completed and the photograph of the missing juvenile will be attached. Reporting officers will explain that the photograph cannot be returned.
5. Missing juveniles will immediately be entered into the LEADS and NCIC systems and the LEADS number will be listed on the case report. A copy of the LEADS printout must also be attached to the original report.
6. Reporting officers will explain to the parent or legal guardian that if the juvenile is located outside the geographic boundaries of the Village of Bartlett, they will be obligated to arrange and subsidize the costs of transporting the juvenile home. The reporting officer will obtain the signature of the parent or legal guardian on the Missing Person Signature Form (Annex IV) to acknowledge their agreement with this requirement. This form will be turned into Records for scanning.
7. Reporting officers will, when applicable, provide DuComm with the appropriate information for a local broadcast for the purpose of alerting all other police units. (41.2.6.c)
8. The Patrol Section is responsible for ensuring that the investigation of a missing/runaway child is thoroughly carried out. In situations requiring the assistance of the Investigations Section, approval will be sought from the Investigations Commander. A detective will be assigned when the initial patrol officer can do no more to locate the child. (41.2.6.c)

## C. America's Missing: Broadcast Emergency Response (AMBER)

1. Pursuant to **20 ILCS 2605/2605-480** – “Statewide Kidnapping Alert Program” any child under the age of 16 or with a proven mental or physical disability who has been reported abducted and is believed to be in danger of serious bodily harm or death will be submitted to the Illinois State Police AMBER Alert Notification Plan. (41.2.6.d)
2. The AMBER Alert will only be activated by the Shift Supervisor.
3. The AMBER Plan will be activated in the following manner:
  - a. The Shift Supervisor will confirm that an abduction has taken place and the above criteria have been met.
  - b. The AMBER Facsimile Transmission Packet (Annex I) will be completed.
  - c. A current photograph of the abducted child will be submitted with the packet, either by fax or e-mailed to [REDACTED] after being scanned.

- d. The Shift Supervisor will immediately contact the Illinois State Police Springfield Area Communications (ISP SAC) at and confirm that they have received the packet.
  4. ISP SAC will disseminate the information over ISPERN and will send a copy of the packet to the Illinois Emergency Management Agency (IEMA). IEMA will contact all broadcasting companies and release the information and photograph.
  5. The broadcasting companies will rebroadcast the alert at a minimum of every 30 minutes for at least four hours (not to exceed eight hours) after the notification was received. The decision to continue rebroadcast after the eight hours will be up to each individual broadcasting station.
  6. The investigation into the abduction will continue as outlined in Section III.
  7. If the child is found or the case is closed within eight hours of activating AMBER, the Cancellation Form (Annex II) will be completed and submitted to ISP SAC who will notify IEMA. They, in turn, will notify the broadcasting companies.
  8. After eight hours of the abduction any updates/cancellations should be made directly to the Illinois State Clearinghouse for Missing and Exploited Children Manager (800-843-5763).
- D. "A Child Is Missing" Alert Program (ACIM) (41.2.5.f)
  1. This program can be used for any missing child between the ages of 2 and 18, elderly individuals and disabled adults. ACIM is available at all times and on all days. (41.2.6.d)
  2. The ACIM Alert will only be activated by the Shift Supervisor.
  3. The ACIM Plan will be activated in the following manner:
    - a. The Shift Supervisor will determine if the services of ACIM are required to help locate the individual.
    - b. ACIM will be contacted at with descriptive information, clothing worn and the last time and location that the individual was seen.
    - c.
  - d. The technician will record a message with the description of the person; this message is then telephone to homes and businesses in the area where the missing person was last seen. The alert message asks residents to check their property for the missing person and to call the police department. The message will be sent to between 100 to 5,000 numbers depending on the area and the intensity of the search.
  4. The ACIM technician will check with the Shift Supervisor until the individual is found or the search has been called off in that area.
- E. Ongoing Investigations may include: (41.2.6.f)
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
  6. Preparing a flyer/bulletin with a picture of the missing child and descriptive information if necessary;
  - 7.
- F. Return of Missing Persons and Case Closure (41.2.6.f)
  1. In all cases, reporting parties will be informed of the well being of located missing persons.
  2. Returned missing persons will be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved. This should be accomplished at the earliest possible time.
  3. If indicated, the appropriate social service agency will be contacted to assist with intervention, including but not limited to, mental and/or physical health examinations and arrangements for family counseling.

4. The reporting officer will request that the Records Section cancel the LEADS and NCIC entries for the returned missing person. The reporting officer will also obtain a copy of the LEADS printout from the Records Section showing that the entry has been canceled, and will attach this to the Supplementary Report.
5. The reporting officer will complete and submit to Records a UCR Change Form to have the code changed in RMS.
6. If an AMBER Alert has been issued, appropriate cancellation procedures will be followed.
7. Arrangements for the missing child to be reunited with his/her family will be made immediately.

## V. Missing Adults

### A. Initial Response:

1. Officers taking the initial report will gather sufficient information to properly classify the incident and initiate an appropriate response. The report should include at a minimum: (41.2.5.a)
  - a. The name, age and physical description of the missing person, any available clothing description, the relationship of the complainant to the missing person and a vehicle description if applicable.
  - b.
  - c.
  - d. A description of the physical and mental conditions of the missing person and whether the person is on medication, including the reason for the medication.
  - e.
  - f. Recent photograph of person if available.
2. The initial reporting officer will ensure that criminal justice information (LEADS) documentation is explained to the complainant and signed on the original report. The officer will deliver the report to the on-duty Records Clerk for entry into LEADS. (41.2.5.c)
3. Reporting officers will, when applicable, provide DuComm with the appropriate information for a local broadcast for the purpose of alerting all other police units. (41.2.5.b)

### B. Endangered Missing Persons Advisory

1. The "Endangered Missing Person Advisory" is a voluntary partnership between law enforcement and local broadcasters for notifying the public about a missing and endangered person. The advisory is initiated by the local law enforcement agency utilizing the following criteria:
  - a. The person is missing under unexplained or suspicious circumstances.
  - b. The person is believed to be in danger because of age, health, mental or physical disability, environment, weather conditions, or in the company of a potentially dangerous person of some other factor that may expose the person to possible harm or injury.
  - c. Public information is available that could assist in the safe recovery of the person.
  - d. The circumstances do not fit the criteria of an AMBER Alert.
2. Immediately enter the missing person information into LEADS and NCIC.
3. After verifying the criteria, complete the "Endangered Missing Person Advisory" available on the Illinois AMBER Alert Task Force website at [www.amberillinois.org](http://www.amberillinois.org) or the Illinois State Police (ISP) website at [www.isp.state.il.us](http://www.isp.state.il.us), and fax to Illinois State Police Springfield Communication Center (SCC) at [redacted] for distribution to the media and other approved public outlets wishing to receive notification. (Annex VI)

### C. Ongoing investigations of missing persons may require specific additional actions when appropriate, such as: (41.2.5.e)

- 1.
2. Thoroughly checking the location where the missing person was last seen;
3. Interviewing friends and associates of the missing person;
4. Providing identification and related information to other law enforcement agencies; (41.2.5.b)

5. Providing information to local news media if necessary; (41.2.5.b)
  6. Preparing a flyer/bulletin with a picture of the missing adult and descriptive information if necessary; (41.2.5.b)
  7. Obtaining dental chart records and/or fingerprints from the family.
- D. Return of Missing Persons and Case Closure
1. In all cases, reporting parties will be informed of the well being of located missing persons.
  2. Returned missing persons will be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved. This should be accomplished at the earliest possible time.
3. If indicated, the appropriate social service agency will be contacted to assist with intervention, including but not limited to mental and/or physical health examinations and arrangements for family counseling.
  4. The reporting officer will request that the Records Section cancel the LEADS and NCIC entries for the returned missing person. The reporting officer will also obtain a copy of the LEADS printout from the Records Section showing that the entry has been canceled, and will attach this to the Supplementary Report. (41.2.5.c)
  5. The reporting officer will complete and submit to Records a UCR Change Form to have the code changed in RMS.

**VI. Unidentified Persons**

- A. An officer who is assigned to the report of an Unidentified Person, whether living or deceased, shall be responsible for:
1. Obtaining a complete description utilizing the Unidentified Person Report For NCIC Record Entry form (Annex III).
  2. Ensure the information is entered into LEADS by Records.
  3. Notify the Shift Supervisor who will determine if the Investigations Commander should be contacted. (41.2.6.b).
  4. Attempt to identify the person using any available resources, National Center for Missing and Exploited Children, Coroner or Medical Examiner, missing persons posters distributed by other agencies, etc.
- B. Detectives assigned to this type of case shall utilize all necessary investigatory procedures to attempt to identify the person. (41.2.6.e)
- C. In the event an identification is made, notification to the person's family will be done in accordance with Special Order 617 – Notifications/Next of Kin.

By Order of

Patrick Ullrich  
Chief of Police

Annex I-VI



## MISSING PERSON REPORT

RD# \_\_\_\_\_

Date \_\_\_\_\_

Officer \_\_\_\_\_ Badge \_\_\_\_\_

I understand that I am requesting this Missing Person to be entered into the Law Enforcement Agencies Data System (LEADS) and/or the National Crime Information Center (NCIC) system, and take full responsibility for such action. If this person is located or apprehended, I will assume full responsibility for his/her return transportation. If he/she returns home, I will notify the Police Department to cancel the message, and if I fail to do so, I will take full responsibility for any action resulting from such failure to notify.

---

SIGNATURE

**AUTHORIZATION FOR RELEASE OF JUVENILE INFORMATION**

For a period of one year from the execution of this form, the undersigned authorizes full disclosure of all records concerning my child to any agent of the state of Illinois, Illinois State Police, or any individual or entity assigned by the Illinois State Police, whether the records are of a public, private, internal, or confidential nature. I direct the release of such information regardless of any agreement I may have made to the contrary with any entity or individual to whom my child's information is released or presented.

The intent of this authorization is to give my consent for full and complete disclosure of confidential juvenile information. Additionally, I understand the duty of the Illinois State Police to release any information to the proper authorities and make other reports as may be mandated by law. I also certify that any person(s) who may furnish such information concerning my child shall not be held accountable for giving this information; and I do hereby release such person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Illinois State Police, Illinois Emergency Management Agency, Illinois Broadcasters Association and its agents, and designees under this release, from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this "Authorization for Release of Juvenile Information."

---

WitnessSignature of Parent/Legal Custodian  
(including maiden name)

Date

**PLEASE PRINT OR TYPE**

---

Last Name	First Name	Middle Initial	Maiden Last Name, former married name(s) or other names used
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Current Address

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House Number/Box Number	Street Name/Rural Route	City	State	Zip Code
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**LIABILITY AGREEMENT**

I hereby agree the information I have provided to you acting as an agent of the state of Illinois, Illinois State Police, Illinois Emergency Management Agency, Illinois Broadcasters Association or any individual or entity assigned by the Illinois State Police, to be truthful, factual, and correct.

As the parent/legal custodian, I am aware that in order for the Illinois State Police to enter a child as being abducted and endangered the following criteria must be met:

- The child is under the age of 16 *or* has a proven mental or physical disability,  
*and*
- The parent/legal custodian *must believe* the child *is in danger* of serious bodily harm or death.

I am also aware I may be charged criminally for committing the crime of "Disorderly Conduct" (720 ILCS, 5/26-1) if I knowingly provide false information to law enforcement authorities.

I have read and fully understand the contents of this "Liability Agreement."

---

Witness \_\_\_\_\_ Signature of Parent/Legal Custodian \_\_\_\_\_ Date \_\_\_\_\_  
(including maiden name)

**PLEASE PRINT OR TYPE**

---

Last Name	First Name	Middle Initial	Maiden Last Name, former married name(s) or other names used
-----------	------------	----------------	--

Current Address

---

House Number/Box Number	Street Name/Rural Route	City	State	Zip Code
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**Call if your loved one is missing:**

**Under 18 Years of Age**

**National Center for Missing and Exploited Children -**  
[www.missingkids.com](http://www.missingkids.com)  
**1-800-THE-LOST**  
**[1-800-843-5678]**

**National Runaway Safeline -**  
[www.1800runaway.org](http://www.1800runaway.org)  
**1-800-RUNAWAY**  
**[1-800-788-2929]**  
**TEXT 66008**

**Over 18 Years of Age**

**National Missing and Unidentified Persons System -**  
[www.namus.gov](http://www.namus.gov)

What can you do to help the investigation process? Do not wait! Call the Bartlett Police Department 9-1-1 to make a report as soon as possible. A person is considered "missing" when his or her whereabouts are unknown and unexplained for a period of time that is considered unusual or suspicious in relation to that person's normal behavior patterns or routines. Begin by gathering the following:

1. The last day and time the person was seen.
2. Who was the last person that saw them, and at what time.
3. List of people and the time up to 72 hours before the person became missing and what they were talking about.
4. List of people who may be considered enemies.
5. Any arguments or things that may have bothered the missing person.
6. Cell phone numbers and bills.
7. Home phone numbers and all bills.
8. Any statements such as gas cards, credit cards, etc.
9. List of friends with phone numbers.
10. Any habits such as drinking, games, drugs, etc.
11. Most recent picture.

**MISSING PERSONS**

**Bartlett Police Department**

228 South Main Street  
Bartlett, Illinois 60103  
(630) 837-0846



PROJECT WITH CONFIDENCE

[www.village.bartlett.il.us](http://www.village.bartlett.il.us)  
Government/Police page  
Support Services/Helpful Links

**Guidelines in case your child is a runaway**

The first hours following the runaway episode are the most important in locating a child. While many runaway children return home on their own over time, it is critical to take every action available to you to help quickly locate and safeguard your child if he or she should run away.

- Check with your child's friends, school, neighbors, relatives, or anyone else who may know or have clues about your child's whereabouts. Check your child's social networking websites and cell phone carrier records, if they have them.
- File a report with the police. Call 9-1-1 to have an officer come to your house or go into the station.
- Keep a notebook and record all information about the investigation.
- We will enter your child's name and description into the Illinois Law Enforcement Agency Data System and also the National Crime Information Center's database.
- Call or visit several local spots your child may frequent.
- Report your missing child to the National Center for Missing & Exploited Children (NCMEC) at 1-800-THE-LOST [1-800-843-5678].
- Call the National Runaway Safeline at 1-800-621-4000.

**Guidelines in case your child is missing**

Call 9-1-1 immediately for assistance.

Thoroughly search your home even if your child was reported missing from a different location. Include any closed or locked spaces or rooms; such as vehicles, vehicle trunks, closets or chests, outbuilding such as sheds or garages, and any other places of concealment.

If the child is not located at the home or last seen location, thoroughly search your neighborhood.

Call your child's friends.

The police will need the following information:

- The apparent reason for the disappearance;
- The name, age, physical and clothing description of the missing child;
- The name of the person who last saw the missing child and where the child was last seen;
- Whether the child has been missing on prior occasions and where he or she was located;
- If the child was recently involved in a crisis or traumatic situation, such as an altercation or domestic incident;
- If the child is on medication, including the reason for the medication;
- Whether the child is an active gang member or associates with gang members;
- A recent photograph;
- A description of the habits, routines and personal interests of the missing child;
- The mental state and general physical health of the child;
- A list of any personal belongings, money and other valuables that might also be missing;
- Whether or not dental records of the missing child are available and the dentist's name and business address;
- The name and location of the school attended by the missing child.

**Guidelines in missing adult incidents**

- ♦ Double check with friends, family, work, and school that the person is missing and not just on a vacation or on a leave of absence.
- ♦ Contact the police department to make a missing person report. Obtain a case number or copy of the report.
- ♦ The police department will enter the missing person's information into the Illinois Law Enforcement Agency Data System and National Crime Information Center's (NCIC) database.
- ♦ Provide as much information as possible on the person's behavior and whereabouts prior to the disappearance.
- ♦ Did the person take any personal belongings like money, wallet, or purse? Check for a letter or note that may have been left.
- ♦ Did the missing person say they would be traveling elsewhere or meeting anyone?
- ♦ Notify the National Missing and Unidentified Persons System at [www.namus.gov](http://www.namus.gov).
- ♦ Circulate missing person posters of the missing adult except in locations prohibited by city codes. Ask the managers or owners of convenience stores, malls, businesses, and other high traffic areas to post a flyer.
- ♦ Contact hospitals, jails, and medical examiners in the area and give them a flyer.
- ♦ Ask for additional referrals or support group information to find out if what worked for other families may work for you.
- ♦ Notify the police of any tips, leads, or if the missing person is located.
- ♦ Notify the clearinghouses and non-profit organizations of any updates or if the missing person is located.

# BARTLETT POLICE DEPARTMENT



**Subject: Field Interviews and Contact Reports**  
**Issued: January 7, 1997**  
**Effective Date: January 7, 1997**  
**Termination Date: N/A**

**Amended Date: December 21, 2015**

**Investigations Order 309**  
**Rescinds:**  
**Reference CALEA Standards:**  
**1.2.3**  
**Related Directives:**  
**OO207, SO631**

**PURPOSE:** To establish guidelines for conducting field interviews by members of the Bartlett Police Department in order to prevent potential criminal activity and to document suspicious activity and persons.

## I. Field Interviews

- A. Field interviews can be an effective tool when used by members of the Department to ascertain information from individuals who are involved in suspicious activity or circumstances that arouse a member's articulable suspicions based on the circumstances. Such circumstances can include but are not limited to:
  1. Person(s) located around business establishments or locations that are closed.
  2. Vehicles which are parked in areas where criminal activity has occurred or in which the activity that is taking place arouses the officer's suspicions.
  3. Person(s) that are known to the police to be active in criminal activities or have been involved in past criminal activities and which cause an officer to become suspicious.
- B. Officers will keep in mind the provisions of Special Order 631 – "Bias Based Profiling" when conducting field interviews.

## II. Documentation

- A. Field Interviews will be documented in order to provide information to other members of the Department where the activity observed is suspicious or the individual is acting in a suspicious manner.
- B. The officer will document the information on an Incident/Offense Report, the following information, at a minimum, will be included:
  1. Name of the individual, physical description, date of birth, address and home and work phone numbers.
  2. If the individual is driving a vehicle: the make, model, color, style and registration of the vehicle. If possible, the officer should also obtain the VIN number of the vehicle.
  3. The reason for the field interview being conducted, to include the following information at a minimum:
    - a. The subject's known criminal history.
    - b. The time of day and location.
    - c. The individual's movements and actions prior to being contacted by the officer.
    - d. The reason the officer conducted the field interview.

## III. Pedestrian Stop Reporting Requirements

- A. **725 ILCS 5/107-14.** A peace officer, after having identified himself as a peace officer, may stop any person in a public place for a reasonable period of time when the officer reasonably infers from the circumstances that the person is committing, is about to commit or has committed an offense (defined as a violation of any penal statute of this State), and may demand the name and address of the person and an explanation of his actions. Such detention and temporary questioning will be conducted in the vicinity of where the person was stopped.

- B. Pursuant to the Police and Community Relations Improvement Act (PA099-0352), whenever a law enforcement officer subjects a pedestrian to detention to include all frisks, searches, summons, and arrests in a public place, he or she shall complete a Uniform Pedestrian Stop Card (Annex I) that records at least the following: (625 ILCS 5/11-212 (b-5) )
1. Gender
  2. Officer's subjective determination of the race
  3. All the alleged reasons that led to the stop of the person;
  4. Date and time of the stop;
  5. Location of the stop;
  6. Whether or not a protective pat down or frisk was conducted of the person; and, if so, all the alleged reasons that led to the protective pat down or frisk, and whether it was with consent or by other means;
  7. Whether or not contraband was found during the protective pat down or frisk; and, if so, the type and amount of contraband seized;
  8. Whether or not a search beyond a protective pat down or frisk was conducted of the person or his or her effects; and, if so, all the alleged reasons that led to the search, and whether it was with consent or by other means;
  9. Whether or not contraband was found during the search beyond a protective pat down or frisk; and, if so, the type and amount of contraband seized;
  10. Disposition of the stop, such as a warning, a ticket, a summons, or an arrest;
  11. If a summons or ticket was issued, or an arrest made, a record of the violations, offenses, or crimes alleged or charged; and
  12. Name and badge number of the officer.
- C. The Pedestrian Stop Data Sheets will be submitted to Records (tickets bin) for entry into the state's database.
- D. Additionally, pursuant to the Police and Community Relations Improvement Act (PA 099-0352) a Frisk Receipt (refer to Operations Order 207-Searches) will be issued to any person who has been frisked or searched, during temporary stop without arrest or prior to arrest, unless impractical, impossible, or under exigent circumstances. (725 ILCS 5/107-14).

By Order of

Patrick Ullrich  
Chief of Police

Annex I

# BARTLETT POLICE DEPARTMENT



<b>Subject:</b> Homeland Security and Terrorism Related Intelligence	<b>Investigations Order 310</b>
<b>Issued:</b> September 10, 2007	<b>Rescinds:</b> N/A
<b>Effective Date:</b> September 10, 2007	<b>Reference CALEA Standards:</b> <b>46.3.1</b>
<b>Termination Date:</b> N/A	<b>Related Directives:</b> <b>PO400, SO614</b>

**Amended Date:** August 10, 2020

**PURPOSE:** This order establishes guidelines and procedures relating to homeland security and terrorism intelligence.

## I. Liaison with Other Organizations

- A. The Department maintains liaison with other organizations for the exchange of information relating to terrorism. These organizations will include but are not limited to:
  1. Northeast Illinois Emergency Management Consortium
  2. Cook County Department of Emergency Management and Regional Security
  3. DuPage County Office of Homeland Security and Emergency Management
  4. Kane County Office of Emergency Management
  5. Illinois State Police Statewide Terrorism and Intelligence Center (STIC)
  6. U.S. Department of Homeland Security
  7. F.B.I. Terrorism Liaison Committee
  8. Chicago Police Department's Crime Prevention and Information Center (CPIC)
- B. The Emergency Management Agency (EMA) Coordinator is designated in Personnel Order 400 – Span of Control and Chain of Command.
- C. The EMA Coordinator will be the Department liaison with other organizations and will attend informational seminars and conferences throughout the year to remain current.

## II. Terrorism-Related Intelligence

- A.   
[REDACTED]
4. If the person is determined not to match the hit, the officer will make a notation of this on the Computer Aided Dispatch ticket. The officer will briefly summarize the circumstances of the contact and the measures taken to determine that the person did not match the hit.
- B. Reporting of Terrorism Related Intelligence Information:
  1. An officer receiving a report of terrorism related intelligence information will document that information on an Incident/Offense Report and make immediate notification to his/her supervisor. Reports will be turned in to the supervisor for review per procedure.
  2. The supervisor will make notification to the Command Staff and relay the report after it is approved.
- C. Relaying Information to Proper Agency:  
The EMA Coordinator will relay all information to the appropriate agencies. In the extended absence of the EMA Coordinator, the Deputy Chief of Operations will relay the information.
- D. A file of all reports on terrorism-related intelligence in Bartlett will be maintained in Administration.

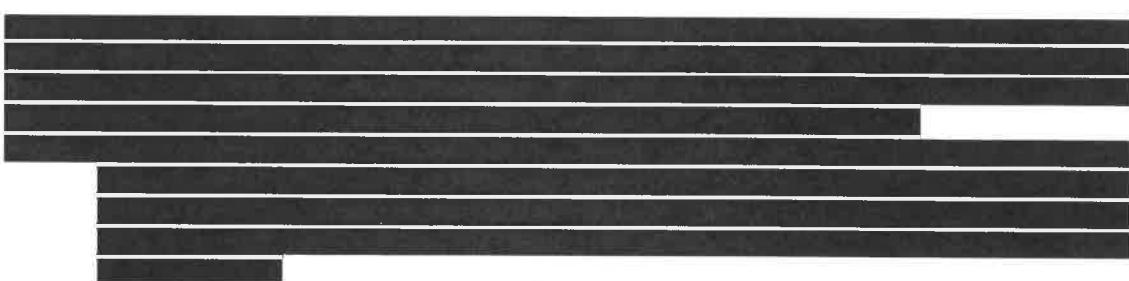
**III. Awareness Information (46.3.1)**

- A. The Department provides terrorism awareness information within the Village of Bartlett when appropriate.
- B. The EMA Coordinator will disseminate information to the public with the approval of the Chief of Police. This will be done to encourage and identify methods for reporting suspicious activity that may be related to terrorism. The dissemination can be done via the Village website, Bartletter Village newsletter, social media, press release, lobby brochure, or the Village cable television channel.

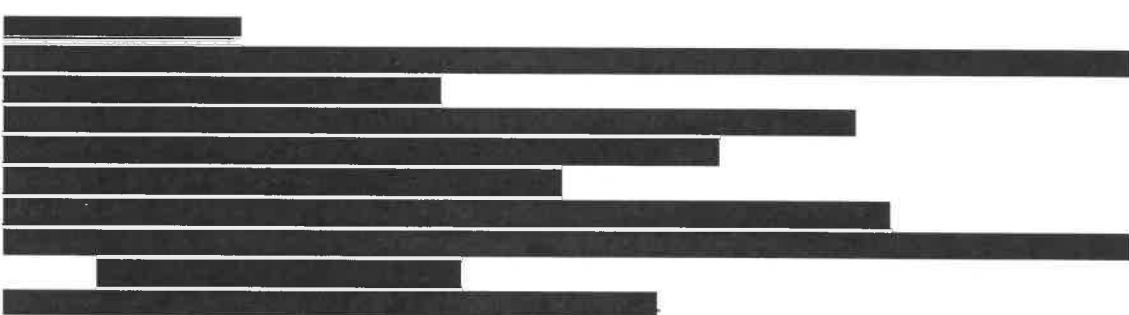
**IV. National Terrorism Advisory System**

- A. The U.S. Department of Homeland Security interacts with state and local emergency management agencies, provides guidance, and is responsible for the National Terrorism Advisory System and the dissemination of threat condition advisories. The National Terrorism Advisory System (NTAS) consists of two levels, Elevated and Imminent. The following list provides the threat alerts and associated responses necessary from the Department.

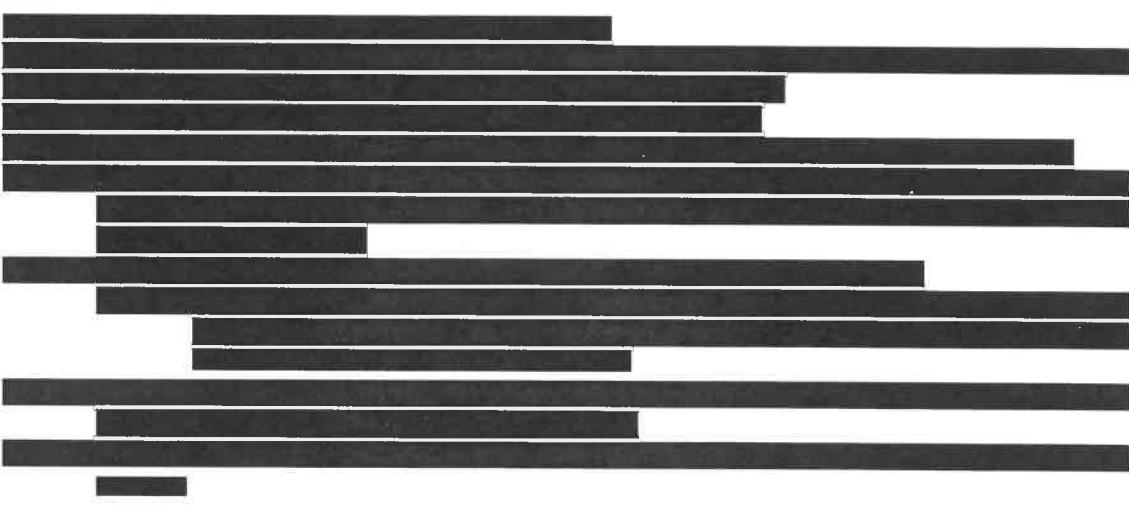
B.



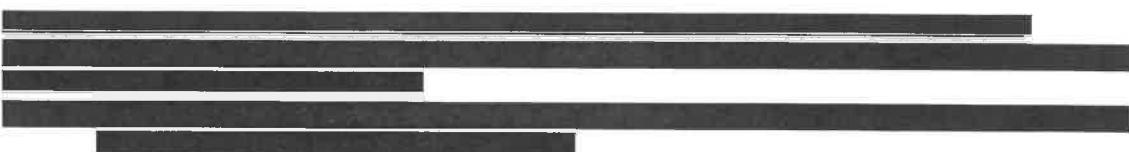
C.



D.



E.



A bar chart illustrating the distribution of 1000 random numbers generated between 0 and 1. The x-axis represents the value of the random numbers, ranging from 0.0 to 1.0. The y-axis represents the frequency of each value, ranging from 0 to 1000. The distribution is highly skewed, with the highest frequency occurring near 0.0 and a long tail extending towards 1.0. The bars are black with thin white outlines, and the x-axis is labeled with major ticks at 0.0, 0.2, 0.4, 0.6, 0.8, and 1.0. The y-axis is labeled with major ticks at 0, 200, 400, 600, 800, and 1000.

F.

Term	Percentage
GMOs	85%
Organic	95%
Natural	90%
Artificial	75%
Organic	95%
Natural	90%
Artificial	75%
Organic	95%
Natural	90%
Artificial	75%
Organic	95%
Natural	90%
Artificial	75%

6

The EMA Coordinator will brief the Chief of Police and members of Command Staff on the status of the threat condition following the initial meetings. At the discretion of the Chief of Police, some of the responsibilities listed above may be discontinued.

By Order of

Patrick Ullrich  
Chief of Police

## Annex I

# BARTLETT POLICE DEPARTMENT



<b>Subject: Crime Analysis</b>	<b>Investigations Order 311</b>
<b>Issued: September 17, 2007</b>	<b>Rescinds: N/A</b>
<b>Effective Date: September 17, 2007</b>	
<b>Termination Date: N/A</b>	<b>Reference CALEA Standards: 40.1.1</b>
<b>Amended Date: October 16, 2020</b>	

**PURPOSE:** This order establishes uniform crime analysis procedures.

**POLICY:** Bartlett Police Department is committed to reducing the opportunity and incidence of crime. Crime data will be collected and analyzed for the purpose of identifying crime patterns, apprehending criminal offenders and implementing measures to suppress criminal activities.

## I. Procedures

- A. Sources for compiling crime data will include, but are not limited to: (40.1.1.a)
  1. Incident/Offense Reports
  2. Supplemental Reports
  3. Computer-Aided-Dispatch tickets
  4. Daily Bulletins
  5. Intelligence from other law enforcement agencies
  6. Publications
- B. The above documents will be reviewed by the Computer Crimes/Criminal Intelligence Investigator for comparison of incident characteristics among reported crimes to include:
  1. Frequency by type of crime
  2. Geographic factors
  3. Temporal factors
  4. Victim descriptors (usually general and not by name)
  5. Suspect descriptors (general or specific, as appropriate)
  6. Suspect vehicle descriptors
  7. Method of operation factors
  8. Physical evidence information
- C. The Computer Crimes/Criminal Intelligence Investigator will be responsible for evaluating the data and verifying its accuracy. (40.1.1.b)
- D. Periodic reports on these findings will be prepared by the Computer Crimes/Criminal Intelligence Investigator on a Crime Analysis Bulletin. Special analytical reports on high-frequency specific criminal activity identified in the Bulletin will be completed on a Crime Series Analysis Report. These reports will be approved by the Investigations Sergeant prior to dissemination.

## II. Dissemination

- A. Crime analysis reports will be distributed to supervisory members, Investigations, Directed Patrol and patrol members at roll call. These reports are to remain confidential for law enforcement use only and are not intended to be disseminated outside the Department except to other appropriate police agencies. Authorization for release of information to non-law enforcement agencies must be obtained by the Chief of Police. (40.1.1.c)
- B. Special briefings on crime patterns and trends will be made to the Chief of Police when needed. (40.1.1.d)

By Order of

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT



<b>Subject: Criminal Investigative Task Forces</b>	<b>Investigations Order 312</b>
<b>Issued: June 23, 2017</b>	<b>Rescinds:</b>
<b>Effective Date: June 23, 2017</b>	<b>Reference CALEA Standards:</b>
<b>Termination Date: N/A</b>	<b>42.2.4</b>
<b>Amended Date: May 13, 2020</b>	<b>Related Directives:</b>
	<b>IO300, MO712</b>

**PURPOSE:** This order establishes Department policies and procedures for the creation and operation of criminal investigative task forces. Traffic crash task forces (Operations Order 215 – Traffic Crash Investigation) and officer-involved death task forces (Operations Order 200 – Use of Force) are not included in this procedure.

**POLICY:** It is the policy of the Bartlett Police Department to establish temporary criminal investigative task forces or participate in long-term task forces to handle major case investigations, widespread criminal activity, highly volatile criminal activity, and multi-jurisdictional criminal activity. The Bartlett Police Department shall coordinate its efforts and resources to proactively address emerging crime patterns and to apprehend criminal suspects known to be active within Village limits.

## I. Authority and Responsibility

- A. The Chief of Police shall have the authority to establish criminal investigative task forces in Bartlett or permit Bartlett police officers to participate as task force members in other jurisdictions.
- B. Bartlett police officers, when assigned to participate on a criminal investigative task force in another jurisdiction, will follow the orders of the commander in charge of that investigative task force operation. (42.2.4.b)
- C. Requests for manpower from outside law enforcement agencies shall be made by the Chief of Police.

## II. Formal Multi-Agency Investigative Task Forces

- A. A criminal investigative task force may be considered for use in, but is not limited to, the following instances: (42.2.4.a)
  1. Death investigations involving homicide/murder
  2. Aggravated criminal sex offenses
  3. Burglary or armed robbery of significant monetary loss
  4. Series of thefts, burglaries or armed robberies linked to each other
  5. Vice, narcotics, prostitution, or gambling investigations
- B. The Bartlett Police Department will commit its proportionate share of manpower, equipment, and time while participating in task force operations with other law enforcement agencies. The commitment of Department resources to task forces shall not be so great as to detract from the delivery of police services to the citizens of Bartlett. (42.2.4.d)
- C. Bartlett police officers assigned to task forces initiated by other agencies will still be obligated to abide by the rules and regulations of the Bartlett Police Department. They shall also submit a written report of their activities to the Bartlett Police Department via the Records Management System with a copy forwarded to the Investigations Section Sergeant. (42.2.4.b)

- D. Formal or long-term investigative task forces involving multiple agencies shall require written interagency agreements, task force bylaws, and/or operational plans. The Bartlett Police Department is a party to the following formal investigative task forces: (42.2.5.b)
1. Major Case Assistance Team (MCAT)
  2. DuPage County Metropolitan Emergency Response and Investigations Team (MERIT)
  3. Drug Enforcement Agency (DEA)
  4. Internet Crimes Against Children (ICAC)
  5. Secret Service Electronic Crimes Task Force (ECTF)
- E. The Major Case Assistance Team (MCAT) or the DuPage Major Crimes Task Force (DMCT) will be notified for assistance by the Investigations Commander or designee when appropriate. MCAT will be notified for Cook County investigations, MERIT will be notified for DuPage County investigations. Exceptions to the county of jurisdiction may be made with approval of the Chief of Police and the affected task force. Procedures from the task force's Operations Manual will be followed. Bartlett will be in charge of all cases. MCAT/MERIT will respond for assistance in the following types of cases:
1. Homicides
  2. Attempted homicides when it's known that death is certain and no suspect has been identified
  3. Serial rape investigations
  4. Serial arsons
  5. Major bombings
  6. Crimes on school grounds in which a firearm or explosive device is used and results in at least one serious injury
  7. Non-parental abductions
  8. Acts of terrorism/weapons of mass destruction
  9. Other crimes will be evaluated by the task force's Board of Directors on a case by case basis.
- F. The Drug Enforcement Administration (DEA) is a task force designed to enforce the controlled substances laws and regulations of the United States and prosecute in the criminal and civil justice systems of the United States. Bartlett has one officer assigned in a detached duty capacity full-time as a Task Force Officer. (Refer to Memorandum Order 712 – Detached Duty Assignments).
- G. Internet Crimes Against Children (ICAC) Task Force is a national network of coordinated task force units. The ICAC Task Force combines federal, state and local law enforcement agencies to enhance investigative responses to offenders who use the internet, online communication systems, or computer technology to sexually exploit children. The program is funded by the United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention. Bartlett's Computer Crimes Investigator is assigned to the Cook County division of ICAC.
- H. Secret Service Electronic Crimes Task Force works to combat cybercrime by increasing the resources and skills available by combining forces with federal, state, and local law enforcement agencies. The Computer Crimes Investigator is also assigned to this task force and regularly attends meetings and trainings.
- I. Department members assigned to the above long-term task forces who are engaged in task force operations shall carry any issued identification from the task force unless in an undercover situation or as directed by the task force, and shall wear identifying clothing as directed by the task force. (42.2.4.f)

### **III. Ad-Hoc Internal Task Forces**

- A. The Investigations Commander may establish an investigative task force at his discretion. The Investigations Section Sergeant will normally be in command of the task force. It may include officers borrowed from other sections of the Department (e.g. Patrol, Support Services) and officers from outside agencies who are assisting in the operation. The task force may be created for:
1. Felony and high-risk arrests
  2. Search warrant service
  3. Surveillance situations
  4. Complicated cases involving other jurisdictions
  5. Major crimes and/or crime rings

- B. The Investigations Section Sergeant shall be notified whenever a task force from another jurisdiction is operating within the Village.
- C. Any task force will be thoroughly planned and briefed as to its purpose, target or targets, assignments, plans of action, officer safety information, deconfliction, and contingency plans. When possible, rehearsals will be conducted. (42.2.4.e)
  - 1. Any task force may issue special identification and identifying clothing for the task force based on operational needs. The carriage of identification and the wearing of identifying clothing shall be directed by the task force. (42.2.4.f)
- D. Debriefing sessions will conclude all task force operations for the purpose of evaluating results, identifying strengths and weaknesses, and for improving the effectiveness and safety of future operations. (42.2.4.e)

**IV. Evaluating Results (42.2.4.c)**

- A. The Chief of Police or his/her designee will evaluate results and the need for continued operations in formal, long-term, multi-jurisdictional investigative task forces.
- B. Investigative task forces may be warranted when the combined use of personnel, expertise, equipment and resources will permit a more effective and efficient response to emerging criminal activity and/or the apprehension of criminal suspects.
- C. Both ad-hoc internal and formal interagency investigative task forces may be created on an ad-hoc basis, or may extend for greater periods of time as deemed necessary.

By Order of:

Patrick Ullrich  
Chief of Police

## BARTLETT POLICE DEPARTMENT



**Subject: Criminal Sexual Assault and Abuse Investigations**

**Issued: December 4, 2017**

**Effective Date: December 4, 2017**

**Termination Date: N/A**

**Amended Date: N/A**

**Investigations Order 313**

**Rescinds: N/A**

**Reference CALEA Standards:**

**Related Directives:**

**AO103, OO212, OO228, IO300,  
IO312, TSO500, TSO502**

**PURPOSE:** The purpose of this Order is to establish evidence-based, trauma-informed, victim-centered procedures for responding to and investigating criminal sexual assault and criminal sexual abuse cases by Department members.

**POLICY:** It is the policy of the Bartlett Police Department to treat all sexual assault and sexual abuse complaints as criminal conduct. Officers will respond to calls for assistance without unnecessary delay. The Bartlett Police Department will fully investigate all reports of sexual assault/abuse in a thorough and timely manner, while treating the victim with compassion and respect. All reasonable steps to prevent further retraumatization of sexual assault victims and to ensure referrals for follow-up services will be taken. The Bartlett Police Department will fully comply with the requirements of Public Act 99-0801, Sexual Assault Incident Procedure Act, utilizing the guidelines established by the Illinois Attorney General.

### I. Definitions

Consent means a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused will not constitute consent. The manner of dress of the victim at the time of the offense will not constitute consent. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct. [720 ILCS 5/11-1.70]

Evidence-based, trauma-informed, victim-centered means policies, procedures, programs, and practices that have been demonstrated to minimize retraumatization associated with the criminal justice process by recognizing the presence of trauma symptoms and acknowledging the role that trauma has played in a sexual assault or sexual abuse victim's life and focusing on the needs and concerns of a victim to ensure compassionate and sensitive delivery of services in a nonjudgmental manner. [725 ILCS 203/10]

Law enforcement agency having jurisdiction means the law enforcement agency in the jurisdiction where an alleged sexual assault or sexual abuse occurred. [725 ILCS 203/10]

Sexual assault evidence means evidence collected in connection with a sexual assault or sexual abuse investigation, including, but not limited to, evidence collected using the Illinois State Police Sexual Assault Evidence Collection Kit as defined in Section 1a of the Sexual Assault Survivors Emergency Treatment Act or a urine sample collected when there is reasonable cause to believe that a person has consumed a controlled substance without his or her consent. [410 ILCS 70/1a; 725 ILCS 203/10]

Sexual assault or sexual abuse is defined in Section 1a of the Sexual Assault Survivors Emergency Treatment Act. An act of nonconsensual sexual conduct or sexual penetration, as defined in Section 11-0.1 of the Criminal Code of 2012, including, without limitation, acts prohibited under Sections 11-1.20 through 11-1.60 of the Criminal Code of 2012. [725 ILCS 203/10]

Sex Crimes Police Victim Advocate means a sworn law enforcement officer who has received specialized training in sex crimes investigations and victim advocacy and has received State certification.

## II. Forms

- A. The statutorily required forms can be found in several different languages on the Illinois Attorney General's website at: [www.ag.state.il.us/victims/improvingresponsetoalil.html](http://www.ag.state.il.us/victims/improvingresponsetoalil.html)
- B. English versions of these forms are included as Annexes to this policy:
1. MANDATORY NOTICE FOR SURVIVORS OF SEXUAL ASSAULT FORM  
P.A. 99-0801 – Form A [725 ILCS 203/25(a)(1)] ([Annex I](#))
  2. WRITTEN STATEMENT OF EXPLANATION OF CRIME VICTIM RIGHTS  
Provided by the Illinois Attorney General Crime Victim Services Division ([Annex II](#))
  3. CONFIRMATION OF TRANSFER OF SEXUAL ASSAULT REPORT TO LAW ENFORCEMENT AGENCY HAVING JURISDICTION FORM"  
P.A. 99-0801 – Form D [725 ILCS 203/20(c)] ([Annex III](#))
  4. MANDATORY NOTICE OF VICTIM'S RIGHT TO INFORMATION REGARDING SEXUAL ASSAULT EVIDENCE FORM  
P.A. 99-0801 – Form B [725 ILCS 203/35] ([Annex IV](#))
  5. STORAGE AND FUTURE TESTING OF SEXUAL ASSAULT EVIDENCE  
P.A. 99-0801 Form C [725 ILCS 203/30(e)] ([Annex V](#))

## III. Procedures

- A. Dispatch/Call Taker Response [725 ILCS 203/15(b)(1)]
1. DuComm personnel follow DuComm Written Directive 10.00.01 – Call Guides, which contain sex offense specific call taking protocol and call dispatch protocol. These include:
    - a. Assessing immediate safety of victim and need for emergency medical services.
    - b. Gathering vital information for responding officers.
    - c. Providing information to the victim on preserving evidence.
  2. Dispatchers will provide a trauma-informed response to victims in accordance with standards established by the Office of the Statewide 9-1-1 Administrator pursuant to 20 ILCS 2605/2605-53(a)(1).
- B. Initial Responding Officer Duties: [725 ILCS 203/15(b)(2)]
1. Contact victim as soon as possible and address safety concerns. The initial responding officers should identify themselves, explain the reporting procedures, and inform the victim of what to expect during the initial investigative procedure.
  2. Assess need for hospital emergency and forensic services and summon emergency medical assistance if needed or offer to provide or arrange for transportation if needed. Medical forensic evidence collection must be offered by the hospital to the victim up to 7 days after the assault.
  3. Determine the location and jurisdiction of the incident.
  4. Completely secure the scene until an evidence technician arrives. Notification shall be made to the on-call Detective following the procedure in Investigations Order 300. When the victim is a juvenile, a juvenile Detective will be notified also.
  5. Within 48 hours of initial contact, provide victim or third-party reporter with the following information and document in the narrative of the report that the information was provided.
    - i. MANDATORY NOTICE FOR SURVIVORS OF SEXUAL ASSAULT FORM  
P.A. 99-0801 – Form A ([Annex I](#)).
    - ii. WRITTEN STATEMENT OF EXPLANATION OF CRIME VICTIM RIGHTS ([Annex II](#)).
  6. Offer to provide or arrange transportation to a hospital emergency room for medical or forensic services, and
  7. If a courthouse is closed but a judge is available, offer to provide or arrange transportation so the victim may file for an order of protection or civil no contact order.
  8. If the report is made by a third party, a copy of all of the victim notices shall be given to the third party and asked to deliver them to the victim.
  - 9.

10. Conduct preliminary/initial victim interview.
    - a. Determine primary language of victim and translation needs. If interview is conducted at a hospital, you may request interpretive services from the hospital.
    - b. Victim will not be required to submit to an interview.
    - c. Secure a private location, if possible.
    - d. Accommodate the victim's request for a person, advocate, or attorney for the purpose of support or consultation, if possible.
    - e. Utilize evidence-based, trauma-informed, victim-centered interview questions and techniques.
    - f. Take into consideration concerns or needs of specific communities/populations.
  11. Fulfill mandatory reporting requirements (See Section V).
  12. If the incident occurred in another jurisdiction, a copy of the written report will be sent to the law enforcement agency having jurisdiction in person or via fax or email within 24 hours of receiving the reported information. "CONFIRMATION OF TRANSFER OF SEXUAL ASSAULT REPORT TO LAW ENFORCEMENT AGENCY HAVING JURISDICTION FORM" P.A. 99-0801 – Form D (Annex III) will be used. The initial agency should receive confirmation of receipt from the receiving agency within 24 hours. P.A. 99-0801 – Form D will be used. If confirmation is not received, follow up with the law enforcement agency having jurisdiction.
- C. Patrol Shift Supervisor Responsibilities [725 ILCS 203/15(b)(4)]- the Shift Supervisor, upon learning of the complaint will:
1. Make appropriate Investigations notification(s) per Investigations Order 300.
  2. Respond to the scene to oversee and/or assist in the preliminary responsibilities until a Detective arrives.
  3. Make appropriate notifications per Special Order 614.
  4. Supervisors will ensure that officers responding to and investigating sexual assault and sexual abuse utilize evidence-based, trauma-informed, victim-centered procedures, programs, and practices. Supervisors will ensure responding and investigating officer training requirements are met.
- D. Investigations Responsibilities [725 ILCS 203/15(b)(3)] - members of the Investigations Section are responsible for the following:
1. The first priority shall be the victim's safety and well-being.
  2. The assigned Detective(s) shall have primary responsibility for the investigation.
  3. All interviews, except for gathering the preliminary information, shall be conducted by the assigned Detective(s) and the Department's sworn victim advocate (see Section IV), unless otherwise directed by a Command Staff member. By January 1, 2019, all investigations of sexual assault and sexual abuse will be assigned to an officer who has completed training in sexual assault and sexual abuse investigations. If no trained investigating officer is available, the Investigations Supervisor will seek assistance from an outside agency with officers trained in sexual assault and sexual abuse investigations.
    - a. Utilize evidence-based, trauma-informed, victim-centered interview questions and techniques, including allowing a victim to complete at least 2 full sleep cycles before an in-depth interview, when possible.
    - b. Determine the primary language of the victim and any translation needs. If an interview is conducted at a hospital, you may request interpretive services from the hospital.
    - c. Victim will not be required to submit to an interview.
    - d. Victim will not be asked or required to submit to a polygraph examination or any form of a mechanical or electrical lie detector test.
    - e. Take into consideration the concerns or needs of specific communities/populations.
    - f. Secure a private location, if possible.
    - g. Accommodate the victim's request for a person, advocate, or attorney to be present in the interview for the purpose of support or consultation, if possible.
    - h. Provide guidance regarding drug- or alcohol-facilitated sexual assault considerations.
  4. Identify and interview individuals with information relevant to the sexual assault or sexual abuse.

5. ~~Suspect interviews/interrogations shall follow guidelines in Investigations Order 300. When possible, enter information into the~~
6. ~~Arrange for suspect medical forensic exam, if appropriate.~~
7. ~~Ask the victim if they would like an outside advocate with them to help them through the process. If they do the officer shall call Northwest Center Against Sexual Assault (888-802-8890) on behalf of the victim.~~
8. ~~In those cases where child sexual abuse is alleged, the appropriate agency will be contacted when the allegation falls into one of the following categories: caretaker sexual abuse, intra-familial sexual abuse, any sexual abuse case where the victim is 16 years of age or under.~~
  - a. ~~Cook County: The matter will immediately be referred to the Investigations Section who will be responsible for notifying the Children's Advocacy Center of North and Northwest Cook County ([www.cachelps.org](http://www.cachelps.org)) to arrange for interviews and medical exams. In these cases, the Children's Advocacy Center will arrange for members of the State's Attorney's Office and DCFS to be notified. The Bartlett Police Department will coordinate the investigation.~~
  - b. ~~DuPage County: The matter will be immediately referred to the Investigations Section who will be responsible for notifying the DuPage County Children's Center. The Children's Center will assume primary investigative responsibility. Bartlett police personnel will assist as needed.~~
  - c. ~~Kane County: The matter will be immediately referred to the Investigations Section who will be responsible for notifying the Kane County Children's Advocacy Center (<http://saopublic.co.kane.il.us/Pages/CrimesAgainstChildren.aspx>). The Center will assume primary investigative responsibility. Bartlett police personnel will assist as needed.~~
9. ~~In cases involving a victim under the age of 18, if the circumstances do not qualify for a CAC referral, and a medical exam appears to be necessary, the Detective must ensure the parent is notified to obtain the appropriate consent prior to the initiation of any such procedure.~~
10. ~~The agency Victim Advocate, or outside victim advocate, shall remain with the victim, unless prohibited by the attending physician. In cases where the Detective is a different sex than the victim, a sworn Department member of the same sex shall be directed to remain with the victim during the physical examination, unless prohibited by the physician.~~
11. ~~Contact the appropriate County State's Attorney's Office, as necessary, to review the case for possible criminal charges.~~
12. ~~Contact the proper authority if applicable (DCFS, Adult Protective Services, Senior Services).~~
13. ~~Complete a Supplemental report in the Department's RMS.~~

**IV. Victim Advocacy**

- A. The Department has a designated Agency Victim Advocate who has completed training in evidence-based, trauma-informed, victim-centered investigations. The Agency Victim Advocate will be contacted by the Investigations Supervisor. In addition, the following outside advocacy groups are available:
  1. Northwest Center Against Sexual Assault (CASA) provides a 24 hour confidential hotline, advocacy, counseling, education, and prevention. Medical advocacy is available 24 hours a day, 7 days a week at hospital emergency rooms. Whenever a survivor presents at the hospital for treatment, the hospital calls the CASA hotline and they send an advocate out to sit with the survivor. The advocate offers emotional support, provides information on sexual violence, and gives any necessary referrals. Legal advocacy is available 24 hours a day, 7 days a week wherever needed. Advocates can support a survivor at the police department, or help a survivor with a case that is currently being prosecuted.

2. The Program for Aid to Victims of Sexual Assault provides 24 hour advocacy services to victims of sexual assault. These services are also available to family, parents, partners and other supportive persons of the victims, who will be referred to as secondary victims. These services include: providing support, crisis intervention, information and referral. These services can be provided on-site where the report is taking place or over the phone. It is always the victim's choice about whether or not they speak with an advocate.
- B. In cases where the victim presents at or is taken to the hospital, the ER personnel are expected to call an advocate. In such cases the officer should verify that an advocate has been called. If the hospital has not contacted an advocate it is the officer's responsibility to contact an advocate.
- C. Victims' Rights and Victim Notification [725 ILCS 203/15(b)(16); (17)]
  1. Victims have rights provided by the Illinois Constitution, the Rights of Crime Victims and Witnesses Act, and the Crime Victims Compensation Act. Law enforcement agencies must provide the Statement of Marsy's Rights to victims within 48 hours of initial contact. See Annex II.
  2. Agencies will provide information concerning the availability of crime victim compensation and advise the victim to contact the Attorney General's office for more information and to file a claim.
  3. Agencies will advise the victim of the right to information regarding the status of the investigation from the law enforcement agency having jurisdiction unless disclosure of such information would unreasonably interfere with the investigation.
  4. Officers will provide notice to a victim if a closed case is reopened to resume the investigation, except where the State's Attorney determines that disclosure of such information would unreasonably interfere with the investigation.
  4. Victims have the right to request information regarding the submission and testing of forensic evidence.
    - a. Upon the request of the victim who has consented to the testing of sexual assault evidence, provide the following information in writing:
      - (1) the date the sexual assault evidence was sent to an Illinois State Police Forensic Science Laboratory or other appropriate laboratory (Northeastern Illinois Regional Crime Laboratory or DuPage County Forensic Science Center), within 7 days of submitting the evidence to a laboratory;
      - (2) test results provided to the law enforcement agency by the laboratory, within 7 days of receipt of the results by the agency, including, but not limited to whether:
        - (i) a DNA profile was obtained from the testing of the sexual assault evidence from the victim's case;
        - (ii) the DNA profile developed from the sexual assault evidence has been searched against the DNA Index System or any state or federal DNA database;
        - (iii) an association was made to an individual whose DNA profile is consistent with the sexual assault evidence DNA profile, provided that disclosure would not impede or compromise an ongoing investigation; and
        - (iv) any drugs were detected in a urine or blood sample analyzed for drug-facilitated sexual assault and information about any drugs detected.
    - b. When a victim has signed a consent form to test sexual assault evidence, provide the victim with written information informing the victim of his or her right to request this information. The MANDATORY NOTICE OF VICTIM'S RIGHT TO INFORMATION REGARDING SEXUAL ASSAULT EVIDENCE FORM P.A. 99-0801 – Form B will be used. See (Annex IV).

**V. Reporting Requirements****A. Agencies to report to:**

1. Report suspected abuse or neglect of any child immediately to the Department of Children and Family Services.
2. Report sexual assault or abuse, which has occurred within the previous 12 months, of an adult with disabilities aged 18 through 59 or a person aged 60 or older who resides in a domestic living situation, who because of a disability or other condition or impairment is unable to seek assistance for himself or herself. The officer will report this suspicion, within 24 hours, to a local social service agency designated to receive such reports or the Department on Aging.
3. Report any long-term care facility resident subjected to abuse or neglect, with whom the officer has had direct contact, immediately to the Department of Public Health.

**B. A written report must be completed when receiving information about a sexual assault or sexual abuse from a victim, hospital or medical personnel, a witness, or a third-party reporter who has the consent of the victim. The contents of the completed final report shall include the following information if known:**

1. The victim's name or other identifier and contact information;
  2. The time, date, and location of the offense,
  3. Information provided by the victim,
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  9. Clearly document, if a consensual encounter turned non-consensual, the details of how and when the suspect's behavior changed and how the victim expressed or demonstrated non-consent to the continued acts.
  10. As accurately as possible, use the individual's own words in written reports. Do not sanitize or clean up the language used by the victim.
  11. Names of the medical professionals who examined the victim and any information they provide;
  12. If sexual assault evidence was collected, the name and contact information for the hospital and whether the victim consented to testing of the evidence;
  13. Date and time evidence was picked up from the hospital;
  14. If a urine or blood sample was collected and whether the victim consented to testing of a toxicology screen,
  15. Information the victim consented to allow the medical professionals to disclose
  16. If applicable, the date the evidence was sent to the laboratory,
  17. The name and contact information of the third-party reporter in the report and what forms were provided to the victim or third party reporter,
  18. Document the reporter's affirmation that they are reporting with the consent of the victim, and
  19. All other relevant information.
- C. Officer's reports must document their advocate notification efforts, including the first name or initials of the advocate, in the report.
- D. The victim is under no obligation to speak to an officer or submit to an interview. The officer shall still prepare a report and document any information made available to the officer. The officer shall write the report without making a determination of whether the statute of limitations has expired.
- E. The victim of sexual assault or sexual abuse may give consent to another person to provide information about the incident to law enforcement. The third-party reporter does not have to disclose the victim's name. The officer must complete a written report if the person contacting law enforcement:
  1. Provides their own name and contact information, and
  2. Affirms that he or she has the consent of the victim to make the report.

- F. Officers must write a report regardless of the jurisdiction where the incident took place. An officer who receives information about an incident in another jurisdiction must prepare a written report. With 24 hours of receiving the information, the officer must submit the report to the agency having jurisdiction. Officers will use CONFIRMATION OF TRANSFER OF SEXUAL ASSAULT REPORT TO LAW ENFORCEMENT AGENCY HAVING JURISDICTION (Annex III). Officers must receive written confirmation of sending the report to include:
1. The name of the person who received the report, and
  2. A name and phone number of a contact person that can be given to the victim.
- G. When another law enforcement agency notifies this agency of a report within our jurisdiction, the officer receiving the report will provide the above information using Annex III.

## VI. Evidence Collection

- A. All sexual assault evidence collected at the hospital will be released to the custody of law enforcement whether or not the victim has signed a consent form for testing of the evidence. The evidence may include an Illinois State Police Sexual Assault Evidence Collecting Kit, , blood and/or urine samples and other items. The assigned Detective(s) shall obtain custody of the completed sexual assault evidence collection kit from the hospital examining the victim.
- B. The hospital will notify the law enforcement agency having jurisdiction when evidence has been collected. The agency shall take custody of the evidence as soon as practicable, but not later than 5 days after the medical forensic exam was completed. If the evidence is not picked up, the hospital will notify the local State's Attorney's Office, which will contact the law enforcement agency within 72 hours to request that the agency take immediate physical custody of the evidence. The mandatory written report of the sexual assault or sexual abuse must include the date and time the evidence was picked up from the hospital.
- C. A victim of criminal sexual assault/abuse may consent to testing in one of three ways:
1. Signing a release at the Department (Annex IV)
  2. Signing a release in the presence of a sexual assault advocate who will deliver the written release to the Department on behalf of the victim,
  3. Providing verbal consent to the Department and then confirming the verbal consent either via fax or email.
- D. If the consent to testing form MANDATORY NOTICE OF VICTIM'S RIGHT TO INFORMATION REGARDING SEXUAL ASSAULT EVIDENCE TESTING (Annex IV) has been signed, the law enforcement agency must, within 10 days of the receipt of the evidence, send the evidence to an appropriate laboratory (Illinois State Police Crime Laboratory or DuPage County Forensic Science Center) for testing under the Sexual Assault Evidence Submission Act (725 ILCS 202/10). The officer will document the submission in the case report.
- E. If the consent form has not been signed, the law enforcement agency must store the evidence. If the victim is an adult, the evidence must be stored for five (5) years. If the victim is under 18 years of age, the evidence must be stored until the victim's 23rd birthday. If a law enforcement agency adopts a longer storage policy, it shall notify the victim or the victim's designee in writing of the longer period. The victim must sign the STORAGE AND FUTURE TESTING OF SEXUAL ASSAULT EVIDENCE form (Annex V) (725 ILCS 203-30(e) ).
- F. Upon request, the Department will provide a victim the following information:
1. The date the evidence was sent to the laboratory (must be submitted to the victim with seven days of being transferred to the lab,
  2. Test results provided by the laboratory to the Department, including but not limited to:
    - a. whether a DNA profile was obtained;
    - b. if there was a profile was it searched within DNA state or federal databases or the DNA Index System;

- c. whether an association was made to an individual whose DNA profile is consistent with the sexual assault evidence DNA profile, provided that disclosure would not impede or compromise an ongoing investigation, and
  - d. whether any drugs were detected in a urine or blood sample and information about any drugs detected

G.

Subsequently, the officer shall notify the hospital and arrange for transportation there so an examination using the sexual assault kit can be performed. The victim may choose his/her own doctor for the examination and own means of transportation to the hospital.

H.

The investigating officer should accompany the victim to the hospital while other officers secure the scene. Hospital personnel also must be told of the investigative needs.

The sexual assault kit that the physician utilizes should be checked for completeness before it is sealed, paying particular attention to proper identification and tagging of the contents. Medical attendants need to be identified and interviewed to learn of statements made by the victim while in their care.

I. Crime scene processing and evidence collection procedures in Technical Services Order 500 shall be followed.

J. The area should be canvassed in an attempt to find witnesses to the incident or persons who can simply corroborate information.

K.

Term	Percentage
GMOs	85
Organic	75
Natural	70
Artificial	45
Organic	65
Natural	60
Artificial	55
Organic	50
Natural	45
Artificial	35

1

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## **VII. Drug Induced Crimes Investigations**

A. This directive follows the written protocol set forth by the Office of the Attorney General of the State of Illinois for investigating the use of date rape drugs in the commission of a sexual assault.

- B. During the initial interview with the victim, the interviewing officer should attempt to determine if a possible drug-induced sexual assault might have occurred. Signs of a drug-induced state include the following:
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
- C. If medical personnel ask the victim and the victim does not have any reason to believe he/she was drugged, no more questions should be asked about controlled substances and a urine sample should not be taken unless medically indicated for other reasons. Evidence collection should continue as in any other sexual assault case.
- D. If the victim or medical personnel have reasonable cause to believe that a victim may have been given a controlled substance without consent, then the medical personnel must do the following:
  1. Explain to the victim the nature and effects of commonly used controlled substances, including date rape drugs and how such substances are administered. They will provide the victim with a copy of the form entitled "Date Rape Drug Testing: Your Rights." (Officers may provide this form to victim prior to transport for medical treatment).
  2. Inform the victim of the right to be tested for the presence of controlled substances and the right to refuse such test.
  3. Tell the victim if they decide to be tested for the presence of controlled substances, such a test will disclose all controlled substances, including prescription medications and alcohol.
- E.
- F. Tell the victim if they sign the consent form and then decide within 48 hours of giving the sample that they do not want the urine to be tested, they may revoke the consent. The victim must return to the law enforcement agency and sign the revocation of consent form.
- G. If the victim agrees to provide a urine sample, medical personnel shall provide the victim with a clean sterile urine collection container. Medical personnel need not be present in the room when the victim provides the sample. The container shall be sealed with evidence tape and initialed and dated to ensure chain of custody. The sample should not be included in the evidence collection kit (Vitullo). The hospital should continue evidence collection as with any other sexual assault case.
- H. Once the urine sample is collected, medical personnel should refer to the "Consent to Toxicology Screen/Receipt of Evidence for Toxicology Screen Form." This is a three-part form that has an original top copy and three carbon copies, all of which are different colors. Forms should be available at all hospitals that are treatment hospitals for sexual assault victims pursuant to the Sexual Assault Survivors Emergency Treatment Act, 410 ILCS 70/1 et. seq. The officer will get all three parts (contained in two pages) from the hospital in the event the victim chooses to revoke their consent.
- I. The hospital must fill out Part I, "Consent to Toxicology Screen," while the victim is still at the hospital. The victim has 5 years in which to sign this form or until their 23rd birthday if the victim was under 18. If the victim signs the form at the hospital, the law enforcement officer shall distribute the copies of the consent form as designated at the bottom of the form. The officer signs Part II, "Receipt of Evidence for Toxicology Screen." The sample is refrigerated and delivered to the Illinois State Police Forensic Science Laboratory with the "Receipt of Evidence for Toxicology Screen." Testing will not begin until at least five days after the sample is given, provided a signed consent form was received. If the victim signs the consent, the officer shall give them the MANDATORY NOTICE OF VICTIM'S RIGHT TO INFORMATION REGARDING SEXUAL ASSAULT EVIDENCE TESTING.

- J. If the victim is unsure whether to have the sample tested, the officer will keep the consent form and all attached copies until a decision has been made. The sample is immediately sent to the Illinois State Police Forensic Science Laboratory. If the victim decides to have the urine tested, the victim may sign the consent form within 5 years or until the 23rd birthday if the victim was under 18. The victim may consent to the testing in any of the following ways:
  - 1. Signing the original Patient Consent: Collect and test Evidence or
  - 2. Collect and Hold Evidence Form at the police department
- K. Signing a consent form in the presence of a sexual assault advocate who will deliver the written consent to the law enforcement agency on behalf of the victim, or providing verbal consent to an officer/Detective and confirming the verbal consent by email or fax.
- L. The victim has the right to revoke consent within 48 hours. To do so, the victim must go to the law enforcement agency or request that the form be brought to the victim (if the victim is unable to travel) within 48 hours after the sample has been taken and sign Part III, "Revocation of Consent for Toxicology Screen." The victim will keep their copy of the form and the officer should keep the law enforcement copy. The officer shall immediately notify the Toxicology Section of the Illinois State Police Forensic Science Laboratory and inform them of the revocation. The officer shall then forward the copies to the laboratory and the hospital where the sample was taken.
- M. The issue of taking a sample from an unconscious victim must be handled on a case-by-case basis. The Attorney General recommends erring on the side of preserving the victim's option of being tested for the presence of controlled substances after the victim becomes conscious. If an unconscious person is brought into an emergency room and medical personnel have any reason to believe the victim might have been given a controlled substance without consent, medical personnel should take a urine sample. If the victim becomes conscious within the 48-hour period, they may sign the consent form. If the victim does not become conscious, they may seek a court order at a later time to extend the waiting period based upon the inability to consent while the victim was unconscious.

### **VIII. Officer-Involved Criminal Sexual Assault**

- A. Pursuant to Public Act 100-0515 (50 ILCS 705/7.7) each officer-involved criminal sexual assault investigation shall be conducted by at least 2 investigators or an entity comprised of at least 2 investigators, one of whom shall be the lead investigator. The investigators shall have completed a specialized sexual assault and sexual abuse investigation training program approved by the Illinois Law Enforcement Training Standards Board or similar training approved by the Department of State Police. No investigator involved in the investigation may be employed by the law enforcement agency that employs the officer involved in the officer-involved criminal sexual assault. For investigations involving Bartlett officers, assistance will be requested from the Investigative Task Force for the jurisdiction of occurrence (refer to Investigations Order 312).
- B. Upon notification, the Investigations and Support Services Commander will contact DuComm and obtain a report number for the purpose of conducting an Internal Affairs Investigation. During the preliminary investigation, the Chief of Police will place the involved officer on either Administrative Leave or Administrative Duty, pending the outcome of the investigation(s). An officer assigned to Administrative Duty will report to the Department as directed by the Deputy Chief of Operations and will be assigned to station duties until such time as the investigation is completed. An officer assigned to Administrative Leave will keep the Deputy Chief of Operations informed of his/her availability as well as any changes in his/her status. Upon conclusion of the Internal Affairs Investigation, the Investigations Commander will forward the findings to the Deputy Chief of Operations in accordance with Administrative Order 103.

By Order of:

Patrick Ullrich  
Chief of Police

Annexes I-V

## MANDATORY NOTICE FOR SURVIVORS OF SEXUAL ASSAULT\*

### **MEDICAL AND FORENSIC SERVICES**

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Survivors of sexual assault should seek medical attention as soon as possible. You may request transportation to the hospital.

#### Services Available

If you request medical forensic services, the hospital must offer a general medical exam, treat injuries, evaluate the need for medications, and collect forensic evidence. Upon request, a hospital must perform a forensic exam and complete an evidence kit up to 7 days after the assault regardless of your age.

#### Evidence Preservation

You may not be sure whether or not you want to participate in the criminal justice process right now but it is important to know that critical evidence may be lost if you change clothes; take a bath, shower or douche; use the restroom; eat; smoke; or perform oral hygiene, depending on the nature of the attack.

The sooner the medical forensic exam is performed, the more evidence is available for collection.

#### Storage of Evidence

If evidence is collected from you, but you are unsure about allowing law enforcement to test the evidence, the evidence will be stored for 5 years or until your 23<sup>rd</sup> birthday, if you are under the age of 18. You can consent to test the evidence at any time during this period.

**You will NOT be billed for any services provided in the emergency room.** In addition, if eligible, the hospital will give you a voucher for 90 days of follow-up care.

### **HOSPITAL INFORMATION**

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The nearest hospital which provides emergency medical and forensic services for sexual assault survivors:

Hospital Name

Hospital Address

This hospital employs a Sexual Assault Nurse Examiner:

Yes / No / Unknown  
(Circle One)

\*This form must be provided by the responding law enforcement agency at time of initial contact pursuant to 725 ILCS 203/25(a). This requirement is effective January 1, 2017.



Lisa Madigan  
ATTORNEY GENERAL

## OFFICE OF THE ATTORNEY GENERAL STATE OF ILLINOIS

### Crime Victim Services Division

## STATEMENT OF CRIME VICTIMS' RIGHTS

*If you are the victim of a violent crime, the Illinois Constitution and Rights of Crime Victims and Witnesses Act give you the following rights:*

1. The right to be treated with fairness and respect for your dignity and privacy and to be free from harassment, intimidation, and abuse throughout the criminal justice process.
2. The right to notice and to a hearing before a court ruling on a request for access to any of the victim's records, information, or communications which are privileged or confidential by law.
3. The right to timely notification of all court proceedings.
4. The right to communicate with the prosecution.
5. The right to be heard at any post-arraignment court proceeding in which a right of the victim is at issue and any court proceeding involving a post-arrangement release decision, plea, or sentencing.
6. The right to be notified of information about the conviction, sentence, imprisonment, and release of the accused.
7. The right to timely disposition of the case following the arrest of the accused.
8. The right to be reasonably protected from the accused throughout the criminal justice process.
9. The right to have the safety of the victim and the victim's family considered in denying or fixing the amount of bail, determining whether to release the defendant, and setting conditions of release after arrest and conviction.
10. The right to be present at the trial and all other court proceedings on the same basis as the accused, unless the victim is to testify and the court determines that the victim's testimony would be materially affected if the victim hears other testimony at the trial.
11. The right to have present at all court proceedings, subject to the rules of evidence, an advocate and other support person of the victim's choice.
12. The right to restitution.

While police are investigating the crime, you can ask them for information about the status of the investigation.

You can also request to meet with the prosecutor, if the police forward the case to the State's Attorney's Office.

For more information about your rights after criminal charges are filed, call the **Attorney General's Crime Victims Assistance Line at 1-800-228-3368 (TTY: 1-877-398-1130)** or contact your local State's Attorney's Office.

### Financial Assistance

You may be eligible for financial assistance for your out-of-pocket expenses under the Illinois Crime Victims Compensation Act. For information and applications, contact the **Attorney General's toll-free Crime Victims Assistance Line at 1-800-228-3368 (TTY: 1-877-398-1130)** or visit the Attorney General's website at [www.illinoisattorneygeneral.gov/victims/cvc.html](http://www.illinoisattorneygeneral.gov/victims/cvc.html).

# BARTLETT POLICE DEPARTMENT



**Subject: Neighborhood Security Video**

**Investigations Order 314**

**Issued: September 13, 2019**

**Rescinds: N/A**

**Effective Date: September 13, 2019**

**Reference CALEA Standards:**

**Termination Date: N/A**

**Related Directives:**

**Amended Date: N/A**

**PURPOSE:** This order establishes policies and procedures for the Department's participation in neighborhood security video applications.

## **I. Definitions**

- A. **Ring Neighbors App**—A commercially available software application (“app”) with which the Bartlett Police Department has a Memorandum of Understanding. Subscribers to the Ring Neighbors App use Ring or other brand home security products including but not limited to video doorbells and security cameras. Home security products are not required to participate in the Neighbors App. Users of the Neighbors App utilize their address to create a geographical radius around their home. If a user shares an alert on the App about crime or safety within that radius, other users in that radius receive a notification on their electronic devices. Users may comment on these alerts to provide additional information about local issues, give tips to avoid affected areas, share photos or videos to help neighbors stay on the lookout, etc. Additionally, users may share their photo and video footage with the police department.
- B. **Nest Hello**—A commercially available doorbell video system.
- C. **Ring Video Doorbell**—A commercially available doorbell video system.

## **II. Neighborhood Security Video**

- A. Bartlett Police Department may elect to participate in crime prevention technology in order to fulfill its mission. Many private businesses and residences are equipped with security cameras and other technology, and computer applications make it easy to share information with other parties and law enforcement. This order includes currently available technology, but may in the future be revised to include emerging technologies. All information sharing and participation in sharing technologies shall comply with applicable statutes and case law.

## **III. Ring Neighbors App**

- A. The Ring Neighbors App partners with local law enforcement to share official, important crime and safety updates, and work together with the local community to build trust and make neighborhoods safer. Ring Neighbors App content is moderated 24-hours a day by Ring personnel.
- B. When using the Ring Neighbors App, law enforcement agencies see the same interface that all users see. The content is the same, the exact locations of posts are obfuscated, and the user's personal identity is not displayed. Two key differences are: 1) law enforcement can view public posts from within their jurisdiction (instead of just their “neighborhood”) and 2) law enforcement posts are identified so users can see that the law enforcement agency is the source of the content. Posts or comments made by law enforcement officials are clearly marked with their official title and name, e.g. “Officer John Doe, Bartlett Police Department.” Department members have the option to use a common Department email address to identify the post as originating from the Bartlett Police Department without disclosing the Department member's name.
- C. Law enforcement can only view the publicly available content in the Ring Neighbors App, unless a user explicitly and voluntarily chooses to share his/her own recordings with law enforcement. Exact locations of devices and user information are never provided to law enforcement without a user's express permission or a valid subpoena or search warrant served upon Ring's Law Enforcement Resource Center.

- D. Law enforcement can request information from Ring Neighbors App users within their jurisdiction. Law enforcement must reference a relevant case number in order to make a request within a specific, limited time range and area. Ring sends the official request to a targeted group of Ring device users in that area to see if they are willing to share any relevant footage with law enforcement. The user decides whether to share his/her video file(s) or decline the request. Users can also opt out of all future requests by law enforcement.
- E. The Deputy Chief of Support Services or designee shall act as the Administrator for the Department's Ring Neighbors App membership, and shall have the ability to designate the roles and responsibilities of Department users through an administrative portal.
- F. Department users are not expected to continually monitor the Neighbors App. The app is not intended as a substitute for calling the police via 9-1-1 or other means.
- G. All video footage posted on the Ring Neighbors App becomes public information and can be reposted or downloaded by the Department.

By Order of:

Patrick Ullrich  
Chief of Police

# BARTLETT POLICE DEPARTMENT



<b>Subject:</b> U-Visa and T-Visa Procedures	<b>Investigations Order 315</b>
<b>Issued:</b> December 6, 2019	<b>Rescinds:</b> N/A
<b>Effective Date:</b> December 6, 2019	<b>Reference CALEA Standards:</b>
<b>Termination Date:</b> N/A	<b>Related Directives:</b> N/A
<b>Amended Date:</b> N/A	

**PURPOSE:** This order outlines the responsibilities, duties, and job tasks related to the Department's management of certifications for U Nonimmigrant Status Visas (U-Visas) and declarations for T Nonimmigrant Status Visas (T-Visas).

**POLICY:** It is the policy of the Bartlett Police Department to follow the U-Visa certification and T-Visa declaration guidelines set forth by the United States Citizenship and Immigration Services (USCIS) and by the Illinois Voices of Immigrant Communities Empowering Survivors (VOICES) Act (Public Act 100-1115). The Department recognizes that crime victims may be reluctant to assist the Department. To encourage cooperation, the Department will review a petitioner's request for a U-Visa certification or T-Visa declaration and certify the request when appropriate.

## I. Definitions

- A. **Certifying Agency**—A federal, state or local law enforcement agency, prosecutor or authority, federal or state judge that has responsibility for the investigation or prosecution, conviction or sentencing of the qualified criminal activity of which the petitioner was a victim. The Bartlett Police Department qualifies as a Certifying Agency.
- B. **Certifying Official**—The head of the Certifying Agency or any person in a supervisory role, who has been specifically designated by the head of the Certifying Agency or a federal, state or local judge. The Bartlett Police Department's Certifying Official is the Investigations Commander.
- C. **Helpful**—The U.S. Citizenship and Immigration Services (USCIS) defines "helpful" as describing one who assists law enforcement authorities in the investigation or prosecution of the qualifying criminal activity of which he or she is a victim. Victims who, after initiating cooperation, refuse to provide continuing assistance when needed will not meet the helpfulness requirement. The Certifying Official will make the determination as to the helpfulness of the petitioner.
- D. **Next Friend**—A person who appears in a lawsuit to act for the benefit of a foreign national who is under the age of 16, or is incapacitated or incompetent, who has suffered substantial physical or mental abuse as a result of being a victim of qualifying criminal activity. The next friend is not a party to the legal proceeding and is not appointed as a guardian.
- E. **Petitioner**—An individual that has requested the Bartlett Police Department's assistance in certifying a U-Visa or completing a declaration for a T-Visa on his or her behalf. The individual asserts that he or she is a victim of qualifying criminal activity and that he or she is, has been, or is likely to be helpful in the investigation or prosecution of the offender.
- F. **T-Visa**—An immigration benefit that can be sought by victims of human trafficking who have complied with any reasonable request from a law enforcement agency for assistance in the investigation or prosecution of human trafficking.
- G. **U-Visa**—An immigration benefit that can be sought by victims of certain crimes who are currently assisting or have previously assisted law enforcement in the investigation or prosecution of a crime, or are likely to be helpful in the investigation or prosecution of criminal activity.

**II. U-Visa Certification and T-Visa Declaration Programs**

- A. The United States Citizenship and Immigration Services (USCIS) of the Department of Homeland Security administers a program granting temporary immigration benefits to certain crime victims who assist law enforcement in investigating or prosecuting specified criminal activity. Under this program, immigrants may be granted a U-Visa or T-Visa and be permitted to stay in the United States for up to four (4) years. Petitioners or applicants must provide documentation during the process to demonstrate they have met the requirements for a U-Visa or T-Visa.
- B. As part of the certification process for a U-Visa, the petitioner must meet the following requirements:
1. The petitioner must have suffered substantial physical or mental abuse as a result of having been a victim of a qualifying criminal act or have information concerning a qualifying criminal act.
  2. The petitioner has information concerning that same criminal activity. If the petitioner is under the age of 16 or unable to provide information due to a disability; a parent, guardian, or next friend may possess the information about the crime on the petitioner's behalf.
  3. The petitioner has been helpful, is being helpful, or is likely to become helpful in the investigation or prosecution of a crime. If the petitioner is under the age of 16 or unable to provide information due to a disability; a parent, guardian, or next friend may assist law enforcement on the petitioner's behalf.
  4. The criminal activity must have violated the laws of the United States or have occurred in the United States.
- C. The petitioner for a U-Visa must demonstrate that he/she is a victim of criminal activity, as defined by Section 8, United States Code 1184(P), involving one or more of the following or any similar activity in violation of federal, state, or local criminal law. The statute also includes the attempt, conspiracy, or solicitation to commit any of the crimes listed below:

Abduction	Fraud in Foreign Labor Contracting	Rape
Abusive sexual contact	Incest	Sexual assault
Being held hostage	Involuntary servitude	Sexual exploitation
Blackmail	Kidnapping	Slave trade
Domestic Violence	Manslaughter	Stalking
Extortion	Murder	Torture
False imprisonment	Obstruction of justice	Trafficking
Felonious assault	Peonage (Debt Servitude)	Unlawful criminal restraint
Female genital mutilation	Perjury	Witness Tampering
	Prostitution	Other related crimes

- D. As part of the application process for a T-Visa, the applicant must meet the following requirements:
1. The applicant must have been the victim of a severe form of trafficking in persons as defined by federal law.
  2. The applicant must have complied with any reasonable request by a law enforcement agency for assistance in the investigation or prosecution of human trafficking.
  3. The applicant would suffer extreme hardship involving unusual and severe harm if removed from the United States.

**III. Receiving U-Visa Petitions and T-Visa Applications**

- A. U-Visa petitions may be initiated by victims of qualifying criminal activity, attorneys representing them, or a reputable non-profit legal service agency. Petitions shall be submitted in writing. There is no USCIS form for petitioners to submit to the police department.
- B. T-Visa applications may be initiated by victims of human trafficking, attorneys representing them, or a reputable non-profit legal service agency. Applications shall be submitted in writing. There is no USCIS form for applicants to submit to the police department.
- C. Petitions and applications shall be forwarded to the Investigations Commander.

**IV. Review Procedure**

- A. The Investigations Commander shall take the necessary steps to verify that the petitioner or applicant is the actual victim or eligible party of a qualifying crime or of human trafficking.
- B. Petitions and applications containing inaccurate information or that do not include all required information may be returned to the petitioner or applicant for clarification or revision. Petitions and applications containing false information are subject to denial.
- C. Pursuant to Illinois Public Act 100-1115, if the Certifying Official determines the requestor of a U-Visa or T-Visa is a victim of qualifying criminal activity or human trafficking, the Certifying Official must complete the certification or declaration form and provide it to the requestor within 90 business days of receiving the request, except that if the person making the request is in federal immigration removal proceedings or detained, the Certifying Official must complete the certification or declaration form and provide it to the requestor within 21 business days. If the Certifying Official is unable to determine that the requestor is a victim of qualifying criminal activity or human trafficking, the Certifying Official may provide written notice to the requestor or their representative explaining why the available evidence does not support a finding that the requestor is a victim of qualifying criminal activity or human trafficking.
  - 1. Department members should note that USCIS instruction documents may conflict with the language in Illinois Public Act 100-1115, specifically in regard to whether the Certifying Agency is required to complete a certification or declaration. In accordance with Public Act 100-1115, the Department's Certifying Official shall complete the U-Visa Certification or T-Visa Declaration if it is determined the requestor is a victim of a qualifying criminal act or human trafficking.
- D. For U-Visas, the Investigations Commander shall use the USCIS form I-918 Supplement B, U Nonimmigrant Status Certification (Annex I) as the certification form. The Investigations Commander, as the Department's designated Certifying Official, shall sign the certification form and return it by mail to the petitioner or applicant. The petitioner or applicant is responsible for submitting the certification to USCIS.
  - 1. The Investigations Commander shall refer to the Certification Instruction Booklet (Annex II) for assistance in completing the certification form.
  - 2. Additional resources, including the U-Visa Law Enforcement Resource Guide, are available on the USCIS web site at [www.uscis.gov](http://www.uscis.gov).
  - 3. The Investigations Commander shall attach all relevant documentation, as required by USCIS, to the certification form. All certification documents returned to the petitioner should be initialed by the Investigations Commander or imprinted as originating from the Bartlett Police Department.
- E. For T-Visas, the Investigations Commander shall use the USCIS form I-914 Supplement B, Declaration of Law Enforcement Officer for Victim of Trafficking in Persons (Annex III) as the declaration form. The Investigations Commander, as the Department's designated Certifying Official, shall sign the declaration form and return it by mail to the applicant. The applicant is responsible for submitting the declaration to USCIS.
  - 1. The Investigations Commander shall refer to the Instructions for Supplement B, Declaration of Law Enforcement Officer for Victim of Trafficking in Persons (Annex IV) for assistance in completing the declaration form.
  - 2. Additional resources, including the T-Visa Law Enforcement Resource Guide, are available on the USCIS web site at [www.uscis.gov](http://www.uscis.gov).
  - 3. The Investigations Commander shall attach all relevant documentation, as required by USCIS, to the declaration form. All declaration documents returned to the petitioner should be initialed by the Investigations Commander or imprinted as originating from the Bartlett Police Department.
- F. The Investigations Commander must report all requests for U-Visa certification and T-Visa declaration to the State's Attorney's Office of the county in which the crime occurred.
  - a. Notification to the applicable State's Attorney's office shall be accomplished using the U-Visa and T-Visa State's Attorney Notification form (Annex V). The Investigations Commander shall fax or email the completed form to the State's Attorney's Office and file the form with the U-Visa or T-Visa documentation file in the Investigations Section.

- G. For those requests that are denied, the Investigations Commander shall notify the petitioner or applicant, attorney, or agency representing the petitioner or applicant in writing regarding the reason(s) for the denial.

**V. Documentation Procedure**

- A. For all requests, the Investigations Commander will generate a file detailing the certification or declaration and containing all applicable documentation. The files will be stored in the Investigations Section.
- B. An electronic log of all U-Visa and T-Visa requests will be kept and updated by the Investigations Commander or his/her designee.

By Order of

Patrick Ullrich  
Chief of Police

Annexes I—V

**Annex I**

**U-Visa  
I-918 Supplement B  
U Nonimmigrant Status Certification**

(To be completed by law enforcement agency and returned to petitioner)



## Supplement B, U Nonimmigrant Status Certification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-918  
OMB No. 1615-0104  
Expires 04/30/2021

<b>For USCIS Use Only</b>	<b>Remarks</b>
---------------------------------------	----------------

► START HERE - Type or print in black or blue ink.

### Part 1. Victim Information

1. Alien Registration Number (A-Number) (if any)

► A-

2.a. Family Name  
(Last Name)

2.b. Given Name  
(First Name)

2.c. Middle Name

**Other Names Used** (Include maiden names, nicknames, and aliases, if applicable.)

If you need extra space to provide additional names, use the space provided in **Part 7. Additional Information**.

3.a. Family Name  
(Last Name)

3.b. Given Name  
(First Name)

3.c. Middle Name

4. Date of Birth (mm/dd/yyyy)

5. Gender  Male  Female

Name of Head of Certifying Agency

4.a. Family Name  
(Last Name)

4.b. Given Name  
(First Name)

4.c. Middle Name

### Agency Address

5.a. Street Number  
and Name

5.b.  Apt.  Ste.  Flr.

5.c. City or Town

5.d. State

5.f. ZIP Code

5.g. Province

5.h. Postal Code

5.i. Country

### Part 2. Agency Information

1. Name of Certifying Agency

Name of Certifying Official

2.a. Family Name  
(Last Name)

2.b. Given Name  
(First Name)

2.c. Middle Name

3. Title and Division/Office of Certifying Official

### Other Agency Information

6. Agency Type

Federal  State  Local

7. Case Status

On-going  Completed

Other

8. Certifying Agency Category

Judge  Law Enforcement  Prosecutor

Other

9. Case Number

10. FBI Number or SID Number (if applicable)

### Part 3. Criminal Acts

If you need extra space to complete this section, use the space provided in **Part 7. Additional Information**.

1. The petitioner is a victim of criminal activity involving a violation of one of the following Federal, state, or local criminal offenses (or any similar activity). (Select all applicable boxes)

<input type="checkbox"/> Abduction	<input type="checkbox"/> Manslaughter
<input type="checkbox"/> Abusive Sexual Contact	<input type="checkbox"/> Murder
<input type="checkbox"/> Attempt to Commit Any of the Named Crimes	<input type="checkbox"/> Obstruction of Justice
<input type="checkbox"/> Being Held Hostage	<input type="checkbox"/> Peonage
<input type="checkbox"/> Blackmail	<input type="checkbox"/> Perjury
<input type="checkbox"/> Conspiracy to Commit Any of the Named Crimes	<input type="checkbox"/> Prostitution
<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Rape
<input type="checkbox"/> Extortion	<input type="checkbox"/> Sexual Assault
<input type="checkbox"/> False Imprisonment	<input type="checkbox"/> Sexual Exploitation
<input type="checkbox"/> Felonious Assault	<input type="checkbox"/> Slave Trade
<input type="checkbox"/> Female Genital Mutilation	<input type="checkbox"/> Solicitation to Commit Any of the Named Crimes
<input type="checkbox"/> Fraud in Foreign Labor Contracting	<input type="checkbox"/> Stalking
<input type="checkbox"/> Incest	<input type="checkbox"/> Torture
<input type="checkbox"/> Involuntary Servitude	<input type="checkbox"/> Trafficking
<input type="checkbox"/> Kidnapping	<input type="checkbox"/> Unlawful Criminal Restraint
	<input type="checkbox"/> Witness Tampering

Provide the dates on which the criminal activity occurred.

- |                        |                      |
|------------------------|----------------------|
| 2.a. Date (mm/dd/yyyy) | <input type="text"/> |
| 2.b. Date (mm/dd/yyyy) | <input type="text"/> |
| 2.c. Date (mm/dd/yyyy) | <input type="text"/> |
| 2.d. Date (mm/dd/yyyy) | <input type="text"/> |

3. List the statutory citations for the criminal activity being investigated or prosecuted, or that was investigated or prosecuted.

- 4.a. Did the criminal activity occur in the United States (including Indian country and military installations) or the territories or possessions of the United States?

Yes  No

- 4.b. If you answered "Yes," where did the criminal activity occur?

Did the criminal activity violate a Federal extraterritorial jurisdiction statute?  Yes  No

Yes  No

- 5.b. If you answered "Yes," provide the statutory citation providing the authority for extraterritorial jurisdiction.

6. Briefly describe the criminal activity being investigated and/or prosecuted and the involvement of the petitioner named in **Part 1**. Attach copies of all relevant reports and findings.

7. Provide a description of any known or documented injury to the victim. Attach copies of all relevant reports and findings.

#### **Part 4. Helpfulness Of The Victim**

For the following questions, if the victim is under 16 years of age, incompetent or incapacitated, then a parent, guardian, or next friend may act on behalf of the victim.

1. Does the victim possess information concerning the criminal activity listed in **Part 3**.?  Yes  No
  2. Has the victim been helpful, is the victim being helpful, or is the victim likely to be helpful in the investigation or prosecution of the criminal activity detailed above?  Yes  No
  3. Since the initiation of cooperation, has the victim refused or failed to provide assistance reasonably requested in the investigation or prosecution of the criminal activity detailed above?  Yes  No

If you answer "Yes" to Item Numbers 1. - 3., provide an explanation in the space below. If you need extra space to complete this section, use the space provided in Part 7.

### **Additional Information.**

4. Other. Include any additional information you would like to provide.

## Part 5. Family Members Culpable In Criminal Activity

1. Are any of the victim's family members culpable or believed to be culpable in the criminal activity of which the petitioner is a victim?  Yes  No

If you answered "Yes," list the family members and their criminal involvement. (If you need extra space to complete this section, use the space provided in **Part 7. Additional Information.**)

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

2.d. Relationship

2.e. Involvement

3.a. Family Name (Last Name)

3.b. Given Name (First Name)

3.c. Middle Name

3.d. Relationship

3.e. Involvement

4.a. Family Name (Last Name)

4.b. Given Name (First Name)

4.c. Middle Name

4.d. Relationship

4.e. Involvement

## Part 6. Certification

I am the head of the agency listed in **Part 2.** or I am the person in the agency who was specifically designated by the head of the agency to issue a U Nonimmigrant Status Certification on behalf of the agency. Based upon investigation of the facts, I certify, under penalty of perjury, that the individual identified in **Part 1.** is or was a victim of one or more of the crimes listed in **Part 3.** I certify that the above information is complete, true, and correct to the best of my knowledge, and that I have made and will make no promises regarding the above victim's ability to obtain a visa from U.S. Citizenship and Immigration Services (USCIS), based upon this certification. I further certify that if the victim unreasonably refuses to assist in the investigation or prosecution of the qualifying criminal activity of which he or she is a victim, I will notify USCIS.

1. Signature of Certifying Official (sign in ink)



2. Date of Signature (mm/dd/yyyy)

3. Daytime Telephone Number

4. Fax Number



**Annex III**

**T-Visa  
I-914 Supplement B  
T Nonimmigrant Status Declaration**

(To be completed by law enforcement agency and returned to applicant)



## Supplement B, Declaration of Law Enforcement Officer for Victim of Trafficking in Persons

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-914  
OMB No. 1615-0099  
Expires 04/30/2021

**START HERE** - Type or print in blank ink. This form should be completed by Federal, State, or local law enforcement authorities for victims under the Victims of Trafficking and Violence Protection Act, Public Law 106-386, as amended.

### PART A. Victim Information

Family Name (Last Name)      Given Name (First Name)      Middle Name (if any)  
[Redacted]      [Redacted]      [Redacted]

Other Names Used (include maiden name/nickname)  
[Redacted]

Date of Birth (mm/dd/yyyy)      Gender  
[Redacted]       Male       Female

A # (if known)      Social Security # (if known)  
[Redacted]      [Redacted]

### Part B. Agency Information

Name of Certifying Agency  
[Redacted]

Name of Certifying Official      Title and Division/Office of Certifying Official  
[Redacted]      [Redacted]

Agency Address - Street Number and Name      Suite Number  
[Redacted]      [Redacted]

City      State/Province      Zip/Postal Code  
[Redacted]      [Redacted]      [Redacted]

Daytime Phone # (area code and/or extension)      Fax # (with area code) (USPS ZIP Code Lookup)  
[Redacted]      [Redacted]

Agency Type  
 Federal       State       Local

Case Status  
 On-going       Completed       Local \_\_\_\_\_

Certifying Agency Category  
 Judge       Law Enforcement       Prosecutor       Other \_\_\_\_\_

Case Number      FBI or SID Number (if applicable)  
[Redacted]      [Redacted]

### Part C. Statement of Claim

1. The applicant is or has been a victim of a severe form of trafficking in persons. Specifically, he or she is a victim of: (Check all that apply. Base your analysis on the practices to which the victim was subjected rather than on the specific violations charged, the counts on which convictions were obtained, or whether any prosecution resulted in convictions. Note that the definitions that control this analysis are not the elements of criminal offenses, but are those set forth at 8 CFR 214.11(a).)

- Sex trafficking in which a commercial sex act was induced by force, fraud, or coercion. Sex trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.
- Sex trafficking and the victim is under the age of 18.

For USCIS Use Only	
Returned	Receipt
Date	
Date	
Resubmitted	
Date	
Date	
Reloc Sent	
Date	
Date	
Reloc Rec'd	
Date	
Date	
Remarks	

**Part C. Statement of Claim** *(Continued)*

- The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for subjection to involuntary servitude, peonage, debt bondage, or slavery.
- Not applicable.
- Other, specify on attached additional sheets.

2. Please describe the victimization upon which the applicant's claim is based and identify the relationship between that victimization and the crime under investigation/prosecution. Attach the results of any name or database inquiry performed in the investigation of the case, as well as any relevant reports and findings. Include relevant dates, etc. Attach additional sheets, if necessary.

3. Has the applicant expressed any fear of retaliation or revenge if removed from the United States? If yes, explain. Attach additional sheets, if necessary.

4. Provide the date(s) on which the acts of trafficking occurred.

<b>Date (mm/dd/yyyy)</b>	<b>Date (mm/dd/yyyy)</b>	<b>Date (mm/dd/yyyy)</b>	<b>Date (mm/dd/yyyy)</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. List the statutory citation(s) for the acts of trafficking being investigated or prosecuted, or that were investigated or prosecuted.

6. Provide the date on which the investigation or prosecution was initiated.

**Date (mm/dd/yyyy)**

7. Provide the date on which the investigation or prosecution was completed *(if any)*.

**Date (mm/dd/yyyy)**

**Part D. Cooperation of Victim** *(Attach additional sheets, if necessary)*

The applicant:

- Has complied with requests for assistance in the investigation/prosecution of the crime of trafficking. *(Explain below.)*
- Has failed to comply with requests to assist in the investigation/prosecution of the crime of trafficking. *(Explain below.)*
- Has not been requested to assist in the investigation/prosecution of any crime of trafficking.
- Has not yet attained the age of 18.
- Other, specify on attached additional sheets.

**Part E. Family Members Implicated In Trafficking**

Yes  No Are any of the applicant's family members believed to have been involved in his or her trafficking to the United States? If "Yes," list the relative(s) and describe the involvement. Attach additional sheets if necessary.

Full Name	Relationship	Involvement

**Part F. Attestation**

Based upon investigation of the facts, I certify, under penalty of perjury, that the above noted individual is or has been a victim of a severe form of trafficking in persons as defined by the VTVPA. I certify that the above information is true and correct to the best of my knowledge, and that I have made, and will make, no promises regarding the above victim's ability to obtain a visa from U.S. Citizenship and Immigration Services, based upon this certification. I further certify that if the victim unreasonably refuses to assist in the investigation or prosecution of the acts of trafficking of which he/she is a victim, I will notify USCIS.

**Signature of Law Enforcement Officer** *(identified in Part B) (sign in ink)***Date** *(mm/dd/yyyy)***Signature of Supervisor of Certifying Officer** *(sign in ink)***Date** *(mm/dd/yyyy)***Printed Name of Supervisor**