

Subject: Customer Service

Clerical Operating Procedures 800

Issued: March 26, 1996

Effective Date: March 26, 1996 Termination Date: N/A Rescinds: COP 96-02, 97-01

Reference CALEA Standards:

22.1.8

Amended Date: August 12, 2020

PURPOSE:

This order provides guidelines and procedures to be utilized by clerical members when answering the telephone, transferring calls, providing information, and making referrals.

POLICY:

It will be the policy of the Bartlett Police Department to provide professional, efficient and courteous service to the public in person and on the telephone.

I. Customer Service

- A. Whether on the phone or in person, clerical members provide the citizens of Bartlett, its visitors, and the general public (customers) with their first impression of the Police Department and the Village. It is necessary to provide them as much assistance as possible. Clerical members should attempt to provide direction without giving advice or legal counsel.
- B. Clerical members will follow good customer service rules at all times.
 - 1. Attend to the customer at the window or on the phone promptly.
 - Listen attentively.
 - 3. Remember to speak clearly and in plain language. Do not assume the customer understands police jargon.
 - 4. Handle the customer's requests for information efficiently, intelligently and politely.
 - 5. If the answer to a question is unknown, refer the customer to someone who can assist him/her or pass the message along to someone who can. The customer will appreciate that more than a wrong answer.
 - 6. Maintain a professional appearance and attitude at all times.
 - 7. The customer's attitude should not be taken personally.

II. Telephone Reception

- A. Often, a customer's first and/or only contact with the Police Department is made on the telephone. The Records Clerk will use the following guidelines when answering the telephone: (22.1.8.c)
 - 1. Properly identify the Department with an appropriate greeting, i.e. "Good morning, Bartlett Police Department, this is _____, how may I help you?"
 - 2. If a specific Department member is requested and determined to be gone from the building, a call back message or voice mail transfer will occur. If a call back message must be taken, the Records Clerk will ensure it includes the following information:
 - a. Identity of caller.
 - b. Telephone number of caller and how long the caller can be reached at the number given.
 - c. Applicable message. Attempt to obtain a case number or approximate date and time of incident.
 - d. Date and time of call.
 - 3. If a telephone extension is busy, the Records Clerk should determine whether the caller would like to be forwarded to voice mail.
 - a. If the caller wishes to speak with someone, locate a proper responder and transfer the call.
- B. The phone calls that come into the Police Department are varied in nature. Many times the Records Section becomes a catch-all for a variety of problems and departments within the Village. Use the following guidelines to determine how to handle the call:
 - 1. If a caller needs police assistance, advise the caller that he/she is being transferred to the 911 dispatcher.

- a. Make sure the incident occurred in Bartlett and the caller is in Bartlett.
- b. Confirm the caller does want and/or need police assistance at his/her location.
- 2. If the caller needs Village Hall assistance, advise the caller that he/she is going to be transferred to the Village Hall and advise the caller of the phone number in case of disconnection. If it is after Village Hall hours, attempt to assist the caller whenever possible.
- 3. If the caller needs Public Works assistance, advise the caller of the phone number. If it is after Public Works' business hours, determine if the call is an emergency. If necessary, transfer the call to the DuComm dispatcher so an officer can determine the nature of the problem.

III. Records Window Procedures

- A. When dealing with people face-to-face keep in mind they can see and hear everything. Use the following standards:
 - 1. Act in a professional and courteous manner at all times.
 - 2. Do not use vulgar language or profanity within a customer's earshot.
 - 3. Do not discuss any confidential information within a customer's earshot.
 - 4. Maintain proper composure at all times, whether there is a customer at the window or not.
 - Do not read unauthorized materials while on duty.
 - 6. No sleeping or "resting of the eyes" is allowed.
 - 7. No eating in the customer service area of the Records Section.
- B. Customers will seek assistance for a variety of reasons. Determine the nature of the visit and then follow the appropriate actions listed below.
 - 1. If the customer is here to see a particular Department member, find out the customer's name and if the customer had a scheduled appointment. Proceed to contact the appropriate member. If the member is not on duty, determine if another member can assist the customer or ask if the customer would like to leave a voice mail message. Transfer the call appropriately.
 - 2. If the customer is here to obtain Records information, follow the appropriate procedure.
 - 3. If the customer is here for police assistance, find out the nature of the report and determine if the location is within Village limits. Contact the DuComm dispatcher and relay the information.
 - 4. If any emergency occurs within the building, contact the DuComm dispatcher immediately. Then contact the Shift Supervisor and advise him/her of the emergency.

IV. Radio Traffic

- A. Records Clerks will monitor local radio communications at all times.
 - 1. When Records Clerks hear "Bartlett Base," respond by saying "Go ahead."
 - 2. Proper radio procedures should be used at all times.
 - 3. Records Clerks will not make notifications, phone calls, or run LEADS or RMS information over local radio unless told to by a supervisor. The officer should go through the DuComm dispatcher or come into the station. Exceptions do occur; the Clerk should determine if the situation requires immediate attention. Any questions can be resolved by the Shift Supervisor.
- B. Records Clerks should monitor DuComm radio communications whenever possible. Attempt to refrain from calling during emergencies or stretches of heavy radio traffic.
 - 1. The radio will not be changed unless done so by a supervisor.
 - Any contact Records Clerks have with the DuComm dispatchers will be done by telephone and not over the radio.

By order of:

Patrick Ullrich Chief of Police



Subject: Records Shift

Procedures

Issued: June 11, 1996 Effective Date: June 11, 1996

Amended Date: May 1, 2013

Termination Date: N/A

Clerical Operating Procedures 801

Rescinds: COP 96-07, 96-10, 96-12

Reference CALEA Standards:

61.3.1, 82.2.1, 82.2.4 **Related Directives:**

AO106, AO107, COP802, COP807, COP814

PURPOSE:

To establish uniform procedures for each shift in order to provide prompt and efficient processing of Records tasks. To ensure all reports are copied and sent to appropriate departments within the Police Department and Village and all pertinent information is sent to outside agencies in a timely fashion.

I. **Shift Procedures**

- A. Incoming Mailbox: Incoming mailbox will be checked and mail distributed to appropriate employees and sections at the start of each shift.
 - 1. All warrants received will be promptly entered into LEADS per procedure.
 - 2. All subpoenas that need immediate attention should be processed first.
 - 3. Notice of Trials, State's Attorney requests, Lab reports and accident report requests will then be processed.
 - 4. All tickets will be processed for each county according to Clerical Operating Procedure 802 - "Ticket Processing".

B. Report Processing: (82.2.1.e, 82.2.4)

- Crash reports [10-50 completed in RMS; narrative, diagram and any other related documents will be scanned by Records]. Reports are to be printed out or copies and sent to the following: (61.3.1.b)
 - Illinois Department of Transportation a.
 - b. Fatal crash report copies are to be sent to Illinois Department of Transportation in a specially marked envelope.
 - d. Copies of reports indicating damage done to Village property or accidents involving Village snowplows and mailboxes will be sent to Public Works via email.
- 2. Offense coded reports:
 - Records Clerks will read through each report for special follow up requirements.
 - b. If a report is marked to be followed up, the Clerk will forward it via email.
 - All reports forwarded by Records will require a Supplemental Report to be written c. by the Clerk.
- 3. Incident coded reports
 - Tow reports follow the procedures in Clerical Operating Procedures Order 814.
 - Vacation watches, lost driver's license, etc., will be entered into RMS.
- Property loss sheets: Any item needing to be entered into LEADS will be done per LEADS 4. procedure. The LEADS information will be entered into RMS and a Supplemental Report written/entered by the Clerk.
- 5. Juvenile reports: Juvenile contact cards are filed in the Records Section.
- 6. UCR forms will be scanned.
- Completed Crossing Guard Daily log sheets will be placed in the Administration Box by 7. 1500 hours.
- 8. Crossing Guard Substitution reports will be forwarded to the Support Services Sergeant. Locating substitutions will not be done between 2130 hours and 0630 hours.
- 9. Supplemental reports are to be read for LEADS or additional information and emailed when appropriate for distribution. A copy will be placed in the court file in cases where an arrest was made.
- 10. Any reports involving criminal damage to Village property will be distributed via email to the department responsible (i.e., golf course, public works, etc). These only receive report face-sheets. Follow Records laws when releasing juvenile information.

- C. All court files will then be processed per Clerical Operating Procedures 807 "Arrest Records Processing". If a court file needs to be completed before Bond Call, it will be done before any other shift work is completed. When processing a Domestic Battery case, take special note of the upcoming court date and process according to procedure. If a court file is not completed prior to the end of the shift, it will be entered into the bulletin and the oncoming clerk will be notified to complete it.
- D. Any miscellaneous filing should then be done.

II. First Shift Procedures

In addition to procedures described in Section I, the following will also be accomplished.

- A. Envelope Distribution: On Sundays, envelopes are to be checked and sent out to proper agencies. These envelopes include FBI cards, DUI summary suspension notices, all crash reports from IDOT and Cook, DuPage and Kane County State's Attorney envelopes. Follow this procedure for each agency.
 - 1. Pull all the envelopes that need to be sent.
 - 2. Check the contents verifying the correct information is enclosed for that agency.
 - 3. Refer to the appropriate agency below.
 - 4. Make corrections if necessary. Only leave mistakes for other clerks to fix if too many are found and the court date is not coming up.
 - 5. Prepare a new envelope for the following week. B of I and SOS are pre-addressed.
 - 6. Seal the envelopes and place in Village Bin to be mailed.
- B. Crash Reports:

Illinois Department of Transportation (IDOT)

- a. Put the reports in order by case number.
- b. Complete coversheet.
- c. Mailing Address:

Illinois Department of Transportation Police Accident Report Office



- 1. Secretary of State (SOS)
 - a. Pre-addressed envelopes are sent containing completed sworn reports.
 - b. Verify the information boxes are completed.
 - c. Make sure either the refused box or the BAC level is included.
 - d. Verify the complaint number is filled in the citation box; "Long Form" is not acceptable.
- 2. Bureau of Identification (B of I)
 - All fingerprints (except juveniles) are sent electronically via the LIVESCAN system to the B of I.
 - b. In the event LIVESCAN is down, fingerprints will be submitted on a 4-part card and processed per the following guidelines:
 - 1.) Fingerprint cards are sent in pre-addressed envelopes.
 - 2.) Generally, fingerprints are sent to B of I for adults who were arrested for Class A and B misdemeanors and Felonies. Most driving offenses are not sent regardless of class. Refer to the Fingerprint Information guide located in Records for clarification.
 - 3.) Verify all the pertinent information is typed legibly.
 - 4.) Arrest form #4 should be included for each subject printed.
 - 5.) Juveniles are printed on LIVESCAN but not sent electronically (B of I will not accept them), copy #4 should be mailed in the B of I envelope.
- D. DuPage court calls.

III. Second Shift Procedures

In addition to procedures described in Section I, the following will also be accomplished.

- A. On any court date, make sure warrants are entered immediately when they are brought back from court.
- B. Back from court transmittal sheets and receipts will be attached to appropriate transmittal sheets in Cook County transmittal book. Check that each sheet matches the ones in Records.

IV. Third Shift Procedures

In addition to procedures described in Section I, the following will be accomplished.

- A. Daily bulletin and media information.
- B. Prepare the transmittals on Sunday, Tuesday and Thursday evenings. Check all transmittal sheets for errors/typos so they can be sent out. Follow the procedures in Clerical Operating Procedures Order 802 "Ticket Processing/Court Transmittals".
- C. Assist the PM Shift Supervisor on the semi-annual testing of automatic fire detection devices (smoke detection system & alarm system) on the first Sundays of June and December for testing of alarm board. Notify DUCOMM at provide Bartlett's when testing is done, call DUCOMM back and notify the testing is complete. (refer to Administrative Order 106 "Holding Facility Procedures")
- D. Ensure all court files are completed for Bond Call, (refer to Administrative Order 107 "Booking Procedures" for specific Cook County procedure).
- E. Run LEADS Daily Briefing report.

V. Guidelines

- A. No reports, court files, etc. are to sit in the approved box through two shifts.
- B. If any work needs immediate attention, advise the oncoming Clerk of what needs to be done.
- C. All work should be done that is in pending before the next scheduled day off. Work should not be held in pending any longer, unless permission from the Records Supervisor is granted.
- D. Advise oncoming clerk of any pending work or any new information left at the front desk.

By order of

Kent Williams Chief of Police



Subject: Ticket Processing/ Court Transmittals Issued: June 11, 1996

Effective Date: June 11, 1996

Termination Date: N/A

Clerical Operating Procedures 802

Rescinds: COP 96-09, 96-14, 99-01

Reference CALEA Standards:

17.4.2, 82.3.4 Related Directives:

Amended Date: March 11, 2011

POLICY:

It will be the policy of the Bartlett Police Department to establish procedures governing the accountability, security, and processing of traffic citations, warning tickets, parking tickets, criminal complaint forms, and arrest warrants.

PURPOSE:

To provide guidelines and procedures to be followed by clerical personnel when issuing ticket books, storing, filing and processing traffic citations, parking tickets, criminal complaint forms, and arrest warrants.

I. Tickets and Ticket Books

- A. Tickets that will be processed by the Records Section include, Warning, Parking, Traffic, Local Ordinance, Long Form and Voided tickets.
- B. Due to Bartlett Police Department's jurisdiction being split by three counties, Cook, DuPage, and Kane, extra care must be taken when processing tickets.
- C. All tickets will be handled efficiently and recorded on transmittal sheets in a timely fashion.

D. Ticket Book Maintenance and Distribution

- 1. Ticket books are maintained and secured in the Records Section until they are issued to an officer. When the supply starts to get low, the Court Liaison Officer should be notified by a letter to request more. Boxes of ticket books are stored in the Records Section locked cage in the vault. (82.3.4.c)
- 2. The **Ticket Log Book** is used to record and document the distribution and assignment of ticket books to officers. The logbook is divided into sections for each type of ticket book issued. When an officer requests a ticket book, the following procedure *must* be followed. (82.3.4.a, b)
 - Verify the type of ticket book requested and take the next ticket book in numerical order.
 - b. In the Ticket Log Book, enter the date issued, the numerical sequence of the tickets, the officer's badge number and the issuing Clerk's badge number.

E. Reception of Written Tickets

- 1. Tickets will be received for two reasons; case related and non-case related.
 - a. Case related tickets are tickets that are related to a written report.
 - b. Non-case related tickets are not connected to a case and are an incident by themselves.
 - c. Tickets are received via incoming ticket box.
- 2. If tickets and/or complaints are received that have money with them, the following bond box procedure should be used.
 - a. Count the money with the officer verifying the amount.
 - b. Both the clerk and the officer will initial the upper right corner of the bond receipt (above the dollar amount).
 - c. The clerk will verify that all required paperwork accompanies the bond.
 - d. The officer will witness the clerk deposit the cash, the ticket, and the bond receipt into the two-key lock box in Records.
 - e. The third shift clerk will prepare the transmittals per Section III.

II. Ticket Processing Procedure

- A. <u>Warning Tickets:</u> Warning tickets are filed in numerical order in the ticket drawer. They are entered into the Ticket Module but are not transmitted into court.
- B. Parking Tickets: Parking tickets are turned over to and recorded by the Village Clerk's Office.
 - 1. Run the plate or VIN through LEADS to obtain the most accurate owner information.
 - 2. Fill in the owner's name and address. If the information is not in LEADS, write "NIF" in the upper right corner of the ticket.
 - 3. Sign and date the bottom of the ticket.
 - 4. Forward the entire ticket to the Village Hall. Never attach a copy of the LEADS printout to the ticket.
- C. <u>Traffic Citations:</u> Traffic citations can be issued in any of Bartlett's three counties.
 - 1. Initial at the bottom of the ticket.
 - 2. Remove the Police Department copy; make sure the copy is readable.
 - 3. Enter into Ticket Module.
 - 4. Reattach the bond receipt and/or drivers license.
 - 5. Type information onto the appropriate transmittal.
 - 6. When a bond card is taken verify it is still valid and include the company name as well as the account number.
- D. <u>Local Ordinance Tickets (LO)</u>: Maintained by the Police Department and entered into RMS as an arrest. These tickets may or may not have a report.
 - 1. Date and sign the bottom of the ticket.
 - 2. Enter the ticket(s) into the ticket module.
 - 3. Separate copies and distribute:
 - a. White transmitted to Cook County Court Clerk per Section III.
 - b. Goldenrod court jacket.
 - c. Pink filed numerically in ticket drawer.
 - d. Make court jacket.

E. Long Form Complaints

- 1. Detach the Police Department copy of complaints and bond form if not already done. File in court file.
- 2. Attach bond form to complaints in order.
- 3. Sworn Reports and Warning to Motorists are attached after the complaints, then the Circuit Clerk copy of LIVESCAN fingerprints.
- 4. Scanned into Records.

F. Multiple Types of Complaints

- 1. All three counties are handled the same. Listed below is the order to follow when handling multiple types of complaints.
 - a. Warrant Arrests
 - b. Long form complaints
 - c. Local Ordinance Tickets
 - d. Traffic citations
- 2. When one or more of the above occurs for an individual defendant, record the information for that type in numerical or sequential order.

III. Court Transmittal Processing Procedure

- A. Cook County Transmittals:
 - 1. Traffic Citations:
 - a. Remove the driver's license or bond card from the ticket(s).
 - b. Remove the ticket(s) and cash from the bond receipt if there is one. There will be no cash if it is an "I-bond or a Credit/Charge Card Bail Bond."

- c. Initial the bottom left of the ticket(s).
- d. Remove the pink copy (Police Department copy). Ensure it is legible and set it aside for entry into the Ticket Module and filing.
- e. Post tickets with court dates on <u>Annex I Transfer Listing for Personal Issue Complaints-Traffic</u> and tickets without court dates on <u>Annex II Transfer Listing for Personal Issue Complaints-Court Diversion</u>.
- f. If more than one ticket is written for the same defendant, it cannot be "Court Diversion". The officer must amend the tickets and a Notice To Appear (Annex XI) is sent to the defendant/complainant/witness.
- g. Enter one ticket per line on the transmittal form in numerical order.
- h. Reattach the driver's license or bond card to the remaining copies of the ticket(s).
- i. Reattach the remaining copies of the ticket(s) and cash to the bond receipt if there is one.
- j. Fill in the boxes on the transmittal form with the appropriate information. Do not enter a "cash amount" for "I-bonds". If multiple tickets were written for the same defendant, ditto marks can be used in the Driver's License/Bond Number area. Leave the "Court Date" area blank on Court Diversion tickets.
- k. When a bond card is used, verify it is still valid and include the company name as well as the number in the "Driver's License" area on the transmittal.
- l. Once the transmittal sheet is completed, total the cash amounts listed and post the total at the bottom in the space provided.
- m. Sign the "prepared by" area at the bottom of the form.
- n. Make four (4) copies of the completed transmittal sheet(s).
- o. File one copy. Place the tickets and bonds on top of the original and three (3) remaining copies of the transmittal, fold in threes around the tickets and bonds and secure with a rubber band.

2. <u>Local Ordinance Citations:</u>

- a. Sign and date the bottom of the ticket.
- b. Separate the copies and distribute.
 - 1) White transmitted to Cook County Court Clerk
 - 2) Goldenrod court jacket.
 - 3) Pink filed numerically in ticket drawer
- c. Post tickets on Annex III Transfer Listing For Personal Issue Complaints-Local Ordinance. Ticket number should be typed above the defendant's name. Type the words "SIGNATURE ONLY" in bond area.
- d. Sign the "prepared by" area at the bottom of the form.
- e. Make four (4) copies of the completed transmittal sheet(s).
- f. Place the tickets on top of the original and three (3) remaining copies of the transmittal, fold in threes around the tickets and bonds and secure with a rubber band.

3. Long Form Complaints:

- a. Only bonds with signed complaints for Misdemeanors go on this transmittal Transfer Listing For Personal Issue Complaints-Long Form (Annex IV).
- b. The documents to be attached are:
 - 1) Bond receipt with cash attached;
 - 2) Original of complaint(s) plus three (3) copies;
 - 3) Court Clerk's copy of the fingerprints.
- c. The court date will be located at the top of the complaint.
- d. Total the cash amounts listed and post the total on "Bond Money Transaction Sheet." If there are multiple charges for the same defendant, ditto marks can be used.
- e. Sign the "prepared by" area at the bottom of the form.
- f. Make four (4) copies of the completed transmittal sheet(s).
- g. Place the documents and bonds on top of the original and three (3) remaining copies of the transmittal, fold in threes around the tickets and bonds and secure with a rubber band.

- 4. Driving Under the Influence (DUI) Complaints:
 - a. Only tickets and long form complaints for DUI are listed on this transmittal Transfer Listing For Personal Issue Complaints-DUI (Annex V).
 - b. Remove the driver's license or bond card from the ticket(s).
 - c. Remove the ticket(s) and cash from the bond receipt if there is one. There will be no cash if it is an "I-bond".
 - d. Initial the bottom left of the ticket(s).
 - e. Remove the green copy (Police Department copy). Ensure it is legible and set it aside for entry into the Ticket Module and filing.
 - f. Enter one ticket per line on the transmittal form in numerical order.
 - g. Reattach the driver's license or bond card to the remaining copies of the ticket(s) if there is one.
 - h. Reattach the remaining copies of the ticket(s) and cash to the bond receipt.
 - i. Fill in the boxes on the transmittal form with the appropriate information. In "Driver's License/Bond Number" area post the Driver's License number or bond receipt number or both. Do not enter a "cash amount" for "I-bonds". If multiple tickets were written for the same defendant, ditto marks can be used in the "Driver's License/Bond Number" area.
 - j. When a bond card is used, verify it is still valid and include the company name as well as the number in the "Driver's License" area on the transmittal.
 - k. Put the Warning to Motorist/Sworn Report on its own line on the transmittal.
 - 1. Once the transmittal sheet is completed, total the cash amounts listed and post the total at the bottom in the space provided.
 - m. Sign the "prepared by" area at the bottom of the form.
 - n. Make four (4) copies of the completed transmittal sheet(s).
 - o. Place the documents being transmitted in the following order:
 - 1) Bond receipt with driver's license (if there is one);
 - 2) Tickets:
 - 3) Long Form Complaint (if there is one);
 - 4) Sworn Report:
 - 5) Warning to Motorist:
 - 6) Circuit Clerk's copies of the fingerprint cards.
 - p. Place the documents and bonds on top of the original and three (3) remaining copies of the transmittal, fold in threes around the tickets and bonds and secure with a rubber band.

5. Voided Tickets/Voided Bond Forms

- a. When a ticket and/or bond form is voided, a special form is attached by the officer explaining the reason for the void.
- b. Both the ticket and/or bond form should have the word "VOID" written across the entire document.
- c. Attach a copy of the "Explanation for Void" form to the pink copy of the ticket. Ensure it is legible and set aside for entry into the Ticket Module and filing.
- d. Post the void on Annex VI Transfer Listing For Personal Issue Complaints-Voids.

6. Cook County Warrants

- a. Only warrants issued in Cook County where the defendant was able to post bond are entered on this transmittal, <u>Transfer Listing For Personal Issue Complaints-Warrants (Annex VII).</u>
- b. Documents to be attached to this transmittal are:
 - 1) Bond receipt;
 - 2) Copy of the warrant;
 - 3) Circuit Clerk's copy of the fingerprints.
- c. Make a copy of the warrant for Bartlett's file.
- d. On the transmittal form enter the court date indicated on the warrant. If that date has already passed, issue the next court key date for the arresting officer if a Bartlett warrant. If the warrant is from another agency in Cook County they will provide the court date.

- e. In the "Ticket/Complaint Number" area type in the name of the subject.
- f. Total the cash amounts listed and post the total at the bottom in the space provided. If there are multiple charges for the same defendant, ditto marks can be used.
- g. Sign the "prepared by" area at the bottom of the form.
- h. Make four (4) copies of the completed transmittal sheet(s).
- i. Place the documents and bonds on top of the original and three (3) remaining copies of the transmittal, fold in threes around the tickets and bonds and secure with a rubber band.

7. Out of County Warrants

- a. Only warrants from counties other than Cook DuPage or Kane are entered on this transmittal, <u>Transfer Listing For Personal Issue Complaints-Out Of County Warrants (Annex VIII).</u>
- b. Documents to be attached to this transmittal are:
 - 1) Bond receipt;
 - 2) Faxed copy of the warrant from the originating agency;
 - 3) Circuit Clerk's copy of the fingerprints.
- c. On the transmittal form enter the court date provided by the originating agency.
- d. In the "Ticket/Complaint Number" area type in the name of the subject.
- e. Total the cash amounts listed and post the total at the bottom in the space provided. If there are multiple charges for the same defendant, ditto marks can be used.
- f. Sign the "prepared by" area at the bottom of the form.
- g. Make four (4) copies of the completed transmittal sheet(s).
- h. Place the documents and bonds on top of the original and three (3) remaining copies of the transmittal, fold in threes around the tickets and bonds and secure with a rubber band.
- B. <u>DuPage County Transmittals:</u> DuPage County uses a multi-part carbonless form for all tickets, DUIs, Long Form complaints and Warrants <u>Annex IX Ticket/Complaint Transmittal Form.</u> Process each per the following procedures.
 - 1. <u>Tickets:</u>
 - Most tickets will have a "TBA" (To Be Assigned) court date unless otherwise indicated.
 - b. Remove the driver's license or bond card from the ticket(s).
 - c. Remove the ticket(s) and cash from the bond receipt if there is one. There will be no cash if it is an "I-bond".
 - d. Initial the bottom left of the ticket(s).
 - e. Remove all copies except the green copy. Ensure they are legible and set aside for entry into the Ticket Module and filing.
 - f. Enter one ticket per line on the transmittal form in numerical order.
 - g. Reattach the driver's license or bond card to the top copy of the ticket(s).
 - h. Reattach the top copy of the ticket(s) to the bond receipt if there is one.
 - i. Fill in the boxes on the transmittal form with the appropriate information. Do not enter a "cash amount" for "I-bonds". If multiple tickets were written for the same defendant, ditto marks can be used in the "Defendant Name", "Date of Arrest" and "Officer Number" areas.
 - j. When a bond card is used, verify it is still valid and include the company name as well as the number across the "Cash Bond" and "Other Bond" areas.
 - k. Once the transmittal sheet is completed, total the cash amounts listed and post the total at the bottom in the space provided.
 - 1. Sign the "prepared by" area at the bottom of the form.
 - 2. Long Form Complaints
 - a. Documents to be attached to this transmittal are:
 - 1) Bond receipt with cash attached;
 - 2) Original and one copy of the complaint(s);
 - 3) Circuit Clerk's copy of the fingerprints.
 - b. Fill in the appropriate information on the transmittal form.
 - c. Total the cash amounts listed and post the total at the bottom in the space provided. If there are multiple charges for the same defendant, ditto marks can be used.
 - d. Sign the "prepared by" area at the bottom of the form.

- 3. DUIs
 - a. DUIs in DuPage County are issued on Long Form Complaints; there will be no tickets.
 - b. Documents to be attached to this transmittal are:
 - 1) Bond receipt with driver's license and/or cash attached;
 - 2) Original and one copy of the complaint(s);
 - 3) Warning To Motorist;
 - 4) Sworn Report;
 - 5) Circuit Clerk's copy of the fingerprints.
 - c. Fill in the appropriate information on the transmittal form.
 - d. Put the Warning To Motorist/Sworn Report on its own line on the transmittal.
 - e. Total the cash amounts listed and post the total at the bottom in the space provided. If there are multiple charges for the same defendant, ditto marks can be used.
 - f. Sign the "prepared by" area at the bottom of the form.
- 4. <u>DuPage County Sheriff Department Warrants:</u>
 - a. These are only warrants issued in DuPage County (i.e. Violation of Probation, etc.)
 - b. Documents to be attached to this transmittal are:
 - 1) Bond receipt with cash attached;
 - 2) Copy of the warrant;
 - 3) Circuit Clerk's copy of the fingerprints.
 - c. Fill in the appropriate information on the transmittal form.
 - d. In the space provided for "Court Date" the information will be provided by the originating county/agency.
 - e. Total the cash amounts listed and post the total at the bottom in the space provided. If there are multiple charges for the same defendant, ditto marks can be used.
 - f. Sign the "prepared by" area at the bottom of the form.
- 5. Bartlett Police Department Warrants in DuPage County:
 - a. These are only warrants issued in DuPage County for Bartlett cases.
 - b. Documents to be attached to this transmittal are:
 - 1) Bond receipt with cash attached:
 - 2) Original of the warrant:
 - 3) Circuit Clerk's copy of the fingerprints.
 - c. Copy the warrant for Bartlett's files.
 - d. Fill in the appropriate information on the transmittal form.
 - e. Total the cash amounts listed and post the total at the bottom in the space provided. If there are multiple charges for the same defendant, ditto marks can be used.
 - f. Sign the "prepared by" area at the bottom of the form.
- C. <u>Kane County Transmittals:</u> Kane County uses one form for all tickets, DUIs, Long Form complaints and Warrants <u>Annex X Clerk Of The Circuit Court/Kane County Form.</u> Process each per the following procedures.
 - 1. <u>Tickets</u>:
 - a. Remove the driver's license or bond card from the ticket(s).
 - b. Remove the cash from the ticket(s). The ticket serves as the bond receipt for all traffic citations. There will be no cash if it is an "I-bond".
 - c. Initial the bottom left of the ticket(s).
 - d. Remove the green copy (Police Department copy). Ensure it is legible and set it aside for entry into the Ticket Module and filing.
 - e. Enter one ticket per line on the transmittal form in numerical order.
 - f. Reattach the driver's license or bond card to the remaining copies of the ticket(s).
 - g. Reattach the cash to the remaining copies of the ticket(s).
 - h. Fill in the boxes on the transmittal form with the appropriate information. Do not enter a "cash amount" for "I-bonds". If multiple tickets were written for the same defendant, ditto marks can be used in the "Defendant Name", "City of Residence" and "Drivers License" areas.

- i. When a bond card is used, verify it is still valid and include the company name as well as the number in the "Drivers License/Amount and Bail Type" area.
- j. Sign the "prepared by" area at the top of the form, fill in the date and phone number.
- k. Remove the yellow copy (Police Department copy). Ensure it is legible and file appropriately.

2. DUIs

- a. DUIs in Kane are tickets only.
- b. Documents to be attached to this transmittal are:
 - 1) Ticket with driver's license and/or cash attached;
 - 2) Warning To Motorist;
 - 3) Sworn Report;
 - 4) Circuit Clerk's copy of the fingerprints.
- c. Remove the driver's license or bond card from the ticket(s).
- d. Remove the cash from the ticket(s). The ticket serves as the bond receipt for all traffic citations. There will be no cash if it is an "I-bond".
- e. Initial the bottom left of the ticket(s).
- f. Remove the green copy (Police Department copy). Ensure it is legible and set it aside for entry into the Ticket Module and filing.
- g. Reattach the driver's license or bond card to the remaining copies of the ticket(s).
- h. Tickets with cash are only handled on Transmittal Nights.
- i. Fill in the appropriate information on the transmittal form.
- j. Put the Warning To Motorist/Sworn Report on its own line on the transmittal.
- k. Total the cash amounts listed and post the total at the bottom in the space provided. If there are multiple charges for the same defendant, ditto marks can be used.
- l. Sign the "prepared by" area at the top of the form, fill in the date and phone number.
- m. Remove the yellow copy (Police Department copy). Ensure it is legible and file appropriately.

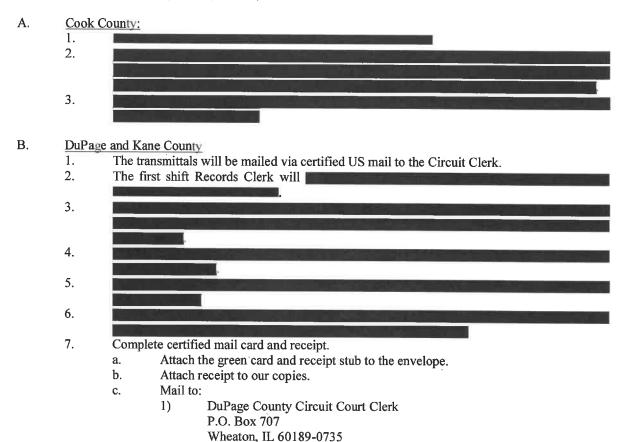
3. <u>Long Form Complaints</u>

- a. Documents to be attached to this transmittal are:
 - 1) Bond receipt with cash attached;
 - 2) Multi-part complaint form;
 - 3) Circuit Clerk's copy of the fingerprints.
- b. Remove the cash from the bond receipt. There will be no cash if it is an "I-bond".
- c. Copy the complaint for the Police Department copy.
- d. Remove the pink copy (Police Department copy) of the bond receipt.
- e. Reattach the cash, remaining copies of the bond receipt, multi-part complaint forms and the Circuit Clerk's copy of the fingerprints.
- f. Fill in the appropriate information on the transmittal form.
- g. If there are multiple charges for the same defendant, ditto marks can be used.
- h. Sign the "prepared by" area at the top of the form, fill in the date and phone number.
- i. Remove the yellow copy (Police Department copy). Ensure it is legible and file appropriately.

D. Bond Money Transaction List (Annex XII) (17.4.2.b)

- 1. All three counties will have the bond number and dollar amount documented on this form. The Clerk will list each individual bond and then list the total per county at the bottom.
- 2. The money will be placed into individual county envelopes labeled with the county's name.
- 3. The envelopes will all be secured back in the bond box.

IV. Court Transmittal Delivery (17.4.2.b)



C. When DuPage and Kane County transmittal forms start to run low, leave a note for the Property Control Officer to reorder.

Kane County Court Clerk

Geneva, Illinois 60134-0112

P.O. Box 112

V. Filing and Storing Tickets (82.3.4.c)

2)

- A. The Records Section file copies of all tickets by "type" of ticket, and then strictly numerically. This ensures that there are no skipped tickets. Periodically, a Records Clerk will check the sequence of tickets to again ensure that there are no skipped tickets. If a ticket is missing in a series, the officer who was issued that ticket series will be contacted in writing to produce the ticket copy.
- B. Voided tickets are submitted to Records for transmitting and filing. All ticket numbers must be accounted for.

VI. Ticket Module

- A. The purpose of the Ticket Module is to keep a record of all tickets issued by the Department for easier access to information. (82.3.4.b)
- B. The Ticket Module is located in the computer in the ACCESS format.

Clerical Operating Procedures 802

- Page 9 of 21
- C. <u>Ticket Entry</u>: Once at the formatted screen, use the following guidelines to enter.
 - 1. Enter the Officers Star #.
 - 2. All dates automatically entered by system with dashes.
 - 3. Ticket number is entered without dashes.
 - 4. Charges
 - a. Local: 6- (statute number)
 - b. State: 625- (statute number)
 - c. Include subsections (i.e. letters, etc.)
 - 5. The first street is the location where the incident occurred and the second street is the nearest intersection. 59, 20 and 25 are the only numerical roads. "Rt." should not be used. Only use street direction indicators with the Bartlett Roads.
 - 6. Fill in as much information as is possible in the ticket entry screen.
 - 7. Enter Racial Profile Information.
 - 8. When entering voided tickets, enter "Void" in the offense field.
 - 9. Enter Clerk's star number in the "entered by" field.
 - 10. Initial lower left-hand corner of ticket in black ink.

D. <u>Ticket Inquiry:</u>

- 1. Records can only be identified by one file at a time.
- 2. May inquire on any of the fields on the entry screen.

By order of

Kent Williams Chief of Police

Annex I - XI



Subject: Cash Collection

Clerical Operating Procedures 803

Issued: July 27, 1997

Effective Date: July 27, 1997

Termination Date: N/A

Rescinds: COP 97-12

Reference CALEA Standards:

17.4.2

Amended Date: May 1, 2013

POLICY:

It is the policy of the Bartlett Police Department to collect, record and secure all monies collected by the Records Section. The monies collected are disbursed to the Village Clerk's Office. No monies collected are permanently retained or used by the Police Department. (17.4.2.c/d)

PURPOSE:

To provide an audit trail of all monies received and disbursed on a regular basis by the Bartlett Police Department Records Section to the Village of Bartlett Finance Department.

I. Receipts

- A. The Records Section will collect cash for the following:
 - 1. Freedom of Information Act Requests
 - 2. Crash Report Copies

(17.4.2.e)

- 3. Subpoenas
- B. The Records Section will also receive cash from officers when collecting cash bond from arrested subjects.

II. Customer Transaction Procedure (17.4.2.a)

- A. All cash customer transactions will be issued a numbered three (3) part carbonless receipt. (17.4.2.b)
 - 1. Original copy of the receipt will be given to the customer;
 - 2. Second copy will be attached to the cash and immediately deposited in the two (2) key lock box;
 - 3. Third copy remains in the receipt book as a permanent record.
- B. All money will be deposited into a 2-key lock box with a receipt after being logged by the Clerk collecting the money onto the <u>Cash Receipt Log (Annex I)</u>.
- C. The cash will be balanced at the end of the week; the ending balance should always be zero. (17.4.2.f)
- D. All types are logged out of the <u>Cash Receipt Log</u> at the end of each week and delivered to the Village Clerks Office. (17.4.2.f)
- E. The Village Finance Department will sign a copy of the <u>Cash Receipt Log</u> indicating amount received, and return it to the Records Section to retain in file. (17.4.2.f)

III. Bond Collection

- A. Officers will request Records Clerks verify collected bond money in the following manner:
 - 1. The clerk will count the cash in the presence of the officer.
 - 2. The cash will be stapled to the ticket(s) and bond form.
 - 3. Both the clerk and the officer will initial the bond form.
 - 4. The clerk will deposit the documents and cash into the lock box.

- B. After the third shift clerk prepares the court transmittals (see <u>Clerical Operating Procedures 802</u>), the first shift clerk and the Records Section Supervisor will remove the cash from the lock box with two keys.
- C. The money will be counted and checked against the total amount on the transmittal.

D. The checks will be returned to the clerk.

E. The transmittals and checks will be mailed out per <u>Clerical Operating Procedures 802</u>.

By order of:

Kent Williams Chief of Police

Annex I



Subject: Resident Assistance

Clerical Operating Procedures 804

Issued: June 11, 1996

Effective Date: June 11, 1996

Termination Date: N/A

Rescinds: COP 96-11, 96-13, 97-05

Reference CALEA Standards:

Amended Date: December 2, 2013 Related Directives: TSO504

POLICY:

It is the policy of the Bartlett Police Department to assist the residents in complying with the Village of Bartlett Local Ordinances. The Records Section is often the first, and sometimes the only, contact many residents will have with the Bartlett Police Department. Therefore, all requests for assistance will be handled with the utmost courtesy and promptness and every effort will be made to satisfactorily meet the request.

-

PURPOSE: To provide guidelines for tracking resident information and distributing that information to the appropriate sections of the Department and the Village offices.

I. Block Party Requests

- A. The Block Party Request (Annex I) form will be given to any resident seeking to hold a block party.
- B. The following procedure will be followed in the processing of these requests:
 - 1. Citizen completes form in lobby.
 - 2. Records will forward the request to the Deputy Chief of Operations for approval.
 - 3. After Approval/Denial is determined, the Deputy Chief returns approved request to Records.
 - 4. Block Party Requests are maintained in a binder
 - 5. Contact the requestor informing them to pick up their copy at the station. Make a notation of date, time and who took the message if unable to speak to the requestor.
 - 6. Make three (3) copies of the request and distribute.
 - a. Resident leave copy at front window for pick up
 - b. Public Works- faxed (save fax receipt and file with original request in binder.)
 - c. Sergeant's Office
 - 7. File original in order by month and day of party. (Crime Prevention only wants copies of NNO Parties.)
- C. Requestor is responsible for following all rules listed on the Block Party Request. Requestor should obtain their copy for the day of the party.
- D. If barricades are needed, Public Works will leave them at the corner the day of the party.

II. Parking Regulations

- A. Overnight Regulations
 - 1. Overnight parking is prohibited between 0200-0600 hours every day of the year.
 - 2. Parking in the roadway is prohibited after two (2) inches of snowfall.
 - 3. Exceptions are granted by the Chief of Police or his designee.
 - 4. Permission is granted in special circumstances. Vehicle owners are allowed to call in to the Records Section up to ten nights in a year.
 - 5. Shift Supervisors may grant extended permission in special circumstances.
 - 6. Vehicles called in and/or given permission to stay on the street will be noted on the Overnight Parking Log (Annex II) by Records personnel.
 - 7. A copy of the log will be distributed to PM shift patrol.
- B. Vehicles that are broken down are sometimes called in by the driver and may be left in the street, if they are out of the roadway and pose no traffic hazard. These vehicles are logged into the <u>Overnight Parking Log</u> with the permission of the Shift Supervisor.

III. Watering Regulations Log

A. Regulations

- 1. Residential, commercial and industrial **lawn watering** is allowed on an alternating day schedule to include weekends and holidays.
 - a. Even number addresses water on even number calendar days.
 - b. Odd number addresses water on odd number calendar days.
- 2. Hand-held hose watering can take place at any time for flowers, gardens, trees, shrubs, car washing, children's wading pools (no larger than 5 foot in diameter and 1 foot deep) and newly seeded lawns (until first mowing then odd/even schedule applies).
- 3. Additional watering bans can be placed at any time by the Water Department.
- B. Permits are issued for new sod lawns and sod replacement by the Water Department.
 - 1. Permits only available for areas greater then 500 sq ft.
 - 2. Permit issued for first 10 days with no extensions.
 - 3. Permit must be displayed in window.

IV. Lost/Found Animals

- A. When a resident loses a pet, they may call the Police Department to report it. The clerk will note the information on the Lost/Found Animal Report (Annex V) and will check other reports in case the animal has already been found. The clerk will also check the Impounded Animal Log (Annex VI) in case the animal was picked up by a CSO or officer and impounded per Technical Services Order 504. Request the owner calls back when they find their pet so it may be removed from the reports.
- B. When a resident calls in that they have found an animal the clerk will ask if they intend to hold onto the animal or if they want the police to pick it up. The Bartlett Police Department does not pick up cats, if the caller has found a cat they think is a lost pet, write the information on the Lost/Found Animal Report but instruct the caller no officer/CSO will respond. If the resident is going to keep the animal, the clerk will note the information on the Lost/Found Animal Report and gain approval to give out their phone number in case the owner calls. If they do not want to keep the animal, transfer them to DuComm to have an officer/CSO dispatched.

V. Lost/Stolen License Plates and/or Drivers Licenses

- A. Residents must report the loss or theft of their license plates and/or driver's licenses in order to obtain replacements from the Secretary of State.
- B. Records Clerks will obtain identification from the complainant and contact DuComm for a report number. The Clerk will verify the license plate or driver's license number through LEADS. The information will be documented on the appropriate form, Annex VII for License Plates or Annex VIII for Driver's Licenses. The complainant must sign the form and will then be given a copy.
- C. License plates will be entered into LEADS.
- D. Both license plates and driver's licenses will be entered into the RMS. The Clerk will then scan and destroy the forms.

VI. Speed Enforcement Requests

- A. When a resident requests additional speed enforcement in a specific location in Bartlett, whether on the phone or in person, the Records Clerk will document the information on the Request For Speed Enforcement (Annex IX).
- B. The request will then be forwarded to the Directed Patrol Sergeant for follow up.

VII. Vacation House Watch

- A. As a service to the residents of Bartlett, the Police Department will monitor vacationers' homes when requested. Residents must come into the station and complete a Vacation House Watch (Annex X).
- B. Parents requesting compliance and well-being checks on minor children staying at the residence should read and complete the appropriate section, as well as sign the release.
- C. Records personnel will enter the watch into the RMS Security and Welfare check module and notify the CSOs, Patrol Watch Commanders and Shift Supervisors via the RMS email function. CSOs will update the module when conducting checks. Patrol Watch Commanders and Shift Supervisors will monitor the CSOs entries and checks. In the event a CSO conducting a house watch check should encounter any illegal activity, including minor children holding a party, they will contact the dispatcher and request a sworn officer and the shift supervisor respond.
- D. When a resident returns from vacation, they should contact the Police Department. Records personnel will forward the cancellation information to a CSO to remove the house from the list. Cancel in RMS.

VIII. Child Safety Seat Inspections/Installations

- A. As a service to the residents of Bartlett, the department's certified child safety seat CSO's will inspect and/or install safety seats when requested. Residents must call and request an appointment.
- B. Records personnel will enter the inspection into the schedule and post it above the CSO bin at the Records counter. The following information will be noted on the schedule:
 - 1. Time of appointment
 - 2. Resident's name
 - 3. Resident's phone number
 - 4. Number of cars
 - 5. Number of seats
- C. CSOs will check the schedule upon their arrival for duty and ensure they are available at the scheduled time.
- D. The <u>Child Safety Seat Checklist</u> (Annex XII) will be completed and maintained on file at the department.

IX. Street Lights Out

- A. When a resident notifies a Records Clerk of a non-functioning streetlight it will be documented on the Street Lights Out (Annex XI) form. Officers will also use this form as part of their regular patrol duties and will turn it in to Records whenever a non-functioning streetlight is documented.
- B. The forms will be forwarded to Public Works so the lights can be repaired.

X. Out of Jurisdiction Crash Reports

- A. When a citizen comes into the Police Station to report their involvement in a traffic crash the Records Clerk will verify the location of the crash. If it occurred within the corporate limits of the Village, an officer will be requested through DuComm.
- B. For crashes that occur within the Illinois State Police or the Cook, DuPage or Kane County Sheriff's jurisdiction, the clerk will contact the appropriate agency and request they respond to the Police Station to take the report. For all other jurisdictions, the Records Clerk will direct the citizen to the appropriate agency and will then make notification by telephone to that agency.

XI. Public Works Notifications

- A. The Public Works Department will provide weekly notice to the Records Section of available workers on their after-hours call-out schedule. This will include services from the Water Department, Streets Department and Sewer Department.
- B. Instances requiring after-hours call outs include, but are not limited to; water main breaks, snow and/or ice removal and other road hazards.
- C. The Records Clerk will obtain the Shift Supervisor's approval prior to contacting Public Works.

By order of

Kent Williams Chief of Police Annex I – XII



Numbe	r	C D 20	Date Requested	-
1.	Sidewalks or parkways may be used,	however, no nets, etc.	are allowed across the street. Through st	treets

- are evaluated on a case-by-case basis. Critical thoroughfares may result in denial.
- 2. Block parties may block cul-de-sacs or dead end streets. Blockades must be portable. Emergency vehicles must have immediate access.
- 3. All residents on the street must be invited to or be in agreement to the party.
- 4. Just one (1) person must be in charge. Name, address and telephone number must be supplied to the Police Department. The telephone number must be manned at all times.
- 5. Party is subject to laws (i.e. loud music, disorderly conduct). If a complaint is received regarding minor violations, the Police Department will notify the person in charge with a warning by telephone. If a second complaint or serious violation is received and verified by an officer, you will be requested to have the party disband and/or moved inside.
- 6. Party must be off the street by dark.
- 7. Block parties are only authorized by the Chief of Police or his designee.
- 8. When the resident requests barricades on this form, the Police Department will forward a copy of the approved block party request to Public Works. The Police Department does not guarantee the placement of barricades and accepts no responsibility for the roads being barricaded.
- 9. When the resident requests the Police or Fire department to visit the block party, they must check the box at the bottom. The resident must contact the Fire Department directly at 630-837-3701.
- 10. The person in charge (listed below) is responsible for clean up of the area after the block party. ALL DEBRIS MUST BE REMOVED AT THE END OF THE BLOCK PARTY.
- 11. The following information must be completed and will be kept on file at the Police Department.

Last Name	First Name	Stre	et Address				
Street location of block part	y		D	ate of block party			
Telephone Number (must be	e manned during	block party)					
Date Approved			Signature of Chief/Designee				
Date Denied			nature of Chief/Desig	nee			
Reason for denial							
Barricades requested:	Yes	No	Time Requested	<u> </u>			
Police/Fire Dept Visit: Yes □ No			Time Requested				
Copy: Poli	ce Department (Se	rgeant's Office)	Resident	Public Works			



LOST/FOUND ANIMAL REPORT

DATE:			
DATE L	.OST/FOUND:		6(10
TYPE C	OF ANIMAL: DOG / CAT	OTHER:	
Descrip	tion of Animal:		
	Female / Male		
	Breed:		
.adds.	Name:		11 33
	Age:	_	
	Micro Chip:	Collar:	
	Color/Markings:		
Cats:	Claws: Yes / No	Hair: Short / Long	A
			(3,7)
Own	er Info:	Finden lufe.	5
		Finder Info:	1
	2:	,	
	ess:		
Phone	e:	Phone:	
		Release Phone Nu	mber: Yes / No
	11	Location of Pickup	o:
	7 2		



Clerical Operating Procedures 804

IMPOUNDED ANIMAL LOG

DATE TOT DUPAGE STAR #									
DATE TOT OWNER/ STAR #									
DATE TOT KENNEL/ STAR #									
TICKETS									
LOCATION FOUND									
COLLAR INFO	×								
BREED DESCRIPTION									
u									
Σ									
REPORT #						++			



REQUEST FOR SPEED ENFORCEMENT

Date Received	By		
Location of Request			
Person Requesting			
Home Telephone			
Work Telephone			
Date and Time Placed	By		
	By		

Submit to the Traffic Unit Sergeant



VACATION HOUSE WATCH



RESIDENT INFORMATION	OTHER INFORMATION
Name:	Date/Time Leaving:
Address:	Date/Time Returning:
Phone: Emergency Phone:	Animal(s) in house? YO NO
Alarm Company Name: Ph	one Number: Paper Discontinued? YO NO Mail Discontinued? YO NO
Lighting Timer(s)? YO NO If Yes, Location(s):
Motion Light(s)? YO NO If Yes, Location(s):	
EMERGENCY CONTACTS	VEHICLE INFORMATION
Person Watching House:	Vehicle Year: Location: □Garage/Driveway□
Address:	Make: Model:
Telephone:	Color:
Allowed on Premise? YO NO Has Key to Pr	emise? YO NO License Number:
ADDITIONAL EMERGENCY CONTACTS	VEHICLE INFORMATION
Person Watching House:	Vehicle Year: Location: □Garage/Driveway□
Address:	Make: Model:
Telephone:	Color:
Allowed on Premise? YO NO Has Key to Pr	emise? YO NO License Number:
ADDITION A	LINFORMATION
	t if Applicable
	complete occasional checks on my home during this
Vacation House Watch period. I authorize the l the well being of my children who will be stay	Bartlett Police Department to conduct these checks on
Minor Child's Name(s)	Age(s)
[If this section is checked, it is suggested you	
CLAIMS FOR DAMAGES SUSTAINED AT	BARTLETT POLICE DEPARTMENT FROM ANY THE ABOVE-MENTIONED RESIDENCE WHILE I HOLD THEM LIABLE IF DAMAGES DO OCCUR.
Date	Signature
Cc: Vacation Watch Log Book	
Shift Commanders/Shift Sergeants	PLEASE CALL US WHEN YOU RETURN!

DATE	TIME	OFFICER	COMMENTS - UNUSUAL CONDITIONS
			£1

DATE OF RETURN _____

Date

To: Public Works	
From: Police Department	

Officer



Star #

VILLAGE OF BARTLETT - DEPARTMENT OF POLICE

Child Safety Seat Checklist 228 South Main Street • Bartlett • Illinois • 60103

	Requeste	r's Inf	ormatic	on	
Requester's Name: _			Rela	tionship to	Child:
Home Address:		He	me Telepi	hone: () -
City:	State: Zip Code:				
	Child?				
Child Age:	Child Weigh	É:	Chil	d Height:	
Expectant Mother?:	Not Applicable	Yes 1	Due Date:		
	Vehicle	2 Infor	mation		
Vehicle Year:	Vehicle Make:		Vehi	cle Model:	
Passenger Air Bag:	Yes	No Disab	led:	Yes	No
Passenger Air Bag: _ On/Off Switch: _ Type of Latch Plate: _	Yes No	Side Impo	ct Air Bag	51	YesNe
Type of Latch Plate: _	Locking	_ L/W Loc	king	_Sliding _	Sewn-On
Type of Retractor:	ALR	ELR	Switc	hable	None
	Waive	r of Li	ability		
I understand and agree that the sole purpose of this program is to help reduce the incident of the improper installation of child safety seats; that this inspection is being provided as a free service to me; that this program cannot fully evaluate the quality, safety, or condition of the car safety seat, the car safety seat provided, or any component of my vehicle, including the seats or safety belts; and that this program cannot guarantee my child's safety in a crash. For these reasons, I hereby release any program participants from any present or future liability for any injuries or dangers that may result from a vehicle collision or otherwise.					
Participant's Signatu	re:				
Technician:		S	tar Numb	er:	
gantite's	Date of Inspection:				•

	- 4	Chile	l Safety Seat—Seatil	ng Position I	nformation
			D=Driver X = Position Seat Arrived In M = Position Seat Moved To N =New Install		
			Child Safety Sec	at Informatic	on .
Гуре	of Seat:		Rear Facing—Only Forward Facing—Only Booster Seat [Child +40] Shield Booster		
Seat N	Lake:		Evenflo Centur Fisher Price Graco	Cos	scoBritax
Mode	Numb	er:	Date o	of Manufacture:	
	nstalled int Seat		With Child Present Used With a Base	Without C	hild Present out a Base
Rec:	all Stati	1151	RecalledNot Recalled		Unknown
9 1					
			Child Safety S	eat Checklis	t - I - I - I - I - I - I - I - I - I -
Yes	No	N/A	Check Item		Corrective Action
Yes	No	N/A			·
Ves	No	N/A	Check Item		·
Ves	No	N/A	Check Item Meets FMVSS 213		·
Ves	No	N/A	Check Item Meets FMVSS 213 Seat involved in a CRASH		·
Yes	No	N/A	Check Item Meets FACVSS 213 Seaf involved in a CRASH Seaf in Front of Air Bag	Veight-Height Range	·
Yes	No No	N/A	Check Item Meets FMVSS 213 Seaf involved in a CRASH Seaf in Front of Air Bag Child Within Mfr.'s Recommended V Seaf Facing Correct Direction for Ag	Veight-Height Range e-Weight [AAP	·
Yes	No No	N/A	Check Item Meets FMVSS 213 Seat involved in a CRASH Seat in Front of Air Bag Child Within Mfr.'s Recommended V Seat Facing Correct Direction for Ag Recommendations Seat Reclined to Appropriate Angle (Veight-Height Range e-Weight [AAP Approx 30-45 Degrees	·
Yes	No	N/A	Check Item Meets FMVSS 213 Seat involved in a CRASH Seat in Front of Air Bag Child Within Mfr.'s Recommended V Seat Facing Correct Direction for Ag Recommendations Seat Reclined to Appropriate Angle (from Vertical)	Veight Height Range e-Weight [AAP Approx 30-45 Degrees	·
Yes	No No	N/A	Check Item Meets FMVSS 213 Seaf involved in a CRASH Seaf in Front of Air Bag Child Within Mfr.'s Recommended V Seaf Facing Correct Direction for Ag Recommendations] Seaf Reclined to Appropriate Angle [from Vertical] Harness Straps Snug [One Finger Te	Veight-Height Range e-Weight [AAP Approx 30-45 Degrees st] quired by instructions]	·
Yes	No No	N/A	Check Item Meets FMVSS 213 Seat involved in a CRASH Seat in Front of Air Bag Child Within Mir.'s Recommended V Seat Facing Correct Direction for Ag Recommendations Seat Reclined to Appropriate Angle [from Vertical] Harness Straps Snug [One Finger Te Harness Retainer Clip Present [If Re	Veight Height Range e-Weight [AAP Approx 30-45 Degrees st] quired by instructions]	·
Yes	No No	N/A	Check Item Meets FMVSS 213 Seaf involved in a CRASH Seaf in Front of Air Bag Child Within Mfr.'s Recommended V Seaf Facing Correct Direction for Ag Recommendations] Seaf Reclined to Appropriate Angle [from Vertical] Harness Straps Snug [One Finger Te Harness Retainer Clip Present [If Re Harness Retainer Clip Threaded Cor	Veight Height Range e-Weight [AAP Approx 30-45 Degrees st] quired by instructions]	·
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Subject: Bartlett Warning System Clerical Operating Procedures 805

Issued: March 26, 1996 Effective Date: March 26, 1996 Termination Date: N/A

mination Date: N/A Reference CA

Amended Date: August 25, 2017

Rescinds: Memorandum 701

Reference CALEA Standards:

41.2.4, 46.1.2

PURPOSE:

To provide guidance to the Village of Bartlett for the activation of community outdoor warning systems. When life threatening weather conditions are known and present, outdoor warning sirens should be activated with as much advanced notice as practical and in accordance with these guidelines. This guidance is not a policy statement but rather is presented to serve as a foundation on which a common approach can be used to provide warning of impending danger to the residents of the community.

I. Legal Basis for Warning

- A. The issuance of warning, and the approved signals that are used to convey that warning, as well as the procedures used to test those systems, are based on the authority provided by Federal and State Law and supporting guidance documents.
- B Pursuant to the provisions of the Federal Civil Defense Act (Public Law 81-920), which is the basis for the Civil Defense, or as it is now called the "Emergency Management" program, Civil Defense is defined as:
 - "...those activities and measures designed or undertaken (1) to minimize the effects upon the civilian population caused or which would be caused by an attack upon the United States or by a natural disaster, (2) to deal with the immediate emergency conditions which would be created by any such attack or natural disaster and (3) to effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by any such attack or natural disaster. Such term will include, but will not be limited to (A) measures to be taken in preparation for anticipated attack or natural disaster (including...the provision of suitable warning systems)."
- C. The statement charges federal, state and local agencies with developing and maintaining the capability of warning the civilian population of impending disasters. This definition and statement is further described in the FEMA document CPG (Civil Preparedness Guide) 1-5. This document, entitled "Objectives for Local Emergency Management", is the federal foundation which outlines the key elements of a local emergency management program.
- D. CPG 105, Objective D (Alerting and Warning) clearly states:
 - "The objective is to develop and maintain a capability to alert public officials and emergency response personnel and warn the general public of an actual or impending emergency."
- E. While the reference above relates to federal law, the Illinois Emergency Services and Disaster Act (Public Act 85-1027) further clarifies and assigns these responsibilities to units of local government. The ESDA Act defines "Emergency Services" as:
 - "...the coordination of such functions by the State and its political subdivision, other than functions for which military forces are primarily responsible, as may be necessary and proper to prevent, minimize, repair, and alleviate injury and damage resulting from any natural or technological causes. These functions include, without limitation...warning services, communications...together with all other activities necessary or incidental to protecting life or property."
- F. Providing effective warning is accomplished by a variety of warning systems, which emanate from the federal government level and ultimately rest on the local level.

II. Local Warning Systems

- A. The local government portion of the warning system includes local government controlled warning and/or communications systems used for fan-out of warning and emergency information to local government officials, the general public, schools and institutions which are within the government's area of responsibility. These systems include outdoor and indoor warning systems supported by the Emergency Broadcast System (EBS).
- B. The outdoor warning system includes: sirens, whistles, horns, and public address systems used to warn residents who are outdoors when a warning is given.
- C. Standardized warning signals for outdoor warning devices have been established by FEMA. These standardized signals are used to alert the public and indicate survival action to be taken in an emergency. These signals are *Attack Warning* and the *Attention or Alert Warning* signals.
 - 1. "Attack Warning Signal": An attack warning is a 3 to 5 minute wavering tone or siren, or a series of short blasts on horns or other devices. The ATTACK WARNING signal means an actual attack or detected missile launch against the United States has been detected and protective action should be taken immediately. The ATTACK WARNING will be repeated as often as deemed necessary by local government authorities to obtain the required response by the population, including taking protective action related to the arrival of fallout. Per federal guidance, "this signal will be used for no other purpose and will have no other meaning."
 - 2. "Attention or Alert Warning Signal": An ATTENTION or ALERT WARNING signal is a 3 to 5 minute steady signal from sirens, horns, or other devices. This signal may be used as authorized by local government officials to alert the public of peacetime emergencies. In addition to any other meaning or requirement for action as determined by local government officials, the ATTENTION or ALERT WARNING signal will indicate to all persons..."turn on your radio or television and listen for essential emergency information".
- D. The indoor warning systems are necessary for a well-balanced warning system. Outdoor warning systems may not be effective for warning in air conditioned buildings and it is not economical to use such devices in areas of low density population. Indoor warning systems include: commercial broadcast radio and television stations, cable television override systems, tone activated radio receivers, and public address systems.
- E. The EBS, as a component of the indoor warning system, provides a means for local government to provide timely emergency warning and instructions to residents through the use of commercial radio and television. The EBS should be activated whenever a warning is disseminated to provide specific warning information.
- F. "Thor-Guard" is a system which detects lightening activity over one mile away; the distance may be further depending on atmospheric conditions. This system is automatic and does not require police monitoring. When the warning system sounds, there are three siren blasts at the following locations:
 - 1. Bartlett Hills Country Club (Village owned)
 - 2. Ruzicka Field (Village owned)
 - 3. Koehler Field (Village owned)
 - 4. Apple Orchard Golf Course (Park District owned)

III. System Tests

A. Frequency of Test

- FEMA recommends regularly scheduled tests of warning systems accompanied by advance
 publicity to inform the public of the test. FEMA also recommends testing once a month, at a
 minimum.
- 2. The Illinois Emergency Services and Disaster Act of 1988 specifically indicates:

"... the testing of disaster warning devices, including outdoor warning sirens, will be held only on the first Tuesday of each month at 10 o'clock in the morning and during disaster training exercises that are specifically and expressly approved in advance by the Illinois Emergency Service and Disaster Agency."

B. Test Procedures

1. Federal guidance indicates that monthly warning system tests should occur in the following manner:

"The ATTENTION OR ALERT signal should be sounded for 1 minute."

2. This testing procedure will establish a test exercise pattern different from that used in actual emergency, when the ATTENTION /ALERT or the ATTACK WARNING signal will be sounded for 3 to 5 minutes.

C. Emergency Phone and Sirens

- 1. The Emergency Siren testing procedure is conducted by DuComm on the first Tuesday of every month at 1000 hours.
- 2. It is especially important that local warning systems be tested on a periodic basis to be certain they are operating properly and to help the public learn to recognize warning signals.

D.		
	1.	The is used by municipalities in DuPage County during periods of emergency
		or disaster. The will be used to transmit status reports and should be especially monitored during inclement weather.
	2.	The system is tested every other Tuesday at 0630 hours.
	3.	Roll Call Procedures: During testing periods and weather emergencies, will conduct
		a test roll call. The is located on the top shelf of the Records area under the
		Supervisor's window. The on-duty Clerk will
E.		
Ŀ,	1	The is used by Kana County agencies for evisionistical and inclusive the TI
	1,	The is used by Kane County agencies for crisis situations and inclement weather. The
		Kane County should be monitored whenever possible especially during
	_	inclement weather conditions.
	2.	The system is tested periodically throughout the month.
	3.	
	4.	When the yellow light appears, the Records Clerk will

IV. Emergency Activation of Warning Systems for Severe Weather (41.2.4)

- A. <u>Activation Criteria:</u> During a severe weather incident, local warning systems should be activated if:
 - 1. A tornado or funnel cloud aloft is reported within 5 miles of the Tri-Village communities. This 5-mile perimeter should be extended geographically around the perimeter of the communities from the farthest northern edge to the farthest southern edge at minimum.
 - 2. A <u>confirmed</u> sighting of a tornado or funnel cloud aloft by a trained municipal or county employee or trained "Skywarn" Weather Spotter.
 - a. A <u>confirmed</u> sighting is defined as a sighting that is observed by a trained municipal or county employee, or a trained "Skywarn" Weather Spotter.

- b. An <u>unconfirmed</u> sighting is a report that is received from one or more members of the general public. A radio equipped municipal vehicle should be dispatched to investigate an unconfirmed report, and determine whether that report is valid or not. Confirmation of the sighting will result in a <u>confirmed</u> sighting report by the governmental employee.
- 3. The receipt of a tornado warning, issued by the National Weather Service, including the community.
- 4. Reports of significant ongoing storm damage (i.e. uprooted trees, structural damage, multiple broken windows, de-roofings) secondary to storm-related winds.
- C. <u>Activation Procedure:</u> Following the occurrence of a weather event meeting the above criteria, DuComm should activate the outdoor warning system. If DuComm cannot, for any reason, activate the siren system, emergency back up operations procedures for DuComm will be followed. DuComm has several agencies equipped with emergency activation equipment. Bartlett does not have the equipment.
 - 1. Once activated, the warning system should not be re-sounded for the same storm or sighting.
 - 2. The warning system should be re-sounded for any new confirmed sighting that meets the activation criteria described above.
 - 3. Residents inquiring what to do when the sirens are sounded should be advised to take cover and to monitor commercial radio and television for further weather information.
 - 4. Upon activation, Command Staff and the Village Administrator will be notified by the Shift Supervisor.
- D. <u>"All Clear Procedure"</u>: In keeping with the policy of the National Weather Service, the issuance of an "all clear" statement will not be issued by a local government.
 - 1. Severe weather watches, whether Severe Thunderstorm or Tornado, are traditionally issued for a period of six hours. The Weather Service may terminate a "watch" early if weather conditions change and the threat of severe weather no longer exists.
 - 2. Severe weather warnings, whether Severe Thunderstorm or Tornado, are traditionally issued for a period of one hour. Warnings are usually allowed to expire on their own without early termination by the Weather Service.
 - 3. Residents requesting "all clear" information should be advised to monitor commercial radio and television for further weather information, but local government will not issue an "all clear" statement.
 - 4. No activation of outdoor warning signals should be used to signify the "watch" termination or any kind of "all clear" advisory.

By Order of

Patrick Ullrich Chief of Police

Annex I



Subject: Criminal History Dissemination

Issued: July 27, 1997

Effective Date: July 27, 1997 Termination Date: N/A

Clerical Operating Procedures 806

Rescinds: COP 97-02

Reference CALEA Standards:

54.1.1, 82.1.1 Related Directives:

Amended Date: November 3, 2015 A0119, CO808

POLICY:

It will be the policy of the Bartlett Police Department to release criminal history records and information

in accordance with Federal and State laws and the Illinois State Police LEADS agreement.

PURPOSE:

To establish guidelines in relation to the release of information to the public, other criminal justice

agencies and attorneys.

I. Definitions

A. Freedom of Information Act (FOIA): 5 ILCS 140 regulates the release of information.

- B <u>Criminal History Record Information (CHRI):</u> Any record that summarizes an individual's arrest/conviction record. Additionally, Title 28 (Code of Federal Regulations) further identifies wanted posters, chronological arrest records, subject in process information and executive clemency information.
- C. <u>Criminal Justice Agency</u>: Courts and any government agency or sub-unit thereof which performs the administration of criminal justice pursuant to a statute or executive order and which allocates a substantial part of its annual budget to the administration of criminal justice.
- D. <u>National Crime Information Center (N.C.I.C.)</u>: Maintained by the Federal Bureau of Investigation and is used for the purpose of exchanging computerized criminal history information. (CCH).
- E. <u>Law Enforcement Agency Data System</u> (LEADS): Operated by the Illinois State Police, criminal history records are maintained within this database for the state of Illinois.
- F. <u>Complete CHRI</u>: Fully identifies an individual, the crime for which the person is wanted or suspected of perpetrating, and if arrested the disposition.
- G. <u>Incomplete CHRI:</u> Criminal History Records Information that is absent a disposition.
- H. <u>Public Body:</u> Means any legislative, executive, administrative or advisory bodies of the State, state universities and colleges, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees, or commissions of this state.
- I. <u>Person:</u> Any individual, corporation, partnership, firm, organization, or association, acting individually or as a group.
- J. <u>Copying:</u> The reproduction of any public records by means of any photographic, electronic, mechanical or other process, device or means.

II. Restrictions

- A. Only those members of the Bartlett Police Department who have received **full** certification from the Illinois State Police in the use and operation of LEADS will be authorized to run criminal histories.
- B. Criminal histories will only be run for the following reasons:
 - 1. Background investigations for employment by the Department.
 - 2. Following an arrest for Class B or higher misdemeanor or felony.
 - 3. As part of an ongoing criminal investigation that is conducted by a sworn officer.
 - 4. For use by an arresting officer for the purposes of court testimony, bond hearings, or in the obtaining of a warrant.
- C. Officer(s) requesting a computerized criminal history will supply the Records Clerk with a case number.

 NO criminal history will be run without a case number.
- D. Background Investigations
 - 1. Officers assigned background investigations for the purpose of a pre-employment check will obtain a case number from the dispatch center using the code of "Background Investigation. This case number would be entered along with a "I" in the purpose section. Pre-employment criminal history information will be maintained with the completed Background Investigation per the Police and Fire Commission rules. At no time will a criminal history record be discarded in a trash receptacle.
 - 2. Officers conducting a background investigation, as part of an ongoing criminal investigation, will utilize the case number assigned to the incident.

II. Dissemination of Information

- A. Only those personnel assigned to the Records Section can disseminate criminal history information. Dissemination may include the existence or non-existence of criminal history information. Use of the information by a member of the Bartlett Police Department in connection with official duties does not constitute dissemination.
- B. The following agencies and personnel are authorized to receive conviction and non-conviction information:
 - 1. Any member of the Bartlett Police Department in the normal course of their duties.
 - 2. Any peace officer of a duly constituted criminal justice agency. Peace Officer is defined as "any person who by virtue of his office or public employment is vested by law with a duty to maintain public order or to make arrests for offenses, whether that duty extends to all offenses or is limited to specific offenses" as defined in 720 ILCS 5/2-13. Courts and correctional agencies are included. The following is a list of peace officers but is not all-inclusive.
 - a. All state, county, and municipal police officers
 - b. Railroad Police
 - c. University Police
 - d. Illinois State Police Division of Criminal Investigation
 - e. Chicago Sanitary District Police
 - f. Community College Police
 - g. Agents, Federal Bureau of Investigation
 - h. Agents, Bureau of Alcohol, Tobacco & Firearms
 - i. Agents, Immigration and Customs Enforcement
 - j. Agents, Drug Enforcement Administration
 - k. United States Marshals and Deputy Marshals
 - 1. United States Secret Service
 - m. U. S. Postal Inspectors
 - n. Probation and Parole Officers
 - o. Judges and State's Attorneys
 - p. Department of Defense Investigative Service

- 3. Non-criminal justices agency or individuals will not have access to the information. They must submit a request to the Illinois State Police Bureau of Identification,
 - Illinois 60431. They are only entitled to conviction information and must submit an original Illinois State Police request form (Annex I Sample ISP6-405B and Instructions).
 - a. Section 504 of Title 10 of the United States Code provides that no person who has been convicted of a felony may enlist in the Armed Forces. Armed Forces recruiters have access to **conviction data only.** Non-conviction data consists of the following:
 - 1. The police have elected not to refer a matter to prosecution.
 - 2. A prosecutor has elected not to commence criminal proceedings.
 - 3. Proceedings have been indefinitely postponed.
 - 4. The charges have been dismissed or there has been an acquittal.
 - 5. Arrest records without dispositions if a year has elapsed and no active prosecution is pending.
 - 6. Charges were Dismissed for Want of Prosecution (D.W.P), Stricken with Leave to Reinstate (S.O.L.), or Nolle Prosecuted.
 - b. Dissemination of non-conviction data must be limited to criminal justice agencies where the information is to be used for the administration of criminal justice purposes and /or criminal justice agency employment.
- C. Public Disclosure, News Media: (54.1.1.e)
 - 1. Criminal Justice agencies are not prohibited from confirming prior criminal history information to the news media as long as there is a conviction. The inquiry must be specific. Blanket requests will not be honored.
 - 2. It is allowable for persons authorized by the Chief of Police to confirm certain matters of prior criminal record information upon a specific inquiry. Example: "Was Citizen X arrested by the Bartlett Police in December 1995?" This type of question can be answered.
 - 3. All releases to the news media will be handled in accordance with Administrative Order 119.
 - 4. Under no circumstances will juvenile records be released. Any request for the release of juvenile criminal history information will be referred to the Investigations Commander.
 - 5. A detainee's constitutional right to privacy:
 - a. Adult Detainee only name, address, and the charge for being held may be released upon request.
 - b. Juvenile Detainee no information can be released except to the detainee's parent or legal guardian.

By order of:

Kent Williams Chief of Police

Annex I



Subject: Arrest Records/

Processing

Issued: January 24, 1997 Effective Date: January 24, 1997

Termination Date: N/A

Clerical Operating Procedures 807

Rescinds: COP 97-03, 97-11

Reference CALEA Standards:

82.3.6

Related Directives:

Amended Date: November 3, 2015 COP802, COP808

POLICY:

It will be the policy of the Bartlett Police Department to create and maintain court files for all arrests made. These court files will be processed, filed, and maintained in the Records Section until transferred to storage discs.

PURPOSE:

The purpose of this policy is to keep an accurate record of all subjects arrested and processed by the Bartlett Police Department in accordance with state laws governing these procedures. This policy will also provide guidelines for the processing of all court files maintained by the Records Section.

I. Bartlett Police Department Arrestee Number (82.3.6)

A. All subjects arrested for a misdemeanor or felony by the Bartlett Police Department will be assigned a number, which is known as a "BA" number that will be a unique permanent identifier for that individual subject.

B. Assignment of Local Number:

- Before assigning a number, the Clerk must check to see if a number already exists for the arrestee. This may be done by checking prior RMS entry for arrestee or if computers are not available, Rolodex for BA numbers.
- 2. If a number does exist, then that number must be used.
- 3. If a number must be assigned, the next available number in the local arrestee logbook will be used.
- 4. There are two local arrestee logbooks in use, an adult and a juvenile logbook. The clerk must insure the correct numbers are assigned from the right book.
- 5. Local arrestee numbers need not be assigned a subject receiving a Local Ordinance Citation or a Traffic Citation.

C. <u>Documentation of Local Number:</u>

- The local arrestee logbook.
- 2. The photo I.D. Rolodex card.
- 3. On back of photograph.
- 4. On cover of court file.
- 5. On fingerprint card.
- 6. In the RMS database under arrest identifiers.

D. Use of Local Number:

- 1. The local arrestee number will be used in order to identify subjects arrested by this Department. This number will appear on a subject's criminal history as taken from the arrest print card submitted to the Bureau of Identification. This number will also appear on the state's attorney and court clerk disposition sheets.
- 2. This number will also be used by the Department for various RMS checks.

II. Criminal Arrest Court Files

A. Adult Arrest

- 1. Remove the entire contents of the court file.
- 2. Verify that all required documents are in the file.
- 3. Locate the fingerprint cards and check that the information is correct and complete. If a five-part fingerprint card was used, the officer should have prepared a cheat sheet with all necessary information. Check all data for correctness and completeness. Type five-part if required and disseminate according to ISP guidelines.
- 4. Check Rolodex for previous arrest. If one exists enter new arrest information. If no card exists, type Rolodex card.
- 5. Enter BA number on back of court file in red on required line.
- 6. Locate court disposition sheet, verify court date and initial front of court file, file disposition sheet in correct county disposition file in black box.
- Mail copies of arrest report to States Attorneys (all counties) with states attorney copy of the fingerprint card attached.

B. Juvenile Arrest

- 1. Remove the entire contents of the court file.
- Verify that all required documents are in the file.
- Locate juvenile Livescan card.
 - a. A juvenile Livescan card is used.
 - b. Mail fingerprints to B of I.
 - c. Mail a copy of Data Sheet, fingerprints, S.A. copy and copy of report to juvenile S.A.
 - d. Mail circuit clerk's copy of fingerprints.

II. Local Ordinance Arrest Court Files

- A. Local Ordinance Arrests (with court file)
 - 1. Remove entire contents of the court file.
 - Locate court disposition sheet, verify court date and initial front of court file, file disposition sheet in correct county disposition file in black box.
 - 3. Include goldenrod copy of LO ticket in jacket, file pink copy, and transmit white copy to Cook County (See Clerical Operating Procedures 802 Ticket Processing)
 - 4. All Local Ordinance tickets must be clerked.
 - 5. Enter ticket into ticket module.

B. Local Ordinance Arrest (without court file)

- 1. Attach goldenrod copy of ticket to report. If no report, the ticket is considered the report and must be processed to include entry into RMS incident and arrest modules.
- 2. Locate court disposition sheet, verify court date and file disposition sheet in correct county disposition file in black box.
- File pink copy and transmit white copy to Cook County (Clerical Operating Procedures 802 Ticket Processing).
- All Local Ordinance tickets must be clerked.
- 5. Enter ticket into ticket module.

III. Traffic Crash Court Files

- A. Court files are used for fatal traffic crashes, serious injury crashes or other crashes considered serious by the investigating officer, regardless of an arrest being made or not.
- B. Processing
 - 1. Remove entire contents of the court file.
 - If there is an arrest, process according to Criminal Arrest Court files.
 - 3. If a ticket was issued:
 - a. Locate court disposition sheet, verify court date and initial front of court file, file disposition sheet in correct county disposition file in black box. (DuPage County court dates are TBA place in pending section).
 - b. Make three (3) copies of the crash report and distribute:
 - 1) Administration
 - 2) IDOT
 - 3) Records file

IV. Traffic Arrests

- A. Suspended Driver's License/Revoked Driver's License/No Valid Driver's License.
 - 1. Remove entire contents of the court file.
 - 2. Process as above for Criminal Arrests.
 - 3. If traffic offense is involved then a Drivers Abstract will be requested from the Secretary of State (SOS) as follows:
 - a. Gold Seal Copy for DWLS and DWLR
 - b. Certified Copy for all other traffic offenses
- B. Driving Under the Influence (DUI).
 - 1. Remove entire contents of the court file.
 - 2. Process as above for Criminal Arrests.
 - Verify all information on the <u>Sworn Report/Warning to Motorist</u> is accurate and complete. The
 words "long form" cannot be put in the area where citation number/court case number should
 appear. A ticket number or court case number must be used.
 - 4. Warning to Motorist/Sworn Report distribution (as marked on bottom of each sheet):
 - a. Mail Warning to Motorist/Sworn Report to Illinois Secretary of State in designated green envelope.
 - b. Court clerk copies sent with original bond receipt and complaints or tickets
 - c. Department copies retained in court file
 - d. Zero Tolerance reports will remain in court file/only the copy marked. Secretary of State will be sent, this is an administrative charge.
 - e. If awaiting lab reports place entire document in the bond box until the results arrive. At that time return document to officer with the test results so he/she may complete their report. Do not hold rest of paper work when waiting for lab results. Send all bond receipts, complaints, etc to court when working the jacket. Test results will be sent later.

V. General Court File Guidelines

- A. Make sure all the pertinent entries are recorded on the face of the court file.
 - 1. Photo I.D. number
 - 2. Local arrestee number
 - 3. Check if disposition sheet was filed
 - Date fingerprint cards sent out
 - 5. Date States Attorney copies sent out
 - 6. Date drivers abstract was sent

- B. Completed court files will contain the following documents:
 - 1. Copy of report (i.e. Incident/Offense Report 10-50 DUI)
 - 2. Copy of <u>Supplementary</u> reports attached to original <u>Incident/Offense Report</u> in order of date written.
 - 3. Original complaints and warrants.
 - 4. Witness statements, confessions, Miranda Warnings (originals)
 - 5. Prisoner property inventory sheets, meal waivers, if needed.
 - 6. No photographs may be kept in a court file. All photographs must be placed in evidence.
 - 7. Criminal Histories run at the time of arrest will be placed in the court file jacket. Dissemination is in accordance with Clerical Operating Procedures 808.
- C. Original documents added to and maintained in court files are:
 - 1. Subpoenas
 - 2. Notice of Trial
 - 3. Lab reports
 - 4. Insurance company request
 - 5. Reports from other agencies, such as D.C.F.S.
 - 6. Coroner reports.

By order of:

Kent Williams Chief of Police



Subject: Release of Records/F.O.I.A.

Clerical Operating Procedures 808

Issued: July 27, 1997

Effective Date: July 27, 1997 **Termination Date: N/A**

Rescinds: COP 97-02

Reference CALEA Standards:

54.1.1, 82.1.1 **Related Directives:** A0119, C0806

Amended Date: November 3, 2015

It will be the policy of the Bartlett Police Department to release records and information in accordance

with Federal and State laws and the Illinois State Police LEADS agreement.

PURPOSE:

POLICY:

To establish the guidelines and procedures for handling and processing requests for copies of police records and reports from the public or any person, and to maintain a log of these requests. To establish guidelines in relation to the release of information to the public, other criminal justice agencies and attorneys. Criminal History dissemination can be found in Clerical Operating Procedures 806.

I. **Definitions**

- A. Freedom of Information Act (FOIA): 5 ILCS 140 regulates the release of information.
- В Criminal History Record Information (CHRI): Any record that summarizes an individual's arrest/conviction record. Additionally, Title 28 (Code of Federal Regulations) further identifies wanted posters, chronological arrest records, subject in process information and executive clemency information.
- C. Criminal Justice Agency: Courts and any government agency or sub-unit thereof which performs the administration of criminal justice pursuant to a statute or executive order and which allocates a substantial part of its annual budget to the administration of criminal justice.
- D. National Crime Information Center (N.C.I.C.): Maintained by the Federal Bureau of Investigation and is used for the purpose of exchanging computerized criminal history information, (CCH).
- E. Law Enforcement Agency Data System (LEADS): Operated by the Illinois State Police, criminal history records are maintained within this database for the state of Illinois.
- F. Administrative Records: Any of the day-to-day business records of the Police Department.
- G. Detective/Investigative Records: Any records that deal with the detection and investigation of crime. This includes, but is not limited to; reports, supplemental reports, station complaints, informational reports, and investigative memos.
- H. Public Records: All records, reports, forms, writing, letters, memorandums, books, papers, maps, photographs, microfilm, cards, tapes, recordings, electronic data processing records, recorded information, and all other documentary materials that have been prepared, used, received, possessed, or under the control of any public body.
- I. Public Body: Means any legislative, executive, administrative or advisory bodies of the State, state universities and colleges, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees, or commissions of this state.
- J. Person: Any individual, corporation, partnership, firm, organization, or association, acting individually or as a group.
- K. Copying: The reproduction of any public records by means of any photographic, electronic, mechanical or other process, device or means.

II. Immediate Release Records (82.1.1.c)

- A. Crash Reports: any person involved in an accident (or owner of the vehicle) is entitled to a copy of the police crash report form at a cost of \$5.00.
- B. Victim Of A Domestic Who Is Filing An Order Of Protection: Release a copy of the report to the victim at "no charge". The victim should complete the <u>Request for Public Records under the Freedom of Information Act form (Annex I).</u>
- C. All other report information may be released within five (5) working days according to the rules and regulations of the Freedom of Information Act following the process below.

III. Freedom Of Information Process (82.1.1.c)

A. Requests

- 1. Requests are received via internet, in person at the Police Department, or at the Main Office by completing the Request for Public Records under the Freedom of Information Act form.
- 2. Requests are also received in writing from insurance companies, attorneys, etc. in the mail. These are a part of the "Mail Box" process outlined in Clerical Operating Procedures 801 Shift Procedures and are put in the "report request" box.
- 3. Faxed requests are accepted, the original signed request must be submitted upon receipt/payment of records.
- 4. Insurance companies are to put their requests on their letterhead or other business form indicating the name of the person they represent. If they come to the window, they must complete the Request for Public Records under the Freedom of Information Act form and then fax a copy of their business request before releasing the report. Attorneys at the window, if necessary, will be referred to the Records Supervisor or another Shift Supervisor/Command Officer.

B. Freedom of Information Log

- 1. Each request is assigned a number by using the next sequential number in the Freedom of Information Act Log (Annex III).
- 2. Write in the log #, the report # (if known), the type of report (i.e. Traffic Crash, assist etc), the requestor's name and company name if applicable, the relation code, and the date received.
- 3. When using **Annex II**, the form letter, log the FOI in and out to be noted as "sent letter for more info" or "not our Jurisdiction".

C. Copies

- 1. Find report and make a copy. Do not use duplexing. Copy one side only. Return original to file.
- 2. Traffic Crash reports for insurance claims can be completely processed at this time. Redact all citation information, witness information, and any opinions by officer. If a criminal offense is involved, forward to the Records Supervisor.
- 3. All other report requests will be turned over to the Records Supervisor for review.
- D. Supervisory Review: The Records Section Supervisor will review all requests. The supervisor will approve, redact, or deny, and then complete the request form for monies due. In the absence of the Records Section Supervisor, a Records Clerk trained to interpret the Freedom of Information process will be designated to perform this process.
- E. The FOIA Officer (Community Development) is given the original Freedom of Information request. The Clerk will indicate on the form what the charge is for the copies, but the Community Development is responsible for collecting/refunding the monies.
- F. Log Out: Complete the logging by putting the replied date under the date rec'd, the release status (F=full, P=partial/redacted, D=denied) and/or the reason for denial, and the "Released by #."

G. Distribution

- 1. Copies are made of any redacted reports, denial forms, and the request form. If the report is released in full, only make a copy of the request form.
- 2. Do not fax reports unless approved by a supervisor.
- 3. Original FOI request and a copy of the report (staple) and forward to Community Development FOI Officer.
- 4. Records files will contain a copy of the FOI request stapled on top of the <u>Denial form (Annex IV)</u>, or a copy of FOIA request stapled to original report. NOTE: If the report was released in full, there is no need to retain a copy of the report.

By order of:

Kent Williams Chief of Police

Annex I-IV

POLICE DEPARTMENT
Village of Bartlett Police Department
228 S. Main Street
Bartlett, II 60103-4495
Phone 630-837-0800
Fax 630-540-5436
www.village.bartlett.il.us



Date Received:	
Date Due:	
Ext	
F.O.I.A LOG NUMBER	

Request for Public Records under the "Freedom of Information Act"

	Date of Request
Requestor's Name (Please Print Clearly)	
Company Name	I wish to: Inspect only Receive Copy Both (Please Circle One)
Mailing Address (Please Print Clearly)	
	I wish to have these copies certified
City State Zip	(Please Circle One) Yes (\$1.00 fee)
-iiy -iii	I wish to be contacted when my request is ready by
(Area Code) Phone Number (Daytime/Primary)	(Please Circle One) Daytime/Primary Phone Work/Cell Phone
(Area Code) Phone Number (Work/Cell)	Mail
Email Address The Age	Email ncy will respond to your request within FIVE (5) working day
The Age	ncy will respond to your request within Five (5) working day
X REQUESTOR'S SIGNATURE	
A REGUESTOR'S SIGNATURE	
TYPE OF PUBLIC RECORD:	
REPORT # OR CASE # (IF KNOWN):	
DATE (S) OF RECORD (IF KNOWN):	
LOCATION OF INCIDENT (IF KNOWN):	
Is the information requested to be used for Solicitation (Please Circle One	
(To be completed by agency).	EEEe.
Your request has been approved	FEES:
Your request has been denied	Less than 50 pages No Charge
	pages @ .15 ea
Please see the attached letter of explanation	pages (oversize)
This request has been prepared:	Certification Fee @ \$1.00 Crash Report @ \$5.00
Ву:	
Name & Title Date:	Total Due
I HAVE RECEIVED THE COPIES OF THE DOCUMENTS	SIREQUESTED
(Requestor's Signature)	(Date)
(Inducator a digitatore)	(Date)

FEES:

THE FIRST 50 PAGES FOR BLACK AND WHITE, LETTER OR LEGAL SIZED PAGES, SHALL BE PROVIDED FREE OF CHARGE.

THE CHARGE FOR ANY ADDITIONAL BLACK AND WHITE, LETTER OR LEGAL SIZED PAGES OTHER THAN A TRAFFIC ACCIDENT REPORT SHALL BE \$0.15 PER PAGE.

THE CHARGE FOR TRAFFIC ACCIDENT REPORTS SHALL BE \$5.00 PER REPORT. (625 ILCS 5/11-416)

THE CHARGE FOR A TRAFFIC ACCIDENT REPORT WHICH HAS BEEN INVESTIGATED BY AN ACCIDENT RECONSTRUCTION OFFICER OR TEAM SHALL BE \$20.00. (625 ILCS 5/11-416)

THE CHARGE FOR CERTIFYING RECORDS SHALL BE \$1.00, WHICH IS IN ADDITION TO THE COPYING FEE.

THE CHARGE FOR PHOTOGRAPHS WILL BE THE ACTUAL AMOUNT THE VILLAGE OF BARTLETT INCURS FOR THE COPYING OF THE PHOTOS.

THERE WILL BE NO FEES FOR THE INSPECTION OF RECORDS

ATTN:
Please be advised that we are unable to furnish a copy of the report you requested at this time for the following reason:
The incident is not within the jurisdiction of the Bartlett Police Department.
A records check did not show this particular incident.
Please supply us with more detailed information regarding this incident.
Thank you for your cooperation in this matter.
Sincerely, Bartlett Police Department
Records Supervisor
DY
ce: File



FREEDOM OF INFORMATION ACT LOG 2015

*Codes: C=Complainant, V=Victim, S=Subject, A=Arrestee, W=Witness, I=Insurance Company, O=Other, L=Attorney at Law

REL BY						
RELEASE						
DATE						
DATE RECV'D						
CLERK						
*						
REQUESTOR'S NAME						
DESCRIPTION						
REPORT #						
FOI #						



VILLAGE OF BARTLETT

Your request was denied by:

228 S. Main Street

1892-1996 POLICE DEPARTMENT

Bartlett, Illinois 60103-4495

TO:	Cust_Full_Name CustAddr1 CustAddr2 CustCity, CustSt CustZip	DATE:
Į	RE: REQUEST FOR PUBLIC	RECORDS UNDER FREEDOM OF INFORMATION ACT
Reques	sted Information:	
Dear Re	equestor:	
are exe	mpt from inspection and copying under wing type(s) of information:	ublic records as indicated above has been denied on the grounds that the records Section 7 of the Illinois Freedom of Information Act because said records contain BLE EXEMPTIONS ARE CHECKED BELOW)
D3.	PURSUANT TO THE JUVENILE ACT	OF 1987, all juvenile data must be redacted from all records prior to release
D4.	which reveal personal information that "The portion of the records not be	0/1 et seq EXEMPTION SECTION 7(1)(c): Exempts from disclosure records would constitute a clearly <u>unwarranted invasion of personal privacy</u> : ing provided in response to your request contains highly detailed, personal, and one or more individuals whose rights to privacy outweigh a public interest in the
D5 .	records that pertain to a pending inves "Law enforcement records, the rele	0/1 et seq EXEMPTION SECTION 7(1)(d)(i): Exempts from disclosure any tigation including; ease of which would interfere with pending or actually and reasonably contemplated g conducted (in whole or in part) by the Village of Bartlett Police Department"
D6 .	records with the potential of "Obstructi	0/1 et seq EXEMPTION SECTION 7(1)(d)(vii): Exempts from disclosure any on of an ongoing investigation." with the records that are eligible for release at this time."
D7 .	records in a preliminary "draft" status.	0/1 et seq SEQ EXEMPTION SECTION 7(1)(f): Exempts from disclosure any uest in approximately days at which time we anticipate the record will
D9 .	requester fail to narrow down the requ	0/1 et seq EXEMPTION SECTION 3(g): Allows a denial if the agency and est by negotiating reasonable parameters and timeframes. The request can be outweighs the public interest in the information.

If you believe records are being improperly withheld under FOIA, you may submit your request for review to Sarah Pratt, Acting Public Access Counselor, Office of the Attorney General, 500 South 2nd Street, Springfield, Illinois, 62706, phone 877-299-FOIA (877-299-3642), Fax 217-782-1396, e-mail: publicaccess@atg.state.il.us. You may also seek judicial review pursuant to the Act.

Phyllis Severson Records Supervisor Date



Subject: Missing/Runaway

Records Procedures

Issued: April 25, 1996

Effective Date: April 25, 1996

Termination Date: N/A

Amended Date: May 1, 2013

Clerical Operating Procedures 809

Rescinds: COP 96-06

Reference CALEA Standards:

41.2.5, 41.2.6, 82.2.5 Related Directives: <u>10308</u>

POLICY: It

It is the policy of the Bartlett Police Department to enter all Missing / Runaway subjects into the Law Enforcement Agency Data System in compliance with all Illinois State Police guidelines.

PURPOSE:

To provide guidelines for Records Clerks on the dissemination of information for all persons reported missing from the Village of Bartlett. This policy is to be used in conjunction with <u>Investigations Order</u> 308 – <u>Missing Persons</u>.

I. Definitions

- A. <u>Missing Persons:</u> 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 The <u>Runaway Child</u> 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.
- C. Unidentified Persons:
 - 1. Any unidentified deceased person.
 - 2. Any person who is living and unable to ascertain the person's identity (e.g., infant, amnesia victim).
 - 3. Any unidentified catastrophe victim.
 - 4. Body parts when a body has been dismembered.
- D. <u>Law Enforcement Agency Data System:</u> (LEADS) Operated by the Illinois State Police, missing persons records are maintained within this database for the state of Illinois. Used to disseminate to all LEADS agencies the status and description of a Missing or Runaway person in order to facilitate the identification and return of that subject quickly and efficiently.
- E. <u>National Crime Information Center (NCIC):</u> The computerized index of criminal justice information maintained by the Federal Bureau of Investigations. Contains such entries as wanted persons, fugitives, unidentified or missing persons, as well as other.

II. Missing Persons Reports (41.2.5.c, 41.2.6.c)

- A. When the Records Section receives a Missing Persons report from Patrol, the information must be entered into the LEADS Missing hot file immediately. This entry may be done before the report is approved by the Shift Supervisor.
- B. The Records Clerk will enter the subject per LEADS procedure.

2.

- C. After the subject is entered into LEADS the following should be done.
 - 1. Save the LEADS printout as a .pdf file.
 - 2. Record the LEADS number in the RMS with the report.
 - 3. Record the entry into the LEADS entry log.
 - 4. Place the original LEADS printout in the Missing Person book.

III. Cancellation Procedures

A. Criteria

- 1. Adult Subjects (41.2.5.c)
 - a. The subject can be canceled once contact has been made and verified that the subject is not in danger.
 - b. Other agencies will send a LEADS message confirming the identity of the missing person.
- 2 Juvenile Subjects
 - a. Juvenile subjects cannot be canceled until they have returned to Bartlett and been seen by an officer. It is the responsibility of the adult signing the <u>Missing Persons</u>

 Report to get the juvenile and bring him or her back to Bartlett.
 - b. Other agencies will send a LEADS message confirming the identity of the missing person.

B. Procedure

- Cancel the subject per LEADS procedure. Use the cancellation code closest to what occurred.
- Record the date, badge number, cancellation code, and the word "Canceled" on the cancel message printout. Make a copy and attach it to the <u>Supplementary</u> Report.
- 3. Attach cancel printout to original entry printout and file in canceled box.
- 4. Cancel record in entry log.

C. Locates/Purges

- If another agency locates our record by making contact with the subject, the record will be automatically purged by LEADS.
- 2. If the locate is a mistake, the subject should be reentered.

IV. NCIC

- A. Unidentified persons are to be entered into LEADS and NCIC upon completion of the <u>Unidentified Person Report</u> (<u>Investigations Order 308</u>, Annex III).
- B. NCIC matches of missing/unidentified persons are received via LEADS informing the reporting agency of the status of the NCIC search.
 - 1. If the search does not produce any matches, locate the case number and attach it to the report.
 - 2. If the match shows a probable hit, make a copy of the printout and send it to Investigations immediately. Scan the original to the report.

By order of

Kent Williams Chief of Police



Subject: Warrant Processing

Issued: March 26, 1996

Effective Date: March 26, 1996

Termination Date: N/A

Amended Date: May 1, 2013

Clerical Operating Procedures 810

Rescinds: COP 96-01

Reference CALEA Standards:

74.1.1, 74.1.3

Related Directives: 00219

POLICY:

It will be the policy of the Bartlett Police Department to process and file arrest warrants in a manner that will facilitate the handling of the documents, eliminate loss and misplacement and expedite the

warrant's service.

PURPOSE:

To provide guidelines and procedures to be utilized by clerical personnel when processing arrest warrants. This Order is to be used in conjunction with Operations Order 219 which provides guidelines for the serving of warrants and subpoenas.

I. Definitions:

- A. Active Warrant: A written order issued by a court authorizing an officer to arrest a subject on a given charge(s).
- B. <u>Original Warrant:</u> A warrant issued by the courts for which the person would be processed by the originating agency.
- C. <u>FTA/BFW Warrant:</u> A warrant issued by a judge for Failure to Appear or Failure to Pay Fine. Commonly referred to as Violation of Bail Bond.
- D. <u>Cleared Quashed or Recalled Warrant:</u> A written order issued by a judge stating the warrant is no longer active.
- E. <u>Purged Warrant:</u> When a warrant is located by another agency in LEADS and is not canceled within seven (7) days, the warrant entry will be purged and must be reentered per LEADS procedure.
- F. <u>Law Enforcement Agency Data System</u> (LEADS): Operated by the Illinois State Police, wanted persons records are maintained within this database for the State of Illinois.

II. Warrant Reception (74.1.3.b)

A. Warrants can be received by the Records Section in the following ways: (74.1.1.d)

1. U.S. Mail - from originating court:

- 2. In Person by an officer, CSO, or court liaison.
- B. Upon receipt of a warrant, the following steps should be followed to ensure proper entry or cancellation of the document. (74.1.1.c, 74.1.3.d)
 - 1. Ensure the warrant is for a Bartlett Police Department case.
 - 2. Determine the type of warrant, i.e. BFW, Original, etc. (74.1.1.b)
 - 3. Determine the originating county.
 - 4. Determine the charges.
 - 5. Verify the information on the warrant is correct. If the Warrant Number, Court Case Number, subject's name or date of birth is incorrect, contact the appropriate county clerk and have the information changed. Note the contact name, the time and the date. (74.1.1.h)

III. Active Warrant Processing (74.1.3.c)

A.	When a	warrant is	determined	to b	e active,	the fol	lowing steps	should be	completed:	
	1	01.		1		4 .7				

- 1. Obtain a case number and pull the court file pertaining to this warrant, check the circumstances of the case.
- 2. Take note if this is the first warrant or if any unusual circumstances or notes were left concerning this case. Ensure there is not a Cleared Warrant waiting for the Active Warrant.
- 3. (74.1.1.e, 74.1.3.d)
- 4. If a current address is obtained, include it on the front of the court file with the date the information was updated.
- Start a <u>Warrant Checklist</u> (<u>Operations Order 219</u>, Annex I). Initial with badge number after each step is completed.
- 7. Enter the subject into LEADS per Section IV.
- 8. For original warrants indicate the following at the top of the <u>Warrant Checklist</u> in red ink, "Subject must be served and processed at BPD".
- 9. (74.1.1.f)
 10. (74.1.1.f)
- 11. Put the date the warrant was entered on the court file and initial in red ink. (74.1.1.a/g)
- 12. Staple the <u>Warrant</u> Checklist with the duplicate printout of the LEADS entry, the warrant and the COH in consecutive order.
- 13. File the warrant in the Warrant Files in alphabetical order.
- 14. If FTA or BFW use existing court jacket as warrant file.

B. Processing a warrant issued subsequent to a traffic citation:

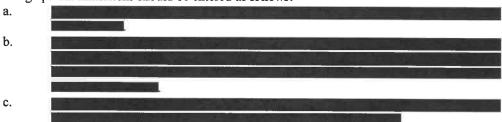
- 1. Create a court file. Include the original case report number from the traffic stop, ticket numbers and offenses, the original officer's name and badge number, and the court case number.
- 2. Create an Incident/Offense Report. Include the subject's information, the offense code and the receiving Clerk's name as the complainant.
- 3. Forward a copy to the original ticketing officer.
- 4. Create a court disposition sheet.
- 5. Make copies of the tickets to include in the court file.
- 6. Complete steps 3-13 of Section III.A. above.

C. Reentering a Purged Warrant:

- 1. Note on the checklist that the warrant was purged and start the entry process.
- 2. Cancel the original entry in the entry log and refer to the new LEADS number.
- 3. Attach the no record printout with the purged date, initials, and the words "Purged by Locate" to the original LEADS printout.
- 4. Do not send a warrant service letter unless a more recent address is found.
- 5. Write a Supplementary Report.

17.	warrant LEADS Entry		(74.1.3.a)			
	Α.		والأواليا المحادة	Santania de Albert	Digital Confession Con	21-147
	В.		A LINE A LINE			

- C. Entering a Wanted Person:
 - 1. Individuals should be entered per LEADS procedure.
 - 3.
 - 4.
 - Warrants should be entered as soon as possible. Warrants should not be held for any reason unless authorized by a supervisor or if a problem exists with the warrant that delays entry.
 - 6. It is necessary to enter the most accurate and up-to-date information.
 - 7. Geographical limitations should be entered as follows:



- D. After the individual is entered into LEADS, the following procedure should be completed: (74.1.3.c)
 - 1. Record entry in the LEADS entry log.
 - 2. Put the original LEADS printout into the Wanted Person book.
 - 3. Put the duplicate LEADS printout with the Warrant Checklist.
 - 4. Continue to follow the guidelines as stated in Section III.A.
 - 5. Make copies of the warrant and LEADS entry for the court jacket.
- E. Modifying a LEADS entry: any time inaccurate or additional information needs to be recorded in the entry. Modify per LEADS procedure.

V. Warrant LEADS Cancellation (74.1.3.e)

- A. A warrant is canceled from LEADS when the warrant has been satisfied. A warrant can be cleared by arrest or by a judge. In either case it is necessary to cancel the record from LEADS as soon as the subject has been arrested or the cleared/recalled warrant is received.
- B. Canceling a Wanted Person when arrested by another agency:
 - 1. Pull the case jacket and the active warrant and checklist.
 - 2. Confirm the warrant via LEADS utilizing the Hit Confirmation Response and Hit Confirmation Request formats. Initial confirmation may occur over the phone, hard copy verification via LEADS is required as a follow up.
 - 3. The following information must be obtained from the agency with subject in custody:
 - a. Charges they have, if any.
 - b. If the subject is able to post bond get the bond receipt number.
 - c. If this is an original warrant, the subject must be held for Bartlett Police Department extradition and processing.
 - d. Notify the Shift Supervisor of the circumstances.
 - 4. Do not cancel the entry if the subject is being extradited until he/she is in the physical custody of the Bartlett Police Department and processed.
 - Cancel the warrant before the subject is released to prevent him/her from being rearrested on the same warrant.
 - 6. Cancel the entry per LEADS procedure.

- C. Canceling a Wanted Person when arrested by the Bartlett Police Department on a Bartlett warrant:
 - 1. Pull the court file and the active warrant and checklist.
 - 2. Have all the information available for the arresting officer.
 - 3. Cancel the warrant before the subject is released to prevent him/her from being rearrested on the same warrant.
 - 4. Cancel the entry per LEADS procedure.
- D. Canceling a Wanted Person due to receipt of a Recall/Quash Notice.
 - 1. Pull the court file and the active warrant and checklist.
 - 2. Check the information provided on the Recall/Quash Notice for new court date information or court disposition information.
 - a. If new court date information is provided log on the court file and the court disposition sheet and update the entry in RMS.
 - b. If court disposition information is provided, the clerk will update the entry in RMS.
 - 3. Cancel the entry per LEADS procedure.
- E. After the individual is canceled from LEADS, the following procedure should be completed.
 - 1. Record the cancellation in the LEADS entry log.
 - 2. Note on the original LEADS cancellation the following information.
 - a. The word "Canceled" or "CXLD"
 - b. Date of cancellation
 - c. Badge number and initials
 - d. Reason for cancellation
 - e. New court date information
 - f. Bond receipt number
 - 3. Attach a copy of the cancellation to the Supplementary Report.
 - 4. Staple the LEADS cancellation to the copy of the LEADS entry and put in the envelope for the current month.
 - 5. Initial after each completed step on the Warrant Checklist.
 - 6. Note on the original warrant formset the word "Cancelled", the date the warrant was cancelled, badge number and initials of canceling clerk and the reason it was cancelled.
 - Put the original warrant formset attached to the bond in the bond box for transmittal to the appropriate county per <u>Clerical Operating Procedures 802</u>.
 8.
 - 9. Put the date the warrant was cancelled on the bottom of the court file, initial and badge number in red ink.
 - 10. Record the new court date on the court file and court disposition sheet and update the entry in RMS.
 - 11. Ensure a <u>Supplementary Report</u> is written regarding the arrest.
 - a. Clerks will write the report if the subject bonds out at an outside agency or if the warrant is Recalled/Quashed by a judge.
 - b. Officer will write the report if the subject is arrested by Bartlett or extradited.
 - 12. Attach a copy of the LEADS entry, a copy of the cancellation, a copy of the warrant and all the LEADS confirmation messages in consecutive order to the <u>Warrant Checklist</u>.
 - 13. Place the completed Warrant Checklist in the court file.
- F. Voiding a LEADS Entry
 - 1. An entry is voided from LEADS if the entry should have never been made or if there is a mistake that cannot be modified.
 - 2. Void an entry per LEADS procedure.
 - 3. If an entry is voided because a mistake cannot be modified, reenter the subject and log the new LEADS number referring to the old number.
 - 4. Write the word "VOID" next to the original entry in the log. Refer to the new LEADS number.

VI. Multiple Warrants on One Person

- A. When a subject has more than one warrant out of Bartlett, an Add-On entry must be done in LEADS.
 - Pull the Warrant Checklist from the original warrant. Do not start a new checklist.
 - 2. Enter the new warrant using the original LEADS number in the Add-On format per LEADS procedure.
 - 3. Include the county, warrant number and case number.
 - 4. Record the additional case number(s) and the Add-On number(s) on the existing checklist.
 - 5. Record the Add-On into the LEADS entry log under the original LEADS number.
 - 6. Tape the Add-On printout to the original LEADS printout in the Wanted Person Book.

B. Canceling a Multiple Warrant Subject

- 1. If the subject is arrested and all of the warrants are satisfied, cancel the subject as outlined in Section V.
- 2. Pull all of the court files and record the appropriate information on all of them.
- 3. Include supplemental reports for each case.
- 4. If only one of the warrants is cleared, any existing warrants must be reentered into LEADS as outlined in Section IV.

VII. Placing a Hold on a Wanted Person

- A. Subject is wanted on our warrant(s):
 - 1. Send a LEADS message to the agency that currently has the subject as well as the agency the subject is being transferred to.
 - 2. Prepare a <u>Supplementary Report</u> with any additional information that may have been attained but is not included in the LEADS message.
 - 3. Notify Shift Supervisor.
 - 4. Send a copy of the <u>Supplementary Report</u> to Public Services Bureau.
- B. Another agency's wanted person is held at our station:
 - 1. Put hold information on outside of court file and notify the Shift Supervisor.
 - 2. If the subject is being taken to court or to another agency first, request the original agency place a hold with them also.
 - 3. Follow instructions in VII-A-2 and VII-A-3.

By order of:

Kent Williams Chief of Police

Annex I



Subject: Court Records Disposition

Clerical Operating Procedures 812

Issued: December 19, 2002 Effective Date: December 19, 2002 Rescinds: N/A

Termination Date: N/A

Reference CALEA Standards: 82.3.7

Related Directives: SO619 TSO509

Amended Date: November 3, 2015

POLICY:

It will be the policy of the Bartlett Police Department to record court dispositions into arrest records.

To provide procedures to be utilized by clerical personnel for maintaining current, complete and **PURPOSE:** accurate arrest records by posting of court dispositions.

I. **Definitions**

A. Disposition: The court's explanation of a defendant's plea, ruling and final sentencing marking the closing of the case.

B. Arrest Records: Any police record of a subject arrested and whose case is sent to the appropriate county. These include Local Ordinance, Traffic and Criminal violations.

H. **Court Case Dispositions**

A. Court Disposition sheets are received in one of the following manners:

- Cook County: Brought back from the court clerk's office by the Court Liaison Officer on regularly scheduled court dates (see Special Order 619 for dates).
- 2. DuPage County: Received via the U.S. mail.
- 3. Kane County: Received via the U.S. mail.
- Juvenile dispositions are sometimes sent separately in the mail from adult records. They will 4. be processed the same way as other dispositions.
- Cook, DuPage and Kane County have computer access to court dispositions. Case status information B. can also be found in this manner.
- C. Court Sheet Information:
 - 1. Court Case Number
 - 2. Defendant's Name
 - 3. Charges
 - 4. Arresting Officer
 - 5. Court date continuance with date, time and location.
 - Final dispositions: court clerks use a distinctive shorthand method of denoting dispositions. 6.
- D. Information from the court sheets will be recorded as follows:
 - Court case numbers will be entered into the RMS and written on the corresponding court file. 1. All correspondence from the court clerk's office will refer to this number.
 - 2. Court date continuance information will be written on the court file and on the Bartlett Court Disposition Sheet (see Technical Services Order 509).
 - 3. Final dispositions (plea, ruling and sentencing) will be entered into the RMS and written on the court file, matching the disposition to the correct charge when there are multiple charges for one defendant or multiple defendants for one case. In the event an officer has already written disposition information on a court file, records personnel will verify its accuracy.
 - 4. All court dispositions will be recorded with the computerized arrest records by "adding" the information into the RMS.

By order of:

Kent Williams Chief of Police



Subject: Seized Firearms/

Firearms Trace Requests

Issued: April 7, 2003

Effective Date: April 7, 2003 Termination Date: N/A **Clerical Operating Procedures 813**

Rescinds: N/A

Reference CALEA Standards:

Amended Date: March 11, 2011

POLICY:

It is the policy of the Bartlett Police Department to process all seized firearms, whether from a criminal action or for safeguarding, per the requirements of the Illinois Compiled Statutes and with the guidance of the U.S. Department of the Treasury, Bureau of Alcohol, Tobacco and Firearms (ATF) procedures.

PURPOSE:

To establish procedures for submitting information on all firearms in the Bartlett Police Department's custody to the appropriate agencies.

I. Firearms Custody Procedures

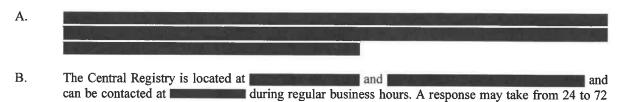
- A. Any time an officer takes custody of a firearm, it will be submitted into Property Control per Technical Services Order 502 "Evidence and Property Control".
- B. In addition to any paperwork required by Property Control, the officer will complete a form on <u>LEADS Gun Entry Information</u> (Annex I). This form will be submitted to the Records Section and scanned into the RMS.

II. Data Entry / Cancellation

A.	Burker (B. 1. M. A. A. A. Berger (B. A. A. A. B.
B.	Recovered guns entered into LEADS must remain in the custody of the Bartlett Police Department while the record is on file.
C.	

- D. After the gun is entered into LEADS, the following procedure should be completed:
 - 1. Record entry in the LEADS entry log.
 - 2. Put the original LEADS printout into the Gun/Article book.
 - 3. Scan and attach the LEADS printout to the <u>Incident/Offense Report</u> into the RMS. Fill in LEADS tab information in RMS.
 - 4. Forward a copy to Property Control via email.
- E. Modifying a LEADS entry: any time inaccurate or additional information needs to be recorded in the entry. Modify per LEADS procedure.
- F. Entries will be cancelled when the Property Control Officer releases the guns to the owner or the weapon is destroyed. Property Control will send a copy of the documentation on this to the Records Section.

HI. Department of Defense Weapon Identification



III. ATF Tracing Request

hours.

A. Per 720 ILCS 5/24-8 "Firearm Tracing": "Upon recovering a firearm from the possession of anyone who is not permitted by federal or State law to possess a firearm, a local law enforcement agency shall use the best available information, including a firearms trace when necessary, to determine how and from whom the person gained possession of the firearm. Upon recovering a firearm that was used in the commission of any offense classified as a felony or upon recovering a firearm that appears to have been lost, mislaid, stolen, or otherwise unclaimed, a local law enforcement agency shall use the best available information, including a firearms trace when necessary to determine prior ownership of the firearm."



C.	Questions concerning unlawful firearms activities and	rules and regulations should be directed to
	the	

D. Upon receipt of a completed Trace Request, the receiving Records Clerk will forward a copy to the Investigations Section for review and one copy to Property Control. The original will be scanned and attached to the Incident/Offense Report by Records.

By order of:

Kent Williams Chief of Police

Annex I-II



Subject: Uniform Crime Reports

Issued: July 27, 1997

Effective Date: July 27, 1997

Termination Date: N/A

Clerical Operating Procedures 815

Rescinds: COP 97-14

Reference CALEA Standards:

82.1.4

Related Directives:

TS0509

Amended Date: March 11, 2011

POLICY:

It will be the policy of the Bartlett Police Department to establish efficient record keeping of all verified incidents and arrests occurring in Bartlett. This information will be transmitted to the Illinois

State Police in accordance with the Criminal Identification Act, 20 ILCS 2630/et, al.

PURPOSE:

To establish procedures for collecting and submitting crime data to the Illinois State Police.

I. **Definitions**

- RMS: Records Management System the database utilized for recording and maintaining incidents A. and arrests.
- В. UCR: Uniform Crime Reporting.
- Part I Index Crime Offenses: Murder, Criminal Sexual Assault, Robbery, Aggravated Assault/Battery, C. Burglary, Theft, Motor Vehicle Theft and Arson.
- D. Part II Index Crime Offenses: All other offenses listed in the Illinois Uniform Crime Reporting Offense Codes (Technical Services Order 509, Annex III).

П. Procedure

- Α. The Records Section Supervisor will be responsible for preparing and submitting any UCR data electronically to the Illinois State Police on a monthly basis by the ninth day after the end of the month.
- B. Prior to the second Friday of each month, statistical verified data will be generated from the RMS and sent to Administration for the Monthly Report.
- C. The statistics will be differentiated by county of occurrence.

By order of:

Kent Williams Chief of Police



Subject: Sex Offender/Child Murderer - Clerical Operating Procedures 816

Violent Offender Against Youth Records Procedures

Issued: January 28, 1997

Effective Date: January 28, 1997

Termination Date: N/A

Rescinds: COP 97-04

Reference CALEA Standards:

Amended Date: May 2, 2012 Related Directives: SO612

POLICY:

It is the policy of the Bartlett Police Department to establish, maintain and monitor a sex offender/violent offender against youth file in accordance with the Illinois State Police guidelines and the Law Enforcement Agency Data System.

PURPOSE:

To provide guidelines for Records Clerks on the dissemination of information for all persons reported as registered sex offenders/violent offenders against youth in the Village of Bartlett. This policy is to be used in conjunction with Special Order 612 – "Sex Offender/Child Murderer-Violent Offender Against Youth Registration".

I. References:

- A. Controlling legislation on sex offender procedures

 Sex Offender Registration Act [730 ILCS 150 et al]

 Sex Offender Community Notification Law [730 ILCS 152 et al]

 Child Murderer and Violent Offender Against Youth Registration Act [730 ILCS 154/2 et al]

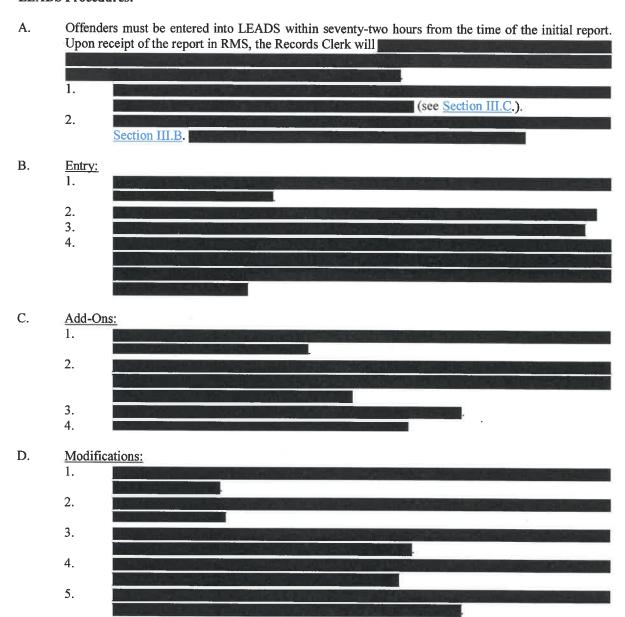
 Child Murderer and Violent Offender Against Youth Community Notification Law [730 ILCS 154(75-105)]
- B. <u>Law Enforcement Agency Data System</u> (LEADS): Operated by the Illinois State Police, sex offender records are maintained within this database for the state of Illinois.

II. Establishing Records

A.	When a subject comes in to register, the Records Clerk will ask the registrant if any of the information on his previous registration has changed, ie; phone number, address, vehicle etc. Pull the registrant's
	Sex Offender Notebook packet.
B.	

- C. Follow the Imagenet Instructions (Annex II) Once the registration form is completed, contact DUCOMM and have an officer come in to finish up the registration following procedures in Special Order 612.
- D. The Records Section will receive an Incident/Offense Report electronically via the RMS and a completed registration form from the patrol officer or detective. Two photographs taken in Livescan (for initial and significant appearance change) and Livescan fingerprint cards will be included (for initial and if the record in the limit of the l

III. LEADS Procedures:



E. <u>Cancellation:</u>

- 1. A subject must register for a minimum of ten years. At the end of the ten years, a subject may be removed from LEADS by the originating agency or the primary owner of record.
- 2. LEADS procedure will be followed for all cancellations.

F. Voiding:

- 1. A record is to be voided when an entry is made by mistake or if there are too many mistakes to modify.
- 2. Voids can only be done by the initiating agency.

IV. Registration Reports

- A. After the subject is entered into LEADS the following should be done.
 - 1. Record the subject's name, date of birth and SID number on each photograph. One photograph is to be emailed to the BOI. (Only if significant change in appearance).
 - 2. Scan the duplicate LEADS printout to the original report in the RMS.
 - 3. Record the entry into the LEADS entry log.
 - 4. Attach the original LEADS printout, one fingerprint card and one photograph to a copy of the <u>Incident/Offense Report</u> and file in a separate location in Records (original entry only, modification only if photo and fingerprints taken).
- B. The report is NOT to be entered in the daily bulletin.

By order of

Kent Williams Chief of Police

Annexes I-II

SEX OFFENDER REGISTRATION USING IMAGENET INSTRUCTIONS FOR CLERKS

If the subject is already registered with Bartlett:

- Ask the registrant if any of the information on his previous registration has changed, ie; phone number, address, vehicle etc.
- Get the Sex Offender Notebook-pull packet.
- Click on Imagenet on your desktop
- Log on using same user name and password as RMS
- On the Imagenet Menu click on Imagenet Photo Capture
- Click on Add (folded piece of paper) in the upper left corner (disregard any name or photo that shows up)
- Under select type of record to add: select sex offender registration (click OK)
- If the subject registered previously in 2011, click on previous registration.
- Fill in the last name and first name of the registrant, click begin search
- A list appears, the top entry should be the most recent.
- Click on the left to highlight the entry, then double click to open record.
- Enter the booking number (booking number is the current date), click OK
- A dialog box appears, System Generate EVENT#, click Yes
- The Sex Offender form will appear with the top half populated. You will need to click on the type of registration, ie: Juvenile Delinquent, Sex Offender, etc.
- Then click on the type of registration, ie: Initial, Annual, etc.
- Tab through the form verifying information, adding missing information etc. (height is calculated in inches)
- To complete page 2 click on the ICON for page 2 on the left side of the screen. The only information required is the date of next registration (based on type, annual, quarterly, etc.)
- Click the Red X at the top Right (Record automatically is saved)
- Instruct the officer to log into Imagenet on the LIVESCAN machine. (The instructions for the officer are posted in back).



Subject: Records Section Security and Operations

Issued: June 4, 1996

Effective Date: June 4, 1996
Termination Date: N/A

Clerical Operating Procedures 817

Rescinds: Administrative Order 117 COP 96-04

Reference CALEA Standards: 74.1.3, 82.1.1, 82.1.2

Related Directives SO604

Amended Date: May 1, 2013

PURPOSE:

To establish a policy and procedure for the security and operations of the Records Section of the Bartlett Police Department.

I. Hours of Operation (74.1.3.f)

- A. The Records Section will function twenty-four hours a day in order to provide all personnel access to Records and LEADS information. (82.1.1.b)
- B. Records Clerks will be assigned to one of three permanent shifts. These shifts are:
 - 1. First Shift
 - 2. Second Shift
 - 3. Third Shift



- C. Assignment to shifts will be at the direction of the Records Section Supervisor. Requests for time off, vacations and use of compensatory time will be handled in accordance with Special Order 604 "Vacation and Other Time Off".
- D. When overtime coverage is necessary and known in advance, a sign-up sheet will be posted by the Records Section Supervisor. Records Clerks may sign up for whole or half shifts. The Records Section Supervisor will approve and assign the overtime. In the event of emergency Records Section coverage, the Records Section Supervisor or Shift Supervisor will contact off duty clerks to come in. If no Records Clerk is able to voluntarily respond, one may be ordered in. If a Shift Supervisor has to perform this function, a To-From Memo will be completed and sent to the Records Section Supervisor.

II. Records Section Security (82.1.1.a, 82.1.2)

- A. Due to the sensitive nature of reports, warrants and other records generated by the Department, access to the Records Section will be restricted.
- B. Records personnel will have unlimited access to the Section, as will Community Service Officers when they are on-duty and assisting the Records Section.
- C. The Chief of Police, the Deputy Chief of Support Services, the Deputy Chief of Operations and Commanders will have unlimited access. Sergeants will be allowed in the Records Section while on duty. Officers are only allowed into the Records Section when they are assigned to relieve the on-duty Clerk for breaks or lunch, or when functioning as an Officer In Charge (OIC).
- D. With the approval of the Deputy Chief of Support Services, designated employees may be allowed into the Records Section.

By Order of:

Kent Williams Chief of Police