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**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.01
SUBJECT 2400 HOUR TIME SYSTEM			
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 4.26 DATED 14 SEPT 98	NO. PAGES 2

I. PURPOSE:

The purpose of this Order is to renew procedures regarding the 2400-hour time system, which was implemented to eliminate confusion in the use of AM and PM time.

II. POLICY:

It is the policy of the Oak Park Police Department to develop procedures which clarify and simplify the methods of operation by which its personnel must work.

III. PROCEDURE:

- A. All personnel, including those of the West Suburban Consolidated Dispatch Center and Records Division, will use the 2400-hour time system.
- B. The standard AM and PM time will be used only when writing Personal Issue Traffic Complaints, Parking Tickets, Local Ordinance Violation Citations, P-Tickets, Court Complaints and Illinois Traffic Crash Reports.
- C. Shown below is an explanation of the 2400 hour time system:

2400 Midnight
0001 One minute past midnight
0015 15 minutes past midnight

0045	45 minutes past midnight
0100	1-AM
0130	1:30 AM
0200	2-AM
0300	3-AM
0400	4-AM
0500	5-AM
0600	6-AM
0700	7-AM
0800	8-AM
0900	9-AM
1000	10-AM
1100	11-AM
1200	Noon
1201	One minute past noon
1215	15 minutes past noon
1300	1-PM
1345	1:45 PM
1400	2-PM
1500	3-PM
1600	4-PM
1700	5-PM
1800	6-PM
1900	7-PM
2000	8-PM
2100	9-PM
2200	10-PM
2300	11-PM

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.03
SUBJECT	ALPS PATROL BEAT		
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 4.02 DATED 14 SEPT 98	NO. PAGES 3

I. PURPOSE:

The purpose of this Order is to define the duties and responsibilities for officers assigned to the ALPS Patrol Beat.

II. POLICY:

It is the policy of the Oak Park Police Department to provide a comprehensive set of duties and responsibilities for officers assigned to special details, in order to provide uniformity of performance.

III. DEFINITION:

ALPS BEAT - A commercial area patrol beat that utilizes both foot and motorized patrol in the business area commonly known as the Avenue Lake Plaza (ALPS).

IV. BOUNDARIES:

- A. **Motorized Patrol Area** - Within the boundaries listed, this area is to be patrolled with the assigned vehicle:

Oak Park Ave. - Between Lake Street and Pleasant

Lake Street - Between Kenilworth and Euclid

North Blvd. - Between Euclid and Kenilworth

South Blvd. - Between Euclid and Grove

Upon completion of the patrol of the stated area, the vehicle is to be parked in a conspicuous manner on either Oak Park Avenue or Lake Street.

- B. **Foot Patrol Area** - Random foot patrol is to be conducted as often as possible within these boundaries.

Lake Street - Euclid to 800 Lake (Library and Scoville Park)

North Blvd. - Avenue Bank to Village Lot #55.

South Blvd. - Euclid to 811 South Boulevard.

Oak Park Ave. - 150 North to Pleasant Street and the alley system connecting to Oak Park Avenue.

Avenue Parking
Structure - 720 North Boulevard

V. CRITICAL TASKS:

The ALPS Beat Patrol officer will:

- A. be assigned to the Community Policing Unit;
- B. maintain professional demeanor during patrol, and be courteous, cooperative and respectful toward the public and merchants alike;
- C. patrol the assigned area, by vehicle and on foot, taking appropriate enforcement action, when necessary;
- D. provide high visibility both inside and outside of commercial businesses in the area, and avoid spending a disproportionate period of time at any one location;
- E. provide crime-prevention information to local business people within the ALPS area;
- F. provide merchants and businesses with information on current crime patterns particular to the business districts;

- G. monitor parking lots for loiterers and suspicious people, making arrests, whenever possible, and completing F.I. cards, when arrests are not possible;
- H. provide accurate and timely briefings to supervisors regarding information of interest, upcoming events, etc., scheduled for the area;
- I. provide periodic security checks of the elevated platform at Oak Park and South Boulevard;
- J. enforce parking restrictions within the ALPS district, as defined;
- K. monitor illegally-parked vehicles for boot enforcement;
- L. monitor youth activity, and curtail illegal or rowdy behavior whenever possible;
- M. handle calls for service within the boundaries identified in this Order; and
- N. provide periodic security checks of the Library.

VI. PROCEDURE:

The officer assigned to the ALPS Patrol will:

- A. report to the Watch Commander ten minutes prior to the start of duty for briefing and vehicle assignment;
- B. complete a Daily Activity Report and forward same to the Commander, Community Policing Unit, at the termination of said shift; and
- C. remain in assigned ALPS area at all times, unless called away by the dispatcher or upon supervisory approval or other circumstances where the assignment cannot be completed in the ALPS area.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 05 SEPT 2007	EFFECTIVE DATE 05 SEPT 2007	DISTRIBUTION C	NUMBER 4.05
SUBJECT			
BEAT/SECTOR PATROL – WATCH COMMANDERS		Responsibilities of Sergeants Assigned to Field Activities	
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS 4.03 DATED 14 SEPT 98		RESCINDS 4.05 DATED 12 JAN 2004	NO. PAGES 12
CALEA STANDARDS: 41.1.1; 41.1.2; 41.1.3			

I. PURPOSE:

This Order:

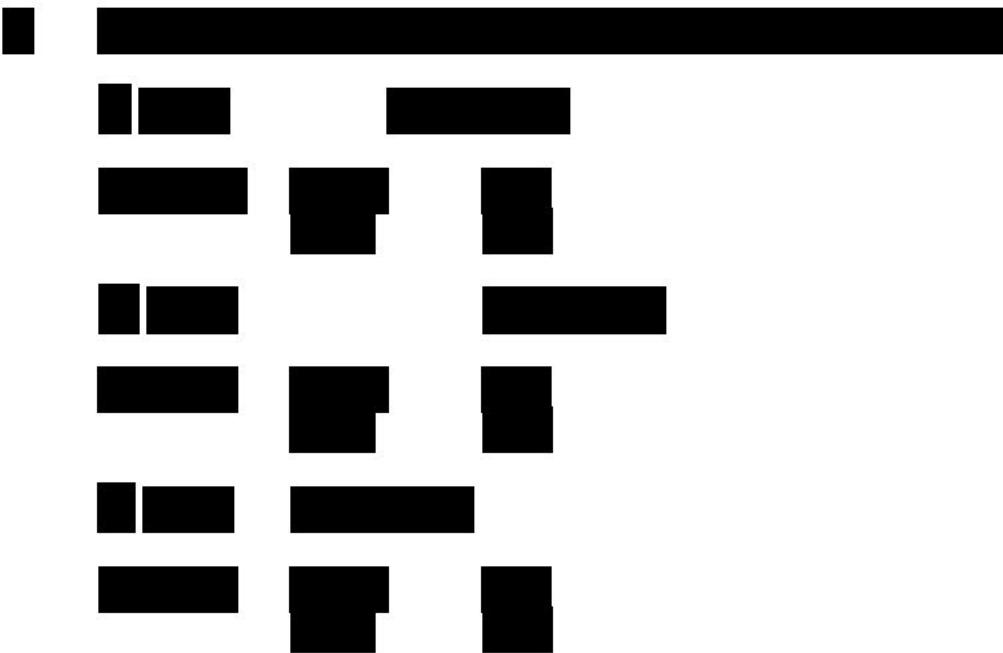
- A. continues the basic patrol strategy for Village operations and defines applicable terminology and responsibilities; and
- B. specifies supervisory responsibilities relative to beat/sector patrol.

II. PATROL STRATEGY:

Watch Commanders and field supervisors are responsible for directing the activities of field patrol personnel to address current police problems through operational shift plans. This strategy is intended to prevent and/or suppress crime conditions indigenous to the patrol area. The tactics employed should vary from the traditional random patrol strategy to more specifically directed patrol, aimed at identified police problems. Ideally, these objectives should be defined in terms so that progress toward their attainment can be measured.

III. DEPLOYMENT STRATEGY:

- A. Personnel allocations are made based on 24 hour coverage workload projections. The number of Beat cars assigned to each watch varies with the anticipated service requirements. The directed patrol strategy requires planning, analysis, and re-deployment of patrol forces to respond to specific requirements of the Village. **(CALEA 41.1.1 [a])**



- C. Shift periods shall encompass 28 days, with officers, receiving not less than 6, but not more than 10 regularly scheduled days off during that period. The schedule shall be disseminated to each officer, WSCDC, and the Police Desk personnel. **(CALEA 41.1.1[c, f])**
- D. 2nd Watch and 3rd Watch shall rotate periods every 28 days. 1st Watch is a non-rotating Watch. **(CALEA 41.1.1 [c])**
- E. Roll Call. All personnel are required to attend roll call on each scheduled patrol duty day. Roll call should include, but is not necessarily limited to: **(CALEA 41.1.2)**
 - 1. Report briefing from the prior 24 hours.
 - 2. Areas/situations requiring special attention.
 - 3. Beat and squad assignments.
 - 4. Uniform and grooming inspections.
 - 5. Schedule changes, new assignments, court dates.
 - 6. Reviewing procedures, directives and memos, along with legal and legislative updates.

7. Investigate updates from detectives as required.
8. Hazardous conditions, weather and road conditions.
9. Bulletins and computer messages, including, but not limited to: stolen vehicles, wanted subjects, etc.
10. Employee safety.
11. Training.

IV. DEFINITION:

BEAT - a geographic subdivision of the Village to which a patrol unit is assigned.

SUB-BEAT - a geographic subdivision of the Village to which a patrol unit may be assigned to provide additional coverage within a beat.

SECTOR - a geographic subdivision of the Village's workload. Sector boundaries are fixed and will not change from watch to watch.

FIELD SUPERVISOR - a first-line supervisor, a Sergeant, assigned to supervise patrol operations. He/she will be held responsible for conditions in his/her sector(s) as well as the conduct, appearance and performance of the officers under his/her control.

BEAT CAR - a one- or two-officer patrol car normally assigned to a specific beat.

SECTOR CAR - a one- or two-officer patrol car normally assigned to one sector and utilized within the sector at the direction of supervisory and command personnel.

V. PATROL FUNCTION:

The primary responsibility of department operations is the patrol function. Priority of assignments is given to beat/sub-beat and sector cars. They will be operational before any clerical, support, detail or tactical assignments are issued.

VI. PATROL OPERATIONAL PROCEDURES: (CALEA 41.1.1[b,d,e])**A. Patrol Coverage**

Beat car personnel will have the primary responsibility for patrolling the beat to which they are assigned. Sector cars will be utilized where they are needed within the sector, as determined on a day-to-day basis by command and supervisory personnel. Both beat and sector cars can be directed to remain within one or more beats during a portion or all of their tour of duty. With the approval of the Watch Commander, a beat or sector car may be utilized in a sector other than its authorized sector as directed by the field supervisor.

Because of operational considerations, a field supervisor will monitor lunch breaks to assure proper patrol coverage is maintained throughout the Village.

VII. RADIO PROCEDURES:

- A. Patrol units are required to maintain continuous radio contact with the West Suburban Consolidated Dispatch Center (WSCDC) dispatchers. If, for any reason, they must leave the air, the supervisor and the dispatcher must be notified by radio prior to such action.
- B. A supervisor may direct a dispatcher to reassign a call for service from one unit to another within his sector if, in his judgment, this strategy serves a useful police purpose.
- C. If all units in a sector are assigned to calls for service and there are assignments pending, the Field Supervisor may elect to take in the call for service or direct one of his subordinates to take the assignment. If the call is of an emergency nature, the assigned Field Supervisor will respond immediately.

VIII. SPECIAL PURPOSE VEHICLES: (CALEA 41.1.3[a,b,c,d,])

The Department owns and maintains a fleet of vehicles including several vehicles which are designated for special use. All officers assigned to vehicles are responsible for their basic care and inspection. Problems with vehicles should be reported to the Watch Commander per General Order 3.03 and 3.05. The Village of Oak Park Fleet Services shall be responsible for repair and maintenance of all department vehicles. The designations, requirements, and purposes of specialized vehicles are as follows:

A. Animal Van.

1. The primary purpose of the Animal Van is to provide safe and effective transportation of the cats, dogs, and other small animals that may need medical attention or disposal.
2. The Animal Van will be used primarily by Village of Oak Park Animal Control personnel during regular business hours. The Animal Van may be used by Police personnel after Animal Control personnel's end of tour of duty.
3. The Animal Van will be equipped for the particular needs of injured, stray, or dangerous animals.
4. Personnel using the Animal Van shall ensure that any equipment used, is returned to its original location. Any maintenance or operational issues shall be reported to the Watch Commander.
5. The key to the Animal Van will be kept at the Police desk along with the key to the Animal Hospital currently contracted with the Village of Oak Park to provide emergency services. All Police personnel are authorized to use the Animal Van.

B. Prisoner transport van.

1. The purpose of the prisoner transport van is for actual or anticipated transports of prisoners. The van should generally only be used for this purpose. Any sworn officer may use the prisoner transport van.
2. Officers using the prisoner transport van shall be knowledgeable in the use of the specialized restraint and passenger control devices used in the van.
3. The prisoner transport van may only be used for general patrol use when authorized by a sworn supervisor.
4. Personnel using the prisoner transport van shall ensure that any equipment used, is returned to its original location. Any maintenance or operational issues shall be reported to the Watch Commander.

5. The prisoner transport van shall not be used for pursuits.
6. The prisoner transport van will be displayed in all instances where mass arrest is anticipated.

C. Traffic / Truck Unit Vehicle

1. The primary purpose of the Traffic/Truck Unit vehicle is specific enforcement of traffic and truck laws. The vehicle has fixed speed detection devices, and a permanent hitch to transport the speed trailer to various locations through out the Village. The secondary purpose of the Traffic/Truck Unit vehicle is to transport the portable truck scales, and toolbox with various equipment used to weigh and enforce overweight truck limits.
2. Only those members assigned to the Traffic/Truck Unit and who have been specially trained in the proper use of portable scales may use the vehicle.
3. Personnel using the Traffic/Truck Unit Vehicle shall ensure that any equipment used, is returned to its original location. Any maintenance or operational issues shall be reported to the Special Operation Coordinator.

D. Police Motorcycles.

1. The primary purpose of Police Motorcycles is general patrol during the summer months.
2. Motorcycles will only be used by authorized trained members of the police department.
3. Each member assigned to use a motorcycle must have the appropriate driver's license class.
4. Prior to riding a motorcycle, the member must receive authorization from the watch commander or appropriate supervisor.
5. Police Motorcycles shall be equipped with emergency lights and sirens and storage compartments.

6. Members riding police motorcycles must wear a protective helmet and boots.
7. Personnel using the police motorcycles shall ensure that any equipment used is returned to its original location. Any maintenance or operational issues shall be reported to the Watch Commander.
8. Police Motorcycles may not be used for pursuits.
9. Additional information, refer to General Order 1.18.

E. All Terrain Police Vehicle (ATV)

1. The primary purpose of the ATV is general patrol during the summer months; however, the ATVs' are most useful in and around parks, schools and playgrounds.
2. The four-wheel police patrol ATV is equipped with a siren, oscillating, flashing or rotating light, and distinctly marked as a police vehicle.
3. ATVs will only be used by authorized trained members of the police department.
4. Members riding police ATVs must wear a protective helmet.
5. Personnel using the ATV shall ensure that any equipment used, is returned to its original location. Any maintenance or operational issues shall be reported to the Watch Commander.
6. Police ATVs may not be used for pursuits.
7. Additional information, refer to General Order 1.01.

F. Police Bicycles

1. The purpose of police bicycles is to allow officers to patrol specific areas of a beat primarily during summer months. The bicycle allows officers to interact more closely with the community.
2. Police bicycles will be used by specially trained members of the

police department.

3. Police bicycles shall have “Police” lettering written on the frame. Reflective devices and tape shall also be installed.
4. During times of darkness, officers shall ride police bicycles in pairs, unless otherwise authorized by a supervisor.
5. Bicycle uniforms and protective equipment shall be worn while officers engage in bicycle patrol.
6. Personnel using the bicycle shall ensure that any equipment used, is returned to its original location. Any maintenance or operational issues shall be reported to the Watch Commander.

G. Segway

1. The purpose of police Segway is to enhance patrol capabilities and allow officers to patrol specific areas of a beat primarily from April through December. The Segway allows officers to interact more closely with the community.
2. Police Segways will be used by specially trained members of the police department.
3. Police Segways shall have “Police” lettering written on the sides. Reflective devices and tape shall also be installed.
4. During times of darkness, officers shall utilize the Segway’s running lights.
5. Segway operators are required to wear the approved helmet when using the electric personal assistive mobility device.
6. Personnel using the Police Segway shall ensure that any equipment used, is returned to its original location. Any maintenance or operational issues shall be reported to the Watch Commander.

H. Mobile Command Van

1. The purpose of the Mobile Command Van is for the actual or anticipated emergencies that would require a command post.

2. Only sworn officers trained in the use of the equipment contained within the van will be allowed to operate said equipment.
3. Officers driving the Mobile Command Van shall be knowledgeable in the starting and shutting down of diesel vehicles.
4. The Mobile Command Van may only be used by trained members of the department and when authorized by a sworn supervisor.
5. Personnel using the Mobile Command Van shall ensure that any equipment used, is returned to its original location. Any maintenance or operational issues shall be reported to the Watch Commander.
6. The Command van will not be used for pursuits.
7. The Command van may be deployed in instances including, but not limited to: active shooter, HBT incident, mass arrests, special events where large crowds are anticipated.

I. Evidence Technician Vehicle

1. The purpose of the Evidence Technician Vehicle is to facilitate the mobility of the equipment necessary to process crime/traffic scenes. Use of this vehicle is limited to authorized Evidence Technicians and Crime Scene Technicians for operational purposes, training, or maintenance. Any other use must be authorized by the Detective Commander.
2. The qualifications and training required for operation of Evidence Technician vehicles includes assignment as a Evidence Technician and familiarization of the equipment/supplies transported in the vehicles.
3. Personnel using the Evidence Technician Vehicle shall ensure that any equipment/supplies used, is returned to its original location or replaced. Any maintenance or operational issues shall be reported to the Watch Commander.

J. Special Response Team Utility Vehicle.

1. The Special Response Team shall maintain a utility van for the purpose of transporting specialized equipment used during S.R.T. operations.
2. At least one member of the Special Response Team shall be assigned to perform regular maintenance checks on the vehicle. The member shall ensure that corrective measures are taken when deficiencies or problems are discovered.
3. Only Special Response Team members are allowed access to the vehicle unless otherwise instructed by the Special Response Team commander or team leader.
4. The S.R.T. utility vehicle contains specialized equipment as specified by the S.R.T. commander.
5. If the S.R.T. utility vehicle contains firearms or chemical munitions, it shall be parked in a secured area or guarded by a sworn officer.
6. Personnel using the S. R. T. utility vehicle shall ensure that any equipment used, is returned to its original location. Any maintenance or operational issues shall be reported to the Detective Commander.
7. The S.R.T. utility vehicle shall not engage in pursuits.

K. Undercover/covert vehicles

1. The purpose of the undercover/covert vehicle is for undercover investigations and or surveillance operations. The undercover/covert vehicle generally, should only be used for this purpose. Any sworn officer may use the undercover/covert vehicle.
2. Officers may only use the undercover/covert vehicle when authorized by a Watch Commander, appropriate supervisor, or Detective Commander.
3. Officers assigned to undercover/covert vehicles will ensure that personal property is removed and that the vehicle is refueled before returning. Personnel using the undercover/covert vehicle

shall ensure that any equipment used, is returned to its original location. Any maintenance or operational issues shall be reported to the Detective Commander.

4. Undercover/covert vehicles will not be used for traffic or pursuits.
5. Undercover/covert vehicles will not be parked on locations assigned for police vehicles.

IX. SUPERVISORY RESPONSIBILITIES:

A. Field Supervisors

1. Field Supervisors will be responsible for the efficiency of their subordinates. In addition to the duties that are associated with proper supervision, supervisors will be held accountable for:
 - a. directing subordinates to act upon specific problems, through directed patrol;
 - b. the availability of units;
 - c. ensuring that subordinates remain within the beat/sector unless properly authorized to leave it;
 - d. the timely response of patrol units to assignments and immediate return to available status by their subordinates;
 - e. thorough and complete preliminary investigations;
 - f. the conduct, effectiveness, and appearance of their subordinates;
 - g. the condition of vehicles.
2. Field Supervisors will continually monitor the status of all cars assigned to their supervision.
3. Field Supervisors will not go off the air for lunch, station duties or any other assignments. They will remain on the air and be available to the WSCDC dispatcher for consultation,

continuously monitoring radio calls of the beats assigned to their supervision.

4. Field Supervisors, time permitting, will conduct Report Review in the field at satellite stations or at locations where the need for police visibility has been determined. This is to ensure reports are accurate, complete and submitted in a timely manner in order to be included in the Daily Summary.

B. Watch Commanders

1. Watch Commanders are responsible for the proper direction of all police functions under their command. They will:
 - a. monitor the overall conduct of patrol personnel, the level of enthusiasm displayed, and the response to and handling of calls for service, and
 - b. note and continually evaluate the effectiveness of patrol personnel deployment techniques.
2. Watch Commanders will deploy patrol cars in a manner which assures that current police problems are addressed effectively. They will ensure that sector/tactical cars are staffed by highly motivated members who are capable of performing well with a minimum of close supervision.

C. Deputy Chief

The Deputy Chief, Field Services Bureau, has a patrol force tailored to respond to police requirements unique to the Village. As a planner and coordinator, he will provide the assets which effectively support beat/sector patrol. He is responsible for achieving the most efficient deployment of personnel and resources within his command, and he will react in response to pre-planned activities and events of a spontaneous nature in a manner which ensures optimum performance when problems arise.



Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.07
SUBJECT COMMUNICABLE DISEASE EXPOSURE PLAN			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.29 DATED 14 SEPT 98	NO. PAGES 17	

I. PURPOSE:

The purpose of this Order is to protect Oak Park Police Department employees from exposure to blood borne pathogens and other communicable infectious diseases; to establish procedures for handling arrestees suspected of having communicable infectious diseases; to establish procedures and policies as outlined by the Occupational Safety and Health Act (OSHA) for the protection and treatment of employees exposed to blood, bodily fluids, or other potentially infectious material.

II. POLICY:

- A. It is the policy of the Department to deliver unbiased professional police services to all individuals, regardless of their illness or disease.
- B. It is the policy of the Department to comply with the regulations of the Federal Occupational Safety and Health Act relating to occupational exposure to blood, or to other potentially infectious materials, and to inform Department members of appropriate precautionary measures to be taken in circumstances where members may be exposed to infectious materials.
- C. It is the policy of the Department to provide immunizations to all personnel whose duties could expose them to the virus Hepatitis B, and to provide training, safety equipment and procedures to safeguard Department personnel who may come into contact with persons or materials infected with blood borne pathogens.

III. DEFINITIONS:

All definitions found in Section 29 (CFR 1910.1030 (b) of OSHA entitled Blood borne Pathogens are found in Appendix F of this Order and are made a part of this document and shall apply when referred to within this order.

IV. AFFECTED PERSONNEL:**A. Responsibility for implementation of plan:**

1. The Deputy Chief of Support Services and the Training Coordinator shall be responsible for the implementation of the exposure control plan.
2. The Training Coordinator will coordinate implementation of the plan with the Health Department Director, Oak Park Fire Department, and other medical personnel required to properly implement the plan and required training.
3. The on-duty Watch Commander shall act as the plan coordinator in the absence of the Training Coordinator.
4. This exposure plan shall be reviewed annually by the Deputy Chief of Support Services and the Training Coordinator.

B. Personnel with potential for exposure:

1. All sworn personnel including Chief, Deputy Chiefs, Commanders, Sergeants and officers.
2. Community Service Officers
3. Property Custodian

IV. PRECAUTIONS FOR EXPOSURE AVOIDANCE/WORKPLACE CONTROLS:

- A. Department members shall treat all blood, body fluids, and other potentially infectious materials as potentially infectious and follow all precautionary measures outlined in this Order.
- B. Whenever any Department member's skin comes into contact with blood, bodily fluids or other potentially infectious materials, the

member shall immediately, or as soon as possible, wash their hands and any other exposed skin area with soap and warm water, or flush mucous membranes with water following the contact.

- C. Whenever a Department member is exposed to blood or potentially infectious materials, they shall:
 - 1. if in the field and unable to wash with soap and warm water, the hands will be washed with the antiseptic hand cleaner "foamiseptic" carried in the vehicle. Hands are then to be washed with soap and running warm water as soon as feasible.
- D. Department members wearing personal protective equipment, such as latex gloves, shall wash their hands and any other contacted skin and/or flush mucous membranes as soon as the gloves are removed.
- E. Officers are to use caution when conducting a pat-down for weapons to avoid a needle stick. When conducting a search of an arrestee, officers should have the arrestee empty their own pockets and turn them inside out or dump the contents of their own purses. Any time an officer notes that a subject has urinated or defecated in their clothing, disposable latex gloves shall be used during the search.
- F. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in areas where there is the reasonable likelihood of exposure to blood, bodily fluids, or infectious materials.
- G. Disarming police vehicles shall be done using a flashlight for dark areas and ASP batons for checking between seats and back rests.
- H. Housing in lock-up of a person with a communicable infectious disease:
 - 1. The Watch Commander shall be notified immediately that an infected person has been housed and shall limit contact with the individual.
 - 2. When the arrestee has informed the Department of his condition, either West Suburban Hospital Medical Center, Oak Park Hospital, MacNeal Hospital or Loyola Hospital shall be contacted to determine if the present course of action is appropriate and, if warranted, the arrestee shall be transported to the appropriate hospital or Cermak Hospital on a mittimus.

3. Following transport of the arrestee, the vehicle, along with any cell or Department furniture with which the arrestee may have come into contact, shall be thoroughly disinfected, in accordance with Section VII of this Order.
 - I. Evidence technicians and the property control officer are to take special precautions when packaging evidentiary items containing blood, bodily fluids, or other material that may be potentially infectious.
 1. Gloves, eye protection and masks are to be worn when handling or packaging any such evidence.
 2. Packages are to be clearly marked with biohazard labels prior to storage, transport, or shipping.

VI. PERSONAL PROTECTIVE EQUIPMENT:

- A. All Department personnel with potential exposure risk will be issued a set of personal protective equipment consisting of the following: latex gloves, facial shields and masks.
- B. Personal protective equipment (disposable latex gloves, facial shields and masks) shall be available for Department members in the following locations:
 1. All Department vehicles:
 - a) The personal protection equipment and hand washing products in these vehicles shall be checked bi-monthly by supervisory personnel and replenished, as necessary.
 2. All work stations, where Department members may be exposed to blood, bodily fluids, or other infectious materials.
 3. The Watch Commander's office.
 4. The lock-up booking room:
 - a) The personal protective equipment in locations 2-4 above shall be checked monthly by the detention facility custodian and replenished, as necessary.

- C. Personal protective equipment for evidence technicians, and others who may be exposed to locations of gross contamination will be located in the Detective Division and Watch Commander's Office.
 - 1. Gowns
 - 2. Surgical caps or hoods
 - 3. Shoe covers
- D. Personal protective equipment shall be worn and used by Department members as follows:
 - 1. Disposable latex gloves shall be worn whenever a member can reasonably expect to have contact with blood, bodily fluids, or other potential infectious materials, mucous membranes and broken skin, or when a Department member must handle or touch contaminated items or surfaces.
 - 2. Face shields, masks and gowns shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated, and eye, nose, or mouth contamination can be reasonably expected.
 - 3. In addition to 1 and 2 above, surgical gowns, caps, hoods, and shoe covers shall be worn in instances where gross contamination can reasonably be expected; e.g., autopsies.
- E. Use of personal protective equipment will be excused only in those rare and extraordinary circumstances when, in the professional judgment of the officer, use of personal protective equipment would have prevented immediate delivery of public safety services or have posed an increased safety hazard to the officer or other officers.
- F. Supervisory members of the Department shall ensure that Department personnel use appropriate personal protective equipment, as required in this Order, whenever circumstances permit.
- G. In those instances where a Department member chooses not to use personal protective equipment as outlined in this Order, the immediate supervisor shall investigate to determine if use of personal safety equipment would, in fact, have prevented the delivery of health care; public safety services, or would have posed an increased hazard to the

safety of the Department member, who has declined to use the personal protective equipment.

- H. Personal protective equipment shall be disposable and shall be disposed of after use, as outlined in Section VII.D. of this Order.
- I. Personal protective equipment should be removed by the user prior to leaving the location where the equipment was used.
- J. Once used, personal protective equipment shall be disposed of in the following manner:
 - 1. Personal protective items shall be removed and placed in a biohazard bag.
 - 2. The biohazard bag shall be placed in the biohazard disposal receptacle in the property/hazard common area.
 - 3. An additional biohazard disposal receptacle shall be found in the lock-up area.
 - 4. Biohazard bags shall conform to the requirements of OSHA and be fluorescent orange or orange-red in color.
 - 5. The Department shall dispose of all biohazard labeled materials, in accordance with current legal requirements governing disposal.
- K. All Department vehicles shall be equipped with the following equipment and, after each use, the Department member using the equipment is to replenish whatever is used.
 - 1. Disposable latex gloves
 - 2. Facial shields and masks
 - 3. Puncture- and leak-resistant container for contaminated sharps
 - 4. Biohazard disposal bags

VII. HOUSEKEEPING:

- A. Members of the Department shall ensure that all work site areas to which they are assigned are maintained in a clean and sanitary condition. If unsanitary conditions are observed, the Village Maintenance Department will be immediately contacted and warnings will be posted in the affected areas.
- B. Clean-up of potentially infectious material spills shall be completed while wearing disposable latex gloves, eye protection, and masks. All working surfaces shall be cleaned and decontaminated with the disinfectant "cavicide" as soon as possible after coming into contact with blood, bodily fluids, or other contaminated materials.
- C. Surfaces, such as the interior of a police vehicle, contaminated by blood, bodily fluids, or other infectious materials shall be cleaned as soon as possible after the contamination has occurred, or, if the contamination is to an absorbent fabric, the vehicle shall be taken out of service until sanitized by an OSHA certified service.
- D. Receptacles used for biohazard material shall be inspected daily, by designated personnel, for contamination and cleaned and disinfected as soon as possible once visibly contaminated. These containers shall:
 - 1. bear the biohazard label;
 - 2. be closable;
 - 3. be constructed to contain all contents and prevent leakage during storage, handling, transport, or shipping;
 - 4. be closed prior to removal; and
 - 5. if the biohazard containers themselves become contaminated on the outside, they shall be placed in a second container which meets the requirements set forth in VII.D.1-4 above.
- E. Any contaminated needles or sharps coming into the possession of a Department member shall be disposed of without shearing, breaking, or recapping, in biohazard-labeled containers which are puncture-resistant with leak-proof sides and bottoms.
- F. Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, State of Illinois, and any other county or local regulations and shall be performed by a vendor certified and

licensed by OSHA. West Suburban Hospital Medical Center will act as the facilitator.

1. The Watch Commander shall coordinate the disposal of Police Department-generated biohazard waste.

VIII. LAUNDERING CONTAMINATED MATERIAL:

- A. Contaminated laundry shall include, but not be limited to, the following:
 1. Uniform and clothing items worn on duty, whether supplied by the Department or personally owned, which have been exposed to blood, bodily fluids, or other potentially infectious materials while performing official duties.
 2. All non-disposable blankets and lock-up supplies used in the lock-up facility, regardless of whether the items were exposed to blood, bodily fluid, or other potentially infectious material.
- B. Contaminated laundry shall be contained in the location where used and handled as little as possible and bagged, not sorted, folded, or rinsed.
- C. Containers and bags used for laundry shall prevent leakage.
- D. Department members handling contaminated laundry shall wear the appropriate personal protective equipment; e.g., disposable latex gloves.
 1. In the case of uniforms and Department-member clothing, the member shall change at the Police Department as soon as possible after exposure and bag the clothing items in a biohazard bag.
 2. Department members shall not launder uniforms or exposed items at their homes or commercial laundries.
 3. All contaminated uniforms and clothing shall be properly bagged and transported to West Suburban Hospital Medical Center for disposal. The Police Department will reimburse the cost of uniform replacement.

IX. TRAINING

- A. All Department members, outlined in Section IV of this order, shall be trained.
- B. Training shall be provided by the Department and shall consist of the following:
 - 1. An explanation of this order.
 - 2. A general explanation of the epidemiology and symptoms of blood borne diseases.
 - 3. An explanation of the modes of transmission of blood borne pathogens.
 - 4. An explanation of the tasks and activities that may involve potential exposure to blood, bodily fluids, or other potentially infectious materials.
 - 5. An explanation of ways to limit exposure potential through work practices, controls, and personal protective equipment.
 - 6. Information on the use of personal protective equipment, removal, handling, decontamination, and disposal of personal protective equipment.
 - 7. An explanation of the basis for selection of personal protective equipment.
 - 8. Information on Hepatitis B vaccine, its efficacy, safety, method of administration.
 - 9. An explanation of the procedure for exposure incidents, including reporting the incident and the medical follow-up that will be made available at no cost to the employee.
 - 10. Information on post-exposure evaluation and follow-up that the Department is required to provide for the employee following an exposure incident.
 - 11. An explanation of the biohazard signs and color-coding used to mark blood, bodily fluids, or other potentially infectious materials.

12. An opportunity for interactive questions and answers with the persons conducting the training sessions.

C. Training to refresh Department personnel shall be conducted annually.

X. RECORD KEEPING

A. The Law Department/Risk Management Division shall establish and maintain an accurate record for each Department member with occupational exposure potential to include the following:

1. The name, star number, and social security number of the employee.
2. A copy of all Hepatitis B vaccination records and dates, including boosters, should they be deemed necessary at some future time, and medical records relative to the employee's ability to receive the vaccine.
3. Declination forms from employees who do not wish to be vaccinated.
4. A copy of all records relating to any exposure and the medical records from the follow-up relating to the exposure.

B. All medical records as specified in this section shall be confidential and will not be disclosed without the employee's written permission, except as authorized by this document, or as may be required by law. Medical records will be kept for duration of employment plus 30 years.

C. The following training records shall be maintained by the Training Coordinator for at least three (3) years following the completion of training:

1. Dates of training session.
2. Summary or outline of the training session.
3. Names and job titles of all persons attending the training session (Appendix D).
4. Names and qualifications of the person(s) conducting the training.

XI. VACCINATIONS

- A. Hepatitis B vaccinations shall be made available, at no cost to the employee, after affected members are trained in accordance with this Order, and within 10 days of initial assignment.
- B. The vaccinations shall be administered by medical personnel approved by the Department and the Village Health Department.
- C. Affected employees may receive the vaccinations or decline them.
- D. Declining employees shall do so in writing in the manner prescribed by OSHA (see Appendix C).
- E. Any affected employees who initially declines the vaccination may, at any time, request to be vaccinated and the Department shall make available the vaccine.
- F. If a booster dose of Hepatitis B is deemed necessary in the future, the Department shall make the vaccination opportunity available to all employees who have received the initial vaccination.
- G. The vaccination record of each employee receiving the Hepatitis B vaccine shall be maintained by the Training Coordinator (see Appendix E).

XII. POST-EXPOSURE MEDICAL EVALUATION AND FOLLOW-UP

- A. Definition of Occupational Exposure: An occupational exposure (i.e., exposure that occurs during the performance of job duties) that may place a worker at risk of HIV, HCV or HBV infection is defined as a percutaneous injury (e.g. a needlestick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g. exposed skin that is chapped, abraded or afflicted with dermatitis) with blood, tissue or other body fluids that are potentially infectious.
- B. When the Department employee incurs an exposure incident, wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. No evidence exists that using antiseptics for wound care or expressing fluid by squeezing the wound reduces the risk of blood borne pathogen transmission; however, the use of antiseptics is not

contraindicated. The Department employee will report the incident immediately to his supervisor or watch commander.

- C. If a Department employee has an exposure incident, the Department shall immediately make available a confidential medical examination and follow-up, to include the following elements:
 - 1. Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.
 - 2. Identification and documentation of the source individual, unless the Department can establish that identification is infeasible or prohibited by State law.
- D. The source individual's blood shall be tested as soon as possible and after consent is obtained (Appendix H) in order to determine HBV (Hepatitis B) or HIV (Human Immunodeficiency virus) infectivity. If consent is not obtained, the Department shall establish that legally-required consent cannot be obtained. When law does not require the source individual's consent, the source individual's blood, if available, shall be tested and the results documented.
- E. When the source individual is already known to be infected with HBV or HIV, testing is not required.
- F. Results of the source individual's testing shall be made available to the exposed employee and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- G. Collection of blood from the exposed employee shall be in accordance with all State and federal regulations pertaining to the same and shall be collected by trained medical personnel.
- H. Post-exposure prophylaxis, counseling and an evaluation of reported illnesses may also be recommended by treating health-care professionals for exposed Department employees.
- I. The Department shall ensure that the health-care professional treating the exposed employee is given:
 - 1. a copy of the OSHA standard on blood borne pathogens (Appendix F);

2. a description of the exposed member's duties, as related to the exposure incident;
 3. documentation of the route(s) of exposure and circumstances under which the exposure occurred;
 4. results of the source individual's blood testing, if available; and
 5. all medical records relevant to the appropriate treatment of the member, including vaccination status.
- J. Within fifteen (15) days of the completion of the evaluation, the Department shall provide a copy of the evaluation report to the employee.
- K. The health-care professional's written opinion for HBV vaccination shall be limited to whether vaccination is indicated and if the employee has received the vaccination. This applies only to those employees vaccinated prior to this Order, or to those who have been vaccinated other than in accordance with Section XI of this Order.
- L. Health-care professionals treating an affected employee shall provide the Department a written report:
1. informing the Department that the employee has been informed of the results of the evaluation, and
 2. informing the Department that the employee has been informed of any medical conditions resulting from exposure to blood, bodily fluids, or other potentially infectious materials which require further evaluation or treatment of the employee.
- M. All other findings or diagnosis shall remain confidential and shall not be included in the written report.

XIII. REQUIRED DEPARTMENT DOCUMENTATION OF EXPOSURE INCIDENTS

- A. All appropriate case reports, offense, or incident reports shall be completed by the affected employees with their immediate supervisors.

- B. The affected employees, with their immediate supervisor, shall complete the appropriate worker's compensation form and shall include the following:
 - 1. an explanation of the route of exposure;
 - 2. a description of the personal protective equipment in use at the time of the exposure.
- C. The affected employee with the immediate supervisor shall complete the Communicable Infectious Disease Report (Appendix A).
- D. Copies of all reports shall be forwarded to the appropriate Bureau deputy chief.

XIV. WRITTEN CERTIFICATION OF HAZARD ASSESSMENT

In accordance with OSHA regulations, 1910.132(d), pertaining to personal protective equipment (PPE), the following areas of the station and work situations have been assessed for their potential hazards. In addition to the hazards assessed, Appendix G has been developed and posted throughout the Department in areas of potential exposure to remind employees of the assessed hazards and the PPE to be used in conjunction with reducing the risk of exposure or injury.

- A. Bleeding wounds - Bleeding wounds may be encountered when responding to calls or in the station. Blood and other bodily fluids may contain blood borne pathogens and are therefore a risk. Whenever employees may be exposed to blood or other bodily fluids, they should use the following PPE:
 - 1. eye and face shields; and
 - 2. disposable latex gloves.
- B. Large Amounts of Blood at Crime Scenes - Blood and other bodily fluids may contain blood borne pathogens and are therefore a risk. Evidence technicians processing crime scenes where a large amount of blood or bodily fluids are present should wear the following PE:
 - 1. Tyvec protective suits;
 - 2. shoe covers;

2. eye and face shields; and
 4. disposable latex gloves.
- C. Clean-up of Blood Spatters - Whenever an employee must clean up blood spatters or spatters of other bodily fluids, which are potential bearers of blood borne pathogens, they should do so in accordance with Section VII.B and wear the following PE:
1. eye and face shields; and
 2. disposable latex gloves.
- D. Fingerprint Powder - Whenever an evidence technician is dusting evidentiary items in the Evidence Processing Laboratory, the following precautions should be taken to prevent irritation to the eyes and lungs: Eye and face shield worn and the exhaust fan should be in use.
- E. Biohazard Bags - When biohazard bags are collected and removed to a disposal site or if the contents are soiled uniforms to be taken to a designated OSHA cleaning establishment, the personnel handling the bags are at risk of exposure to blood borne pathogens and should make use of the following PE:
1. Disposable latex gloves.
- F. Putrefied Bodies - Whenever officers must work a crime scene involving a putrefied body, they may be exposed to blood borne and airborne pathogens and should make use of the following PE:
1. putrefaction masks;
 2. eye and face shields; and
 3. disposable latex gloves.
- G. Shooting Range - Whenever personnel are involved in the act of shooting on the range, they are at risk of injury to the eyes from lead fragments and ear injury from noise. Everyone in the range should make use of the following PE:
1. shooting glasses for eye protection; and

2. ear covers for hearing protection.

XV. LIMITATIONS OF PERSONAL PROTECTIVE EQUIPMENT (PE)

In accordance with OSHA regulations, 1910.132 (f), personnel must be advised of the limitations and proper care of their PE. Personal protective equipment is meant to offer protection to the wearer against injury or exposure to identified hazards. Officers must wear the equipment in the manner taught and should be cautious, knowing that improper use or soiled PE will not provide protection. Soiled equipment or equipment that has served its useful life will not provide protection and should be replaced.

Periodic check of PE when in use is encouraged and, if replacement is necessary, replaced immediately.

A. Disposable Latex Gloves

1. Disposable latex gloves should be checked regularly as all other equipment should be. Latex gloves will start to dry out over time and, if carried in a trouser pocket, they will start to deteriorate and stick together. The officers should regularly check their gloves for serviceability, and if they have any question or doubt about the usefulness of the gloves, they should replace them immediately.
2. Whenever officers are wearing their disposable latex gloves and they note a tear or thorough soaking of bodily fluid, they should remove and dispose of them in a biohazard bag and replace them with another clean pair of disposable latex gloves.

B. Eye and Face Shields

1. Eye and face shields should be checked along with the other equipment of the officer for serviceability. If the eye and face shield is cracked, broken or torn it should be replaced immediately.
2. If the eye and face shield becomes soiled with blood or other bodily fluid, the officer should dispose of it in a biohazard bag and put on a clean eye and face shield.

C. Tyvec Suits and Shoe Covers

1. Tyvec suits and shoe covers must be properly worn and, when soiled, disposed of properly in a biohazard bag.

D. Biohazard Bags

1. Biohazard bags are intended only for the disposal of PE and soiled cleaning materials.
2. Biohazard bags that are torn or heavy should be placed in a larger bag and sealed before disposal.

E. Dust Masks

1. Soiled or moisture-soaked dust masks do not perform as thorough a filtering of airborne particles as clean, dry masks and should be replaced as needed.

F. Eye and Ear Protection

1. Poorly fitting, broken or cracked eye protection (shooting glasses) should not be worn but replaced. Shooting glasses should be properly fitting to provide maximum eye protection when shooting.
2. Ear protection should fit snugly against the sides of the head to provide maximum benefit to the wearer.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 15 MAR 04	EFFECTIVE DATE 15 MAR 04	DISTRIBUTION C	NUMBER 4.07
SUBJECT	COMMUNICABLE DISEASE EXPOSURE PLAN		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	1
AMENDS 4.07 DATED 12 JAN 04	RESCINDS	NO. PAGES	2

XV. LIMITATIONS OF PERSONAL PROTECTIVE EQUIPMENT (PE):

G. N95 Particulate Respirator Masks

1. The Department has chosen the N95 particulate respirator mask because studies have shown it to be effective in protecting the wearer from particles 0.1 microns in size or greater, which should, theoretically protect the wearer from both tuberculosis and anthrax. The N95 mask is recommended as a respirator against biological agents by the Centers for Disease Control and by OSHA for use in Yellow Zones.
 - a. Tuberculosis is approximately 1 to 5 microns in size.
 - b. Anthrax is a rod-shaped organism that is 1 to 1.5 microns x 3 to 5 microns in size.
2. Officers are strongly encouraged to wear an N95 particulate respirator mask whenever they are in the presence of an unknown powdery substance.
3. The Training Coordinator is the Particulate Respirator Program administrator and coordinator.
4. All patrol officers will be trained by the Training Coordinator and others trained in the use and fitting of the N95 particulate respirator masks:

- a. All patrol officers will be fit tested by the Training Coordinator prior to using or wearing the N95 particulate respirator mask.
 - b. All patrol officers will be trained in the proper use of the respirators, including putting them on and removing them, limitations of their use, and how to properly maintain the masks.
5. The N95 particulate respirator masks will be issued to each patrol officer along with a container for protecting them while being stored.
 6. Each police patrol vehicle will be equipped with N95 particulate respirator masks and stored in an air-tight container in the trunk of the vehicle.
 7. N95 particulate respirator masks are to be disposed of after use in a red biohazard bag. The Training Coordinator should be notified when a mask needs to be replaced.
 8. When officers inventory the equipment in their patrol vehicles, a check should be made of the N95 masks to assure they are still serviceable and stored within their air-tight container.

Rick C. Tanksley
Chief of Police

Appendix A

COMMUNICABLE INFECTIOUS DISEASE REPORT

Employee: _____ Case #: _____

Date of Report: _____ Time of Report: _____

Suspected Disease: _____

How was employee exposed to this disease: _____

Suspected Disease Carrier: _____

Address if Suspected Carrier (Street): _____

City/State/Zip: _____ Telephone: _____

Has Suspected Carrier Submitted to a Medical Test: _____

Test Conducted At: _____

Test Conducted By: _____ Date/Time: _____

Medical Test for Exposed Employee(s): _____

Has Employee Been Given Medical Treatment? Yes _____ No _____

Where: _____

Other Employees Possibly Exposed and How Exposed:

Name _____ How Exposed _____

Supervisor

Appendix B

REQUEST TO SUBMIT TO A BLOOD TEST

I voluntarily give my written consent to submit to a blood test to determine if I may be suffering from _____ or any other communicable infectious disease to which I have exposed others. I further consent and authorize this medical facility to release the results of this and any other test to the Village of Oak Park Police Department.

Signature

Date

Officer/Witness

Appendix C

DECLINATION STATEMENT

HEPATITIS B VACCINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B (HBV) virus infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature

Date

Appendix D

OAK PARK POLICE DEPARTMENT IN-SERVICE TRAINING ROSTER

BLOODBORNE PATHOGENS

DATE:

INSTRUCTOR:

Name/Rank

Appendix E

SAMPLE MEDICAL RECORD FORM

Employee Information:

Employee Name: _____
Social Security Number: _____

Hepatitis B Vaccination Status:

Vaccination declined: _____
If yes, release form attached? _____ Date: _____
Reason: _____

Vaccination Record:

Date of 1st shot: _____
Date of 2nd shot: _____
Date of 3rd shot: _____

Antibody Testing

Date of test: _____ Result: _____
Date of test: _____ Result: _____

Booster Shot

Date of shot: _____
Date of shot: _____

Note the following documents shall be made a part of the employee record:

- Copies of results of examinations, medical tests and follow-up procedures.
- Copies of healthcare professional's written opinions.
- Copies of information provided to healthcare professional.
- Copy of release form, if any.
- Employee must furnish medical records to document vaccinations, if any, prior to employment or active duty with the agency.
- These records are to be maintained by the Training Coordinator and are not to be disclosed or reported to any person within or outside the workplace without the employee's written consent as required by 29CFR 1910.1030 or as required by law.
- Medical records are to be maintained by the employer for at least the duration of employment plus thirty years.

APPENDIX F

COMMUNICABLE DISEASE EXPOSURE PRECAUTIONS

- A. Bleeding wounds: Bleeding wounds may be encountered when responding to calls or in the station. Blood and other bodily fluids may contain bloodborne pathogens and are therefore a risk. Whenever employees may be exposed to blood or other bodily fluids, they should use the following PPE: Eye and face shields and disposable latex gloves.
- B. Large Amounts of Blood at Crime Scene: Blood and other bodily fluids may contain bloodborne pathogens and are therefore a risk. Evidence technicians processing crime scenes where a large amount of blood or bodily fluids are present should wear the following PE: Tyvec protective suits, shoe covers, eye and face shields and disposable latex gloves.
- C. Clean-up of Blood Spatters: Whenever an employee must clean up blood spatters or spatters of other bodily fluids which are potential bearers of bloodborne pathogens, they should do so in accordance with Section VII.B and wear the following PE: Eye and face shields and disposable latex gloves.
- D. Fingerprint Powder: Whenever an evidence technician is dusting evidentiary items in the Evidence Processing Laboratory, the following precautions should be taken to prevent irritation to the eyes and lungs: Eye and face shield worn and the exhaust fan should be in use.
- E. Biohazard Bags: When biohazard bags are collected and removed to a disposal site or if the contents are soiled uniforms to be taken to a designated OSHA cleaning establishment, the personnel handling the bags are at risk of exposure to bloodborne pathogens and should make use of the following PE: Disposable latex gloves.
- F. Putrefied Bodies: Whenever evidence technicians must work a crime scene involving a putrefied body, they may be exposed to bloodborne and airborne pathogens and should make use of the following PE: Putrefication masks, eye and face shields, and disposable latex gloves.
- G. Shooting Range: Whenever personnel are involved in the act of shooting on the range, they are at risk of injury to the eyes from lead fragments and ear injury from noise. Everyone in the range should make use of the following PE: Shooting glasses for eye protection and ear covers for hearing protection.

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12-JAN-2004	EFFECTIVE DATE 12-JAN-2004	DISTRIBUTION C	NUMBER 4.08
SUBJECT	DEADLY FORCE		
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 4.06 DATED 14 SEPT 98	NO. PAGES 4

I. PURPOSE:

The purpose of this Order is to define the rules and procedural guidelines governing the use of deadly force.

II. POLICY:

The use of deadly force is the most serious act in which a law enforcement officer will engage. It has the most far-reaching consequences for all of the parties involved. Therefore, it is imperative not only that officers act within the boundaries of legal guidelines, ethics, good judgment, and accepted practices but, also, that they be prepared by training, leadership, and direction to act wisely whenever using deadly force in the course of their duty.

A reverence for the value of human life shall guide officers in considering the use of deadly force. While officers have an affirmative duty to use that degree of force necessary to protect human life, the use of deadly force is not justified merely to protect property interests.

III. DEFINITION:

- A. **FIREARM** - Any weapon or device from which is propelled any missile, projectile, bullet, shot, pellet, or other mass by means of explosives, compressed air or gas, or by means of springs, levers, or other mechanical device.
- B. **DISCHARGE** - To fire, shoot, pop, or otherwise release the charge of a firearm.

- C. **DEADLY FORCE** - That force which, when applied physically, by weapon or any other instrument, is likely to cause death or great bodily harm.

IV. RULES:

- A. Officers will use deadly force only to defend themselves or another person when they reasonably believe that they or a third person, are in danger of being killed or receiving serious bodily harm and that deadly force is necessary to defend against that danger.

NOTE: Justification for the use of deadly force must be limited to what reasonably appears to be the facts known or perceived by an officer at the time they decide to shoot. Facts unknown to an officer, no matter how compelling, cannot be considered at a later date to justify a shooting.

- B. Officers will not fire their weapons under conditions that would subject bystanders or hostages to death or possible injury. Firing under such conditions is not justified unless the failure to do so at the time would create a substantial immediate threat of death or serious bodily injury.

C. Oral Warning

Prior to utilizing deadly force, the officer, if the situation allows, shall provide a clear and audible warning to the perpetrator(s) of criminal activity to desist.

D. Drawing or Exhibiting Firearms

A firearm will be drawn and/or exhibited for authorized training, cleaning, inspection, and other conditions identified within this Order. A firearm will not be drawn or exhibited for purposes of threat or display.

E. Moving Vehicles

Discharging a firearm from, or at, a moving vehicle is prohibited, unless the occupant, or occupants, of the other vehicle are using deadly force against the officer or another person.

F. Warning Shots

Warning shots are strictly forbidden under any circumstances.

G. Handling and Care

Police personnel will observe all safety rules and measures when handling service firearms. The service weapon will be properly secured in the holster when not in proper use.

- H.** Except for authorized range practice, sporting events, or other recognized events where the discharge of firearms is legal and practical, officers will report firearm discharges immediately to their watch commanders.
- I.** In all cases, the circumstances of a firearms discharge, including accidental discharges, will be explained within the officer's written report.
- J.** In all instances where discharge of a firearm results in injury or death, the Chief of Police or his designee must be immediately notified. If directed by the Chief of Police, the Internal Affairs Sergeant will conduct an investigation separate from any other investigation that may be conducted.
- K.** In all cases where the use of force results in death, the Chief of Police or his designee will remove the officer involved from line-duty assignment, pending an administrative review of the case.

V. PROCEDURES:

- A.** A firearm may be drawn when it is anticipated that a confrontation with an armed subject, or subjects, or a high-risk situation likely to occur. A firearm may be drawn when searching a building for a suspected felon, but shall not be carried in a single-action cocked mode.
- B.** Use of shotguns

Shotguns and rifles are provided by the Department as additional protection for officers in particularly high-risk situations.

The removal of a shotgun or rifle from the vehicle is authorized only when it is anticipated that a confrontation with an armed subject, or subjects, or a high-risk situation is likely to occur.

- C.** Debriefing

A psychological debriefing will be provided to any officer(s) involved in a firearm discharge resulting in injury or death, at the request of the officer(s).

A psychological debriefing may be recommended to the Chief of Police by a command officer for any officer who appears to have been adversely affected by a firearm discharge incident.

D. Shooting Incident

1. The Chief of Police may authorize a debriefing team to critique any discharge-of-firearm situation by an officer. Membership will be:
 - Representative of the Training Staff
 - Rangemaster
 - Appointments by the Chief of Police
2. The purpose of the team will be to review each shooting incident and make recommendations to the Chief of Police based on the following:
 - Errors in training
 - Training needs
 - Training methods
 - Proposed policy and procedural changes
3. This team will function independent from any other investigation conducted within the Department.
4. Participation by officers will be voluntary; however, active participation is encouraged.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12-JAN-2004	EFFECTIVE DATE 12-JAN-2004	DISTRIBUTION C	NUMBER 4.09
SUBJECT DEATH AND INJURY NOTIFICATION			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.07 DATED 14 SEPT 98	NO. PAGES 4	

I. PURPOSE:

The death or serious injury of a Department member or members of families living within this community is, to loved ones, a severe shock that must not be intensified by the insensitive action of another person. In the event of the death or serious injury of a Department member, or a citizen of the community, extreme care will be exercised to avoid increasing the grief and sorrow of the family. The purpose of this Order is to ensure that:

- A. appropriate notifications are made in cases of death or serious injury of a Department member;
- B. appropriate notifications are made in cases of death or serious injury of citizens living within the community; and
- C. information is not released until the nearest relative has been notified of the death or serious injury of a Department member or citizen of the community.

II. POLICY:

To define a procedure for notifications of death and injury.

III. DEFINITION:

SERIOUS INJURY - an injury that results in death, or could result in death, or disability, which would ordinarily require hospitalization.

NON-SERIOUS INJURY - an injury that, apparently, will not result in death, disability, or hospitalization.

IV. PROCEDURE:**A. Active member - On Duty**

The Watch Commander will **immediately** notify the Chief of Police and members of the Chaplaincy Unit, regarding the death or serious injury of a member.

- B.** The Chief of Police or his designee will ensure that the member's family is personally notified.
- C.** The Watch Commander will prepare a To/From/Subject Report containing the following information:
 1. name, rank and star number of the member.
 2. date, time and location of the incident.
 3. summary of the facts.
 4. extent of injuries.
 5. any other applicable information.

D. Radio Security

When a Department member is **either seriously injured or dies, names will not be mentioned over the police radio under any circumstances.** Strict observance of the procedure is mandatory, to ensure that the member's family is personally notified before the information is disseminated to the news media.

V. ACTIVE MEMBER - OFF DUTY:

- A.** Information regarding the death or serious injury of an off-duty Department member will be transmitted to the Watch Commander.
- B.** The Watch Commander will immediately notify the Chief of Police and members of the Chaplaincy Unit, regarding the death or serious injury of a member.

- C. The Watch Commander will prepare a To/From/Subject Report, as required in IV.C. of this Order.

VI. RETIRED MEMBER:

- A. When notified that a retired member has died, the following information must be obtained for both administrative purposes and proper notification to all units:
1. Name and rank.
 2. The name of the spouse or closest living relative.
 3. Date of death.
 4. Name and address of funeral home.
 5. Date, time and location of funeral services.
 6. Cemetery of interment.
- B. Information regarding the death of a retired member will be transmitted to the Office of the Chief of Police.

VII. NOTIFICATION OF DEATH OR SERIOUS INJURY OF A CITIZEN:

- A. Upon receiving a request to notify a citizen living in the Village that a family member is seriously injured or has died, the person receiving the request will notify the Watch Commander.
- B. The Watch Commander will:
1. Obtain all the pertinent information and verify that such information is from a legitimate source; i.e., police agency, Medical Examiner's Office, etc.;
 2. Assign an on-duty detective to make the notification;

NOTE: When a detective is not on duty, a field supervisor will be assigned.

3. Ensure that the proper Departmental report is prepared.

VIII. NON-SERIOUS INJURY:

Non-serious injuries will be recorded on the appropriate Medical Roll or Village of Oak Park Accident Investigation Report, as required by Departmental procedure.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12-JAN-2004	EFFECTIVE DATE 12-JAN-2004	DISTRIBUTION C	NUMBER 4.10
SUBJECT		DOMESTIC DISPUTE INTERVENTION	
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.08 DATED 14 SEPT 98	NO. PAGES 10	

I. PURPOSE:

The purpose of this Order is to define the rules and procedural guidelines concerning the police response to domestic violence in compliance with the Illinois Domestic Violence Act (IDVA) of 1986.

II. POLICY:

It is the policy of the Oak Park Police Department to respond to all reported domestic disputes in order to prevent injury or loss of life, to restore peace, enforce all criminal laws, and to ensure that persons needing social assistance or counseling are informed of the methods for obtaining same.

III. ILLINOIS DOMESTIC VIOLENCE ACT OF 1986:

Officers will familiarize themselves with and maintain a working knowledge of the provisions of 750 ILCS 60, also known as the Illinois Domestic Violence Act of 1986, or its successor act, as amended. Officers will be particularly aware of Article III, which enumerates the specific duties required of Law Enforcement Officers.

IV. PROCEDURE AND RESPONSIBILITIES UNDER IDVA:

The IDVA mandates greater police protection and assistance to victims of domestic violence. Under the IDVA, if an officer determines that a person has been abused by a family or household member, the officer must immediately take all reasonable steps to prevent further abuse. Specifically, the Act provides

that law enforcement officers may arrest, without a warrant but with probable cause, a person who commits a violent crime against a family, household member, or adult with disabilities, or a person who has violated either the prohibition against abuse or a vacate order in an existing Order of Protection. Whether or not an arrest is made, law enforcement officers have specific responsibilities under the IDVA.

A. Police officers will:

1. obtain as much information as possible from the Communications Center;
2. respond as quickly and safely as possible;

NOTE: Emergency speed, lights, and siren will not be utilized unless or until information is received of imminent injury.

3. not force open the door unless there are mitigating circumstances (i.e., cries for help or evidence that a person is in immediate need of assistance).
4. restore order by gaining control of the situation.
5. take necessary steps to prevent further abuse.
6. take control of all weapons used or threatened to be used.
7. attempt to contact and interview all parties in the dispute as well as potential witnesses. After each party has been interviewed, the reporting officer(s) will determine if an arrest shall be made or whether other action should be taken.

NOTE: CONTACT AND INTERVIEWS SHOULD BE DONE SEPARATELY.

8. determine if any of the parties require medical attention and ensure that the appropriate medical care is obtained or offered.
9. accompany victim to his/her place of residence for a reasonable period of time to remove necessary belongings or possessions and ensure the safety of the children.

10. inform the victim or responsible party acting in the victim's behalf of their rights pursuant to the Illinois Domestic Violence Act (IDVA) and ensure that the victim is provided with a written copy (Spanish or English) of the Victim's Rights Sheet: The Illinois Domestic Violence Act if it is determined that a violation of the IDVA has occurred.
11. supply the officer's name and star number.
12. inform the victim of the importance of preserving evidence (i.e., torn clothing, photos, damage, medical records, etc.). Have the Evidence Technician photograph the injuries if visible.
13. have the victim sign a release for medical records in those cases with injuries.
14. offer and provide or arrange transportation for the victim to a nearby place of shelter or safety.
15. prepare the appropriate case report, even when no arrest is made, when investigating a bona fide domestic incident and indicate:
 - a. in the narrative, the circumstances of the incident plus the frequency and the severity of prior incidents of abuse by the offender and number of prior calls for police assistance.
 - b. the relationship of the victim and offender.
 - c. proper classification of the report (Domestic battery, Violation of order of protection, etc.) and disposition.
16. ascertain and verify the existence of an Order of Protection and its provisions by referring to the copy provided by the victim or by requesting Communications to check LEADS (Law Enforcement Agencies Data System) computer format or records of the Illinois Department of State Police.
17. refer victim to appropriate social agency (Sarah's Inn or Oak Park Family Service) whether an arrest is made or not.

B. West Suburban Consolidated Dispatch Center (WSCDC) Operators:

1. dispatch at least two officers, whenever possible, to each in-progress domestic dispute.
2. provide all responding units with all vital information.
3. in addition to the information normally gathered, an effort should be made to determine and relay the following vital information to responding officer(s), whether:
 - a. the offender is present and, if not, the offender's description and possible whereabouts;
 - b. weapons are involved;
 - c. the offender is under the influence of alcohol or drugs;
 - d. there are children present.
4. Operators will use utmost discretion prior to canceling a call for service, if based solely on a request for cancellation by a person other than the original complainant.

V. OBTAINING AN ORDER OF PROTECTION THROUGH CRIMINAL COURT:

- A. A victim may obtain an Order of Protection by:
1. filing a formal complaint and testifying to the facts of the incident(s) before a judge (Criminal Court);
 2. asking an attorney to file a petition in civil court;
 3. requesting an Order of Protection during the course of a criminal prosecution, either while awaiting a trial or as a condition of court-ordered supervision or probation;
 4. requesting an Order of Protection in juvenile court in connection with a delinquency petition or a criminal prosecution; or
 5. requesting an Order of Protection in conjunction with divorce proceedings.

- B. Procedure to be followed in obtaining an Order of Protection when a criminal complaint is signed:

NOTE: A VICTIM MUST HAVE A SIGNED COMPLAINT IN ORDER TO RECEIVE AN ORDER OF PROTECTION THROUGH CRIMINAL COURT.

- C. If a warrant for arrest is to be signed in Bond Court:
1. A.M. Bond Court - Advise the victim to go to the State's Attorneys Office in Maybrook Court. The victim must be there no later than 9:00 a.m. The victim should ask to speak to an advocate who will help him/her complete the Order of Protection forms and accompany the victim to bond court. It is not necessary for the officer to accompany the victim to the State's Attorneys Office.
 2. P.M. Bond Court - Same procedure as (1.), but the victim must be in the State's Attorney's Office by 1:00 p.m.

NOTE: The advocate will give the bond officer, if available, the respondent's copy of the Order of Protection. A copy should be made and placed in the defendant's file. An officer will deliver the respondent's copy to the defendant with the warrant for his/her arrest. The service of the Order of Protection will be followed by a supplementary report indicating same, which will become a permanent part of the file.

- D. If the abuser has been arrested and bonded out:
1. before the victim can obtain an order of protection, all paperwork must be transported to Maybrook Court. This includes the original complaint, the bond money and the bond receipt.
 2. advise the victim to go to the State's Attorney's Office in Maybrook Court. The victim should be there no later than 1:00 p.m. The victim should be advised to ask for the advocate, who will help the victim with the paperwork and support the victim through the court process.

NOTE: IT IS IMPORTANT TO SET RETURN DATES WITHIN THE 21 DAY PERIOD OF THE EMERGENCY ORDER OF PROTECTION.

- E. Officers may verify the existence of an Order of Protection by telephone or radio communication, or by referring to the copy of the Order provided by the petitioner or respondent.

Note: All sheriffs shall furnish to the Department of State Police, daily, in the form and detail the Illinois Department of State Police Department requires, copies of any recorded Orders of Protection issued by the court and transmitted to the sheriff by the clerk. Each Order of Protection shall be entered into LEADS on the same day it is issued by the court.

- F. Types of Orders of Protection granted:

1. Emergency Orders are valid for a period of time between 14 days and 21 days and can be entered without notice to the offender, if the victim alleges that the abuse he or she is trying to prevent would be likely to occur if the offender were given notice.
2. Interim Orders are valid for up to 30 days and are issued after the victim has served notice on the offender or the victim has satisfied the court that he/she is diligently attempting to complete the required service of process.
3. Plenary Orders are valid for 1 or 2 years, or if in conjunction with a civil divorce, for the life of the final decree.

- G. Mutual Orders of Protection or correlative separate charges undermine the purposes of the IDVA and are prohibited unless both parties have properly filed written pleadings and proved past abuse by the other party. The fact that a mutual order or correlative separate orders are granted shall not be sufficient basis to deny any remedy to the petitioner or counter-petitioner or to prove that both parties are equally at fault or equally endangered.

- H. If the petition states that disclosures of the victim's address would risk abuse by any member of the victim's family or household or reveal the confidential address of a shelter for domestic violence victims, that address may be omitted from all documents filed by the court. Petitioner

must designate an alternative address for the purpose of notice of motions or service of process.

- I. Amendment to the Firearm Owners Identification Card Act reads as follows: Prohibition of firearm possession. (a) When a complaint is made under a request for an Order of Protection, that the respondent has threatened or is likely to use firearms illegally against the petitioner, and the respondent is present in court or has failed to appear after receiving actual notice, the court shall examine, on oath, the petitioner and any witnesses who may be produced. If the court is satisfied that there is any danger of the illegal use of firearms, it shall include in the Order of Protection the requirement that any firearms in the possession of the respondent, except as provided in sub-section (b), be turned over to the local law enforcement agency for safekeeping. If the respondent is a peace officer as defined in Chapter 720 ILCS, Section 5/2-13, the court shall order that any firearms used by the respondent in the performance of his or her duties as a peace officer be surrendered to the chief law enforcement executive of the agency in which the respondent is employed, who shall retain the firearms for safekeeping for the stated period not to exceed 2 years as set forth in the court order.

VI. ENFORCEMENT OF AN ORDER OF PROTECTION (VIOLATIONS):

- A. A police officer may, without a warrant, arrest a person for violation of an Order of Protection, when the officer has reasonable cause to believe all the following exists:
 1. A current Order of Protection is on file with the Police Department. This can be confirmed through the Communications Center by suspect name. Orders of Protection should also be in LEADS.
 2. The person named in the Order is in violation by committing one or more of the following specific acts (if enumerated on the Order):
 - a. physical abuse (harassment, assaulting, beating, wounding) but can also include psychologically abusive acts (threats, intimidation, etc.)
 - b. entering the premises;

- c. entering the place of employment or children's school; and/or
 - d. removing minor children from the party having physical care or legal custody as determined by the court.
- B. Persons against whom Orders of Protection have been issued and who violate the terms of the Order of Protection will be charged with:
 - 1. the offense of Violation of the Order of Protection; and
 - 2. the offense of domestic battery or assault.
- C. If an Order of Protection expires on a holiday or weekend, it will automatically be extended to 1700 hours the next business day.

VII. ENFORCEMENT OF THE ILLINOIS DOMESTIC VIOLENCE ACT:

- A. Police officers may, upon probable cause, effect an arrest for assault and domestic battery or aggravated assault when the person that has committed or is committing the violation is the spouse, former spouse, a person residing in the same household, or is the primary caretaker of the victim.

NOTE: Prosecutions for violation of this act will be handled by the Cook County State's Attorneys Office.

- B. The officer may make the arrest, without a warrant, based on probable cause and without regard to considerations about future cooperation of the victim.
- C. Absent any criminal violations, officers should make reasonable efforts to mediate domestic disputes that may include suggestions that one or both parties seek counseling or psychological care.

NOTE: Certain organizations work specifically with families in domestic situations: Sarah's Inn and Oak Park/River Forest Family Service provide this service at either no cost or at a cost on a sliding scale according to ability to pay.

D. In the event that one of the parties in the dispute indicates a desire to leave the premises, officers are authorized to standby for a reasonable period of time to allow for the removal of that individual's personal property, of which ownership is undisputed and in addition may:

1. suggest that the female victim in the dispute utilize Sarah's Inn in the event they indicate a desire to leave the premises and need emergency shelter; and

NOTE: ONLY FEMALES ARE ALLOWED AT THE SHELTER.

2. authorize transportation of persons not arrested to a different location, subject to supervisory approval.

VIII. POLICE RESPONSIBILITIES UNDER IDVA:

The IDVA mandates greater police protection and assistance to victims of domestic violence. Under the IDVA, if an officer determines that a person has been abused by a family or household member, the officer must immediately take all reasonable steps to prevent further abuse. Specifically, the Act provides that law enforcement officers may arrest, without a warrant but with probable cause, a person who commits a violent crime against a family, household member, or adult with disabilities, or a person who has violated either the prohibition against abuse or a vacate order in an existing Order of Protection. Whether or not an arrest is made, law enforcement officers are required to:

- A. arrange or provide for transportation to a medical facility for treatment of injuries;
- B. arrange or provide for transportation to a nearby emergency shelter or other safe place;
- C. accompany the victim to her home to remove necessary personal belongings;
- D. offer the victim a "Rights Sheet" provided by the Department, including the reporting officer's name, star number, and employee number.
- E. inform the victim of the importance of preserving evidence (e.g., torn clothing, weapons, photos of bruises, medical records); and

- F. file a police report or complaint that provides information on the specifics of the incident of domestic violence, the victim's statement about abuse and previous requests for police assistance, and the outcome of the investigation.

IX. UNLAWFUL VISITATION INTERFERENCE:

An Illinois law prohibits Unlawful Visitation Interference, 720 ILCS 5/10-5.5 et. al. of detaining or concealing a minor child from lawful visitation. The wrongful act is the custodian parent detaining or concealing the minor child for lawful visitation. The jurisdiction for the court citation to be filed and heard is normally the residence of the custodian parent where the child was detained or concealed and not the place set for the visitation. A report should always be taken by the Oak Park Police. However, if the custodian parent is not a resident of Oak Park, the visiting parent should be informed to seek a remedy with his/her own attorney in the family law courts or with the proper authorities of the custodian parent's residence.

NOTE: Unlawful Visitation Interference does not apply to a joint custody court order.

Rick C. Tanksley
Chief of Police

APPENDIX A

VICTIM'S RIGHTS SHEET: Illinois Domestic Violence Act

Oak Park Police Department
123 Madison Street, Oak Park, Illinois 60302

River Forest Police Department
400 Park Avenue, River Forest, Illinois 60305

BATTERY IS A CRIME. Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member (except reasonable parental discipline) has broken the law.

FAMILY OR HOUSEHOLD MEMBERS – includes spouses, former spouses, parents, children, step-children, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, and persons who have or allegedly shared a blood relationship through a child, and persons who have or have had a dating or engagement relationship, and persons with disabilities and their personal assistants. For the purpose of this section, neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute a dating relationship. In the case of a high-risk adult with disabilities, “family or household members” refers to any person who has the responsibility for a high-risk adult as a result of a family relationship or who has assumed responsibility for all or a portion of the care of high-risk adults with disabilities voluntarily, or by an expressed or implied contract, or by court order.

YOU HAVE THE RIGHT TO BE PROTECTED FROM ABUSE, TO PRESS CRIMINAL CHARGES AGAINST YOUR ABUSER AND TO BE PROTECTED FROM FURTHER ABUSE. If your abuser is found guilty of a criminal charge, a jail sentence is NOT the only possible outcome. The law provides for a court to issue an **ORDER OF PROTECTION** which provides additional remedies on your behalf. You have the right to request an **ORDER OF PROTECTION** on your own behalf from the court. In the case of a minor or incapacitated victim, a concerned person may seek an **ORDER OF PROTECTION** on behalf of another person.

ORDERS OF PROTECTION MAY BE OBTAINED BY:

1. signing a criminal complaint against your abuser;

2. requesting an Order of Protection at the time of the court hearing or with a guilty finding;
3. filing a petition on your own in civil court;
4. asking your attorney to file a petition on your behalf in civil court; or
5. requesting an Order of Protection during divorce proceedings.

ASSISTANCE BY LAW ENFORCEMENT OFFICERS

When a police officer has reason to believe that a person has been abused by a family/household member, the officer will immediately act to prevent further abuse by:

1. providing or arranging transportation for the victim to a medical facility for treatment of injuries or nearby shelter or place of safety;
2. accompanying the victim to his/her residence for a reasonable period of time to remove necessary personal belongings and possessions, or
3. arresting the abuser where appropriate.

If the police officer does not make an arrest or initiate criminal proceedings, s/he will:

1. make a police report of the investigation of any domestic abuse incident and the disposition of same, and
2. accompany the victim to his/her residence for a reasonable period of time to remove necessary personal belongings and possessions, or
3. arrest the abuser where appropriate.

If the police officer does not make an arrest or initiate criminal proceedings, s/he will:

1. make a police report of the investigation of any domestic abuse incident and the disposition of same, and
2. advise the victim of the importance of preserving evidence.

ADDITIONAL INFORMATION

If the abuser has left the scene, you may go to the Police Department and file a complaint charge against the abuser. At the time that the warrant is signed at Maybrook Court, 1500 Maybrook Drive, Maywood, Illinois, you may request an Order of Protection against the abuser.

SOURCES OF ASSISTANCE

If you have been a victim of family conflict, threatened or abused, there are programs that offer shelter, counseling and domestic rights advocacy services.

I would like to be contacted by (**Please check one or both**):

- The State funded domestic violence program – no fees
Sarah's Inn, Oak Park, 708/386-4225
- Family conflict, individual and family counseling; pro-rated fees
Family Service and Mental Health Center of Oak Park/River Forest, 120 South Marion Street, Oak Park, 708/383-7500

Officer's Name, Badge Number

Date

APPENDIX B

THE ORDER OF PROTECTION

Battery is a crime. Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member (except reasonable parental discipline) has broken the law.

VICTIMS OF DOMESTIC VIOLENCE HAVE THE RIGHT TO:

- Be protected from further abuse
- Press criminal charges against the abuser

Criminal Court may issue an Order of Protection in conjunction with the criminal charge. An Order of Protection is a written court order, granted by a judge, which requires an abusive household or family member to do or not to do certain things. The judge can order any or all of the following remedies:

1. Forbid any further abuse, neglect or exploitations.
2. Allow the victim exclusive possession of the domicile.
3. Prohibit the abuser from entering or remaining present at the victim's school, place of employment, or other specified place when the victim is present.
4. Require or recommend counseling for the abuser.
5. Award temporary legal custody or determine visitation with a minor child.
6. Prohibit the abuser from removing the child(ren) from the state or concealing the child(ren) within the state.
7. Order the abuser to appear in court alone, or with the child(ren) from the principal caretaker.
8. Order the abuser to return the child(ren) or not to remove the child(ren) from the principal caretaker.
9. Grant possession of personal property to the victim.
10. Forbid the abuser from taking, transferring or destroying the victim's property.
11. Order the abuser to pay temporary support to the victim and/or child(ren).

12. Order the abuser to pay the victim for losses suffered as a direct result of the abuse (medical and dental expenses, repair/replacement of damaged property, attorney's fees, court costs, etc.).
13. Order injunctive relief as necessary or appropriate to prevent further abuse.
14. Prohibit the abuser from entering or remaining in the residence or household while the abuser is under the influence of alcohol or drugs.

OBTAINING AN ORDER OF PROTECTION

A victim can obtain an Order of Protection three ways:

1. If a complaint has been signed against the offender, the victim may obtain an Order in criminal court.
2. In connection with such actions as divorce, separation, child support or parentage actions, a victim may obtain an Order in civil court with the assistance of any attorney.
3. In an independent action in civil court, a victim may obtain an Order as an action by itself on a pro se basis.

APPENDIX C

DEFINITIONS OF PROHIBITED CONDUCT PURSUANT TO THE ILLINOIS DOMESTIC VIOLENCE ACT OF 1986

1. **“ABUSE”** means physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis.
2. **“PHYSICAL ABUSE”** includes sexual abuse and means:
 - a. knowing or reckless use of physical force, confinement or restraint;
 - b. knowing, repeated or unnecessary sleep deprivation; or
 - c. knowing or reckless conduct which creates an immediate risk of physical harm.
3. **“HARASSMENT”** means knowing conduct which is not necessary to accomplish a purpose that is reasonable under the circumstances would cause a reasonable person emotional distress; and does cause emotional distress to the petitioner. Unless the presumption is rebutted by a preponderance of the evidence, the following types of conduct are presumed to cause emotional distress:
 - a. creating a disturbance at petitioner’s place of employment;
 - b. repeatedly telephoning petitioner’s place of employment, home or residence;
 - c. repeatedly following petitioner about in a public place or places;
 - d. repeatedly keeping petitioner under surveillance by remaining present outside his/her home, school, place of employment, vehicle or other place occupied by petitioner or by peering in petitioner’s windows;
 - e. repeatedly threatening to improperly remove a child of petitioner’s from petitioner or making a single such threat following an actual or attempted improper removal or concealment;
 - f. threatening physical force, confinement or restraint on one or more occasions.

4. **“WILLFUL DEPRIVATION”** means willfully denying a person who because of age, health, or disability requires medication, medical care, shelter, food, therapeutic device, or other physical assistance, and thereby exposing that person to the risk of physical, mental or emotional harm, except with regard to medical care or treatment when the dependent person has expressed an intent to forgo such medical care or treatment. This paragraph does not create a new affirmative duty to provide support to dependent persons.
5. **“INTERFERENCE WITH PERSONAL LIBERTY”** means committing or threatening physical abuse, harassment, intimidation or willful deprivation so as to compel another to engage in conduct from which she or he has a right to abstain or to refrain from conduct in which she or he has a right to engage.
6. **“INTIMIDATION OF A DEPENDENT”** means subjecting a person who is dependent because of age, health or disability to participation in, or the witnessing of: physical force against another or physical confinement or restraint of another which constitutes physical abuse as defined in this Act, regardless of whether the abused person is a family or household member.

OTHER DEFINITIONS

7. **FAMILY OR HOUSEHOLD MEMBERS** – includes spouses, former spouses, parents, children, stepchildren, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, and persons who have or allegedly shared a blood relationship through a child, and persons who have or have had a dating or engagement relationship, and persons with disabilities and their personal assistants. For the purpose of this section, neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute a dating relationship. In the case of a high-risk adult with disabilities, “family or household members” refers to any person who has the responsibility for a high-risk adult as a result of a family relationship or who has assumed responsibility for all or a portion of the care of high-risk adults with disabilities voluntarily, or by an expressed or implied contract, or by court order.
8. **PETITIONER** may mean not only any named petitioner for the Order of Protection and/or any named victim of abuse on whose behalf the petition is brought, but also any other person protected by the Act.
9. **ADULT WITH DISABILITIES** means an adult prevented by physical or mental disability or advanced age from taking appropriate action to protect

him/herself from abuse by a family or household member. A person may be an adult with disabilities for purposes of the Act even though he or she was never adjudicated an incompetent adult. However, no proceeding may continue on behalf of an adult with disabilities over that adult's objections, unless such proceeding is approved by his or her legal guardian, if any.

APPENDIX D

HOJA DE INFORMACIÓN PARA LA VICTIMA DE CRIMEN DOMÉSTICO

El Acta de Violencia Doméstica de Illinois

Oak Park Police Department
123 Madison Street, Oak Park, IL 60302

River Forest Police Department
400 Park Avenue, River Forest, IL 60305

DERECHOS DE LAS VICTIMAS DE CRIMEN DOMÉSTICO

El Acta de Violencia Doméstica de Illinois provee en parte que las víctimas que estar abusadas por los miembros de sus familias/casas son provistas de mayor protección a través de recursos legales enmendados y del aumento de la responsabilidad policiaca.

ABUSO significa el acto de golpear, amenzar, hostigar o interferir con la libertad personal de cualquier miembro de la familia o de la casa por otro miembro de la familia o de la casa, pero excluye el disciplinamiento razonable de un niño menor por los padres o persona responsable de dicho niño menor.

MIEMBRO DE LA FAMILIA O DE LA CASA significa esposos(as), ex-esposos(as), hijos, hijastros, personas emparentadas por sangre o matrimonio, individios compartiendo una casa en común, o los padres y los niños, personas con relación de noviazco o compromiso de matrimonio, y personas incapacitadas y sus ayudantes personales. Por el objetivo de esta sección, ni una relación de conocidos ni una relación de socios de negocio constituye un noviazco. En el caso de un adulto incapacitado de alto riesgo, “los miembros de familia o de casa” indica a cualquier persona que lleva la responsabilidad del bienestar de tal adulto de alto riesgo, por el hecho de una relación familiar o cualquier persona que voluntariamente o por contrato o por orden de corte, se responsabiliza cuidado total o en parcial del adulto incapacitado de alto riesgo.

Usted tiene el derecho de estar protegido del abuso, a formular cargos criminales contra su abusador y estar protegido de subsiguientes abusos. Si su abusador es declarado culpable de un cargo criminal, la prisión no es la única solución. La ley provee que la corte emita una “Orden de Protección” la que provee recursos

adicionales en su nombre. Usted tiene el derecho de peticionar una orden de protección a la corte en su nombre. En el caso de una víctima menor de edad o incapacitada, una persona interesada puede pedir un orden de protección en nombre de otra persona.

Los órdenes de protección están registrados con la corte y están asentados en el sistema de computadoras. Si usted ya ha obtenido un orden de protección y su abusador continúa violando los términos de orden, la policía debe ser notificada para poder tomar la acción necesaria.

METODOS PARA OBTENER UN ORDEN DE PROTECCIÓN

Los órdenes de protección pueden ser obtenidos:

1. pidiendo a su abogado que presente una solicitud en la corte civil;
2. solicitando usted misma un orden de protección en la corte civil;
3. solicitando un orden de protección conjuntamente con los trámites de divorcio;
4. solicitando un orden de protección durante el curso de una prosecución criminal, ya sea mientras espera el juicio o como una condición de supervisión ordenada por la corte o por libertad condicional.
5. firmando una demanda criminal contra su abusador.

RECURSOS ORDENADOS POR LA CORTE

Los órdenes de protección pueden incluir las enmiendas siguientes:

1. prohibir al abusador amenazar o continuar abusando de la víctima;
2. otorgando una residencia temporal para la víctima, o
3. prohibir el secuestro del niño(a) y/o la destrucción/transferencia de la propiedad de la víctima.

ASISTENCIA POR LOS FUNCIONARIOS EJECUTORES DE LA LEY

Cuando una policía tiene la razón para creer que una persona ha sido objeto de abuso por un miembro de la familia/casa, actuará inmediatamente para prevenir más abusos por medio de:

1. proveer o disponer transportación para la victima a una facilidad médica para el tratamiento de lesiones o a un lugar cercano que lo dé amparo o protección;
2. Acompañar a la victima a su lugar de residencia por un período de tiempo razonable para que pueda sacar sus efectos personales necesarios, o
3. arrestar al abusador cuando esto es apropiado.

Cuando un policía no hace un arresto o no inicia procedimientos criminales, él:

1. hace un informe policiaco de la investigación de cualquier incidente de abuso doméstico de buena fé y la disposición de dicha investigación, e
2. informa a la victima de la importancia de preservar la evidencia.

INFORMACIÓN ADICIONAL

Si su abusador ha abandonado la escena, usted puede ir al Departamento de Policía y formular cargos criminales contra su abusador. Media vez que esté firmada la citacion en la corte de Maybrook, 1500 Maybrook Drive, Maywood, Illinois, usted puede pedir la Orden de Protección contra el abusador.

FUENTES DE ASISTENCIA

Si una persona ha sido amenazada o abusada, existen programas que le ofrecen amparo, asesoría y servicios legales.

Me gustaria ser contactada por (Favor chequear uno o ambos):

- El programa estatal de violencia doméstica – gratuito
Sarah's Inn, Oak Park, Illinois, 708/4225
- Conflicto familiar, Consejería familiar e individual:(secobra por ingreso)
Family Service & Mental Health Center of Oak Park/River Forest
120 South Marion, Oak Park, 708/383-7500

Nombre del policía, numero de insignia (placa)

Fecha

APPENDIX E

AUTHORIZATION OR RELEASE OF PATIENT INFORMATION

I hereby authorize _____
(Facility, Agency, Hospital)

_____ to release the above

information about _____, _____
(Patient's Name) (Date of Birth)

to _____
(Name and Address of Police Agency)

_____ (Signature) _____ (Date)

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12-JAN-2004	EFFECTIVE DATE 12-JAN-2004	DISTRIBUTION C	NUMBER 4.11
SUBJECT DOMESTIC DISPUTE INTERVENTION INVOLVING POLICE DEPARTMENT MEMBERS			
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 4.33 DATED 14 SEPT 98	NO. PAGES 2

I. PURPOSE

The purpose of the Order is to define the departmental policy for responding to domestic violence incidents involving Police Department members.

II. POLICY

The Oak Park Police Department's policy on domestic violence involving Police Department members is designed to ensure that members and their families are treated fairly with equal protection under the law. Additionally, the Police Department wants to ensure that sworn officers are evaluated for fitness for duty in instances that may arise from these incidents.

III. PROCEDURES

- A. In all cases, reported incidents of domestic violence involving members of the Oak Park Police Department will require that the incident of domestic violence be documented.
- B. When an officer is dispatched to a call of domestic violence and it is learned that a member of the Oak Park Police Department is involved, a supervisor will be notified and will respond to the scene. The procedures of General Order 4.10 will be strictly observed.
- C. The on-duty Watch Commander will notify the Deputy Chief of the Bureau to which the member is assigned of the event and the circumstances surrounding it. The Deputy Chief will direct any further action.

- D. Department members who are under investigation by any outside law enforcement agency, for domestic violence or any other offense, will notify their Watch Commander of the incident/allegation via a To/From/Subject report in keeping with Section VIII of General Order 2.06. The notification must be made as soon as possible following the incident in question. Upon notification that an Oak Park officer is involved in a domestic violence situation in another jurisdiction, a supervisor will conduct an immediate inquiry to learn if there is an alleged crime committed or arrest and will determine if the officer is fit for duty. The Watch Commander will then be notified and an appropriate investigation will be conducted.
- E. In all cases, reported incidents of domestic violence involving sworn officers of another police jurisdiction require that the incident be documented. When it is learned that an officer from another jurisdiction is involved in a domestic violence incident, the supervisor will be notified. The supervisor will conduct an inquiry with the Oak Park officers and determine the circumstances of the incident. If the officer from the outside jurisdiction displays or is alleged to have displayed behavior that might affect his ability to perform as a police officer or is alleged or has committed a crime during a domestic violence incident a supervisor from the employing jurisdiction will be advised of the circumstances surrounding the incident.
- F. The Village of Oak Park provides several services for employees or their families who may need help. Officers and their families will be advised of the Village's Employee Assistance Program (EAP) as well as of the services of the Oak Park Police Chaplaincy Unit. The EAP provides outside assistance to employees or their families. Information concerning EAP may be obtained from the Human Resources Department. Family Services and Mental Health Center of Oak Park and River Forest is also available for employees.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.12
SUBJECT	DOWNTOWN PATROL BEAT		
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 4.02 DATED 14 SEPT 98	NO. PAGES 3

I. PURPOSE:

The purpose of this Order is to define the duties and responsibilities for officers assigned to the Downtown Oak Park Walking Beat.

II. POLICY:

It is the policy of the Oak Park Police Department to provide a comprehensive set of duties and responsibilities for officers assigned to special details, in order to provide uniformity of performance.

III. DEFINITION:

DOWNTOWN BEAT - A commercial area patrol beat that utilizes both foot and motorized patrol in the business area commonly known as Downtown Oak Park.

IV. BOUNDARIES:

- A. **Motorized and Bicycle Patrol Area** - Within the boundaries listed, this area is to be patrolled with the assigned vehicle:

Harlem Avenue to Kenilworth

Ontario Street to Lake Street elevated

Upon completion of the patrol of the stated area, the vehicle is to be parked in a conspicuous manner on Lake Street between Harlem and Forest Avenues.

- B. **Foot Patrol Area** - Random foot patrol is to be conducted as often as possible within these boundaries.

Harlem Avenue to Ontario Street

South Boulevard to Forest Avenue

V. CRITICAL TASKS:

The Downtown Walking Beat Patrol officer will:

- A. be assigned to the Community Policing Unit;
- B. maintain professional demeanor during patrol, and be courteous, cooperative and respectful toward the public and merchants alike;
- C. patrol the assigned area, by vehicle and on foot, taking appropriate enforcement action, when necessary;
- D. provide high visibility both inside and outside of commercial businesses in the area, and avoid spending a disproportionate period of time at any one location;
- E. provide merchants with information on current crime patterns to the business districts;
- F. provide crime-prevention information to local business people within the Downtown area;
- G. monitor parking lots and parking structures for loiterers and suspicious people, making arrests, whenever possible, and completing F.I. cards, when arrests are not possible;
- H. provide accurate and timely briefings to supervisors regarding information of interest, upcoming events, etc., scheduled for the area;
- I. provide periodic security checks of the elevated platform at Marion Street and South Boulevard;
- J. enforce parking restrictions within the Downtown district, as defined;
- K. monitor illegally-parked vehicles for boot enforcement;

- L. monitor youth activity, and curtail illegal or rowdy behavior whenever possible;
- M. handle calls for service within the boundaries identified in this Order;
- N. provide periodic security checks of the Library; and
- O. make daily inspections at the sub-stations located in Downtown Oak Park.

VI. PROCEDURE:

The officer assigned to the Downtown Walking Beat will:

- A. report to the Watch Commander ten minutes prior to the start of duty for briefing and vehicle assignment;
- B. complete a Daily Activity Report and forward same to the Commander, Community Policing Unit, at the termination of said shift; and
- C. remain in assigned Downtown area at all times, unless called away by the dispatcher or upon supervisory approval or other circumstances where the assignment cannot be completed in the Downtown area.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.13
SUBJECT EMERGENCY CALL-BACK PROCEDURE			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.09 DATED 14 SEPT 98	NO. PAGES	2

I. PURPOSE:

The purpose of this Order is to define the procedure for the emergency call-back of off-duty personnel.

II. POLICY:

It is the Policy of the Oak Park Police Department to provide a system for the emergency call-back of off duty personnel in the event of a disaster or serious emergency.

III. PROCEDURE:

- A. When an emergency situation exists and the on duty Watch Commander determines that additional off-duty personnel are needed to maintain order, the Chief of Police will be notified and approval obtained to commence the recall. If the Chief of Police is not available, a Deputy Chief will be notified and approval obtained.
- B. When approval has been authorized to begin the recall, the Watch Commander or his designee will contact patrol and support services personnel scheduled to work the oncoming watch to report for duty.
 1. Personnel will be contacted in seniority order, until sufficient staffing is achieved to address the emergency.
 2. In the event that sufficient staffing is not achieved after completing the callback of personnel from the oncoming watch, the Watch Commander or his designee may begin calling off-duty

personnel from the present watch first and thereafter any other sources as deemed prudent and necessary.

- C. A log will be maintained listing the time the member was called and whether or not contact was made.
- D. Off-duty members recalled for duty will:
 - 1. without delay, report to the police station or a designated assembly area.
 - 2. inform the Department of their anticipated arrival time.
- E. Members who have a phone answering device connected to their telephone will be left a message to immediately contact the Department.

NOTE: Members will, upon receiving an emergency recall message, immediately contact the Department.

- F. Upon becoming aware, through the news media or any other source, that an emergency situation in Oak Park exists, members who are not in their residence will immediately contact the Department and will request to speak to the Watch Commander.
- G. Members who become aware that an emergency exists under the provisions of paragraph F may be ordered to report to work, as determined by the Watch Commander or his designee, irrespective of the order of their contact with the Department.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.15
SUBJECT		FIRE AMBULANCE CALLS/DEATH INVESTIGATIONS	
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.11 DATED 14 SEPT 98	NO. PAGES 4	

I. PURPOSE:

The purpose of this Order is to define the procedures for responding to ambulance calls which require a police investigation.

II. POLICY:

It is the policy of the Oak Park Police Department to investigate all incidents involving a death and those ambulance calls which may require a police action.

III. PROCEDURES:

- A. Emergency ambulance service is provided by the Oak Park Fire Department.
- B. West Suburban Consolidated Dispatch Center (WSCDC) personnel will determine the nature of the request for ambulance service.
- C. A police officer will be assigned to the following ambulance calls:
 1. Criminal/non-criminal deaths
 2. Injuries to citizens on public property
 3. Gun shot/stab wounds (including accidental)
 4. Injury to on-duty personnel
 5. Suicides and attempts

6. Major disasters
 7. Victims of a battery
 8. Traffic accidents
 9. Serious or life-threatening home or industrial accidents
 10. Calls of persons not breathing (AED's)
 11. Other incidents of a suspicious nature, not covered above.
- D. No police response, unless requested by the Fire Department, is necessary on ambulance calls of the following nature:
1. Transport of a sick person to a hospital.
 2. Other types of calls of a non-police nature.

IV. DEATH INVESTIGATIONS:

- A. The Office of the Medical Examiner will be notified of all cases involving a death.
- B. Police personnel will, when possible, complete the Death Investigation Checklist, and provide the Medical Examiner with the following:
 1. name, address, and date of birth of the deceased;
 2. location of the death and time of discovery;
 3. circumstance of the death;
 4. the name of a physician or hospital who may have treated the deceased; and
 5. the next of kin.
- C. The Medical Examiner and his/her investigators are authorized to make pronouncements of death at the scene. When this occurs, it will not be necessary to transport a deceased person to a hospital.

- D. When the Medical Examiner does not respond to the scene of a death, the deceased will be transported to a hospital for pronouncement of death.

NOTE: When the remains have been released to the funeral home by the Medical Examiner, the officer need not wait at the scene for the funeral home to arrive. The officer should ensure that the funeral home/livery service is aware that the deceased person must be pronounced at a hospital and obtain the time, location and physician's name for the report.

- E. Whenever the Medical Examiner's office orders a deceased person to be removed to the County morgue, a funeral home or private ambulance service will be utilized for transportation of the remains.
- F. WSCDC shall maintain a current listing of funeral homes and ambulance services available to provide necessary transportation.
- G. A police officer will be assigned to escort the deceased person to the County morgue, when necessary.
- H. Any evidence and/or property that is recovered in conjunction with a death investigation will be inventoried in compliance with Department policy.
- I. Information

The Cook County Medical Examiner's Officer has requested that the following procedures be followed in death investigations:

1. In all deaths in which the deceased lived alone, the dwelling should be sealed using medical examiner seals.
2. In cases where the body is to be transported to the Medical Examiner's Office all personal property should be removed from the body at the scene. Department members should either inventory the property and return it to the family at the scene or inventory the property for safekeeping using existing Department procedures.
3. An investigator from the Cook County Medical Examiner's Office **must** respond to the scene of deaths involving:

- a. deaths of persons in police custody;
 - b. industrial deaths; and
 - c. carbon monoxide related deaths.
 4. The Cook County Medical Examiner's Office requests that all police reports, regarding deaths that they are investigating, be sent to their agency as soon as possible. The Medical Examiner's Office has a fax number of 312/997-4533 to facilitate this request.
- NOTE: If the Medical Examiner's Office will be performing an autopsy on the deceased, the Detective Commander or Detective Sergeant must be notified.**
5. The deceased's family members may view the body from 1200-2000 hours daily. The Medical Examiner's Office **must** be notified that the family wishes to view the body prior to the family's arrival.
 6. The Medical Examiner's Office will provide copies of photographs and records pertaining to an autopsy **only** if the materials are required for a court case. The request **must** be in writing on Department letterhead.

Rick C. Tanksley
Chief of Police

DEATH INVESTIGATION CHECKLIST

This form is to be used as a supplementary source sheet for readily available information. It is designed to assist an investigating officer in preparing the official police report and is not intended to replace the official police report.

VICTIM:

Name of Deceased: _____

Address: _____
 Street City State Zip Code

Telephone Number: (____) _____

Sex: _____ Race: _____ Age: _____ Date of Birth: _____

Social Security Number: _____ Driver's License #: _____
Marital Status: (Circle One) S M W D Separated Unknown

NEXT-OF-KIN

Name: _____

Address: _____
 Street City State Zip Code

Telephone Number: (____) _____

Relationship to Deceased

POLICE NOTIFIED BY:
Name: _____ Last: _____ First: _____ Middle: _____

Address: _____

Telephone Number: ()

Relationship to Deceased: _____

Date: _____ Time: _____
Date Month Year

DECEASED FOUND:

Date: _____ Time: _____
Date Month Year

Address: _____
 Street City State Zip Code

LOCATION BODY FOUND:

Scene: Apartment House Townhouse
 Other: _____

Entrance by: Key Cutting Chain Forcing-Door
 Other: _____

Type of Lock on Door: _____

Condition of

Doors: Open Closed Locked Unlocked
Windows: Open Closed Locked Unlocked

Location: Living Room Dining Room Bedroom Kitchen
 Attic Basement Other: _____

Location in Room: _____

Position of Body: On Back Face Down Seated
 Other: _____

CONDITION OF BODY:

Clothing: Fully Clothed Partially Clothed Unclothed

Preservation: Well Preserved Decomposed

Estimated Rigor: Complete Head Arms Legs

Lividity: Front Back Other: _____
Color: _____

Blood: Absent Present

Ligatures: Yes No Type: _____

Location on Body: _____

APPARENT WOUNDS:

None Gunshot Stab Blunt Force

Number: _____

Location: Head Neck Chest Abdomen Extremities
 Other: _____

Hanging: No Yes - Means: _____

OAK PARK POLICE DEPARTMENT

REPORT NUMBER: _____

WEAPON(S) PRESENT: None

Type: Firearm Knife Bludgeon

Other / Description: _____

EVIDENCE OF LAST FOOD PREPARATION:

Where: _____

Type: _____

DATED MATERIAL:

Mail Newspaper TV Guide Other: _____

LAST CONTACT WITH DECEASED:

Date: _____ Time: _____

Type of Contact: In person Telephone Other: _____

Name of Contact: _____

CRIME EVIDENCE: (Indications of suspicious circumstances require immediate Investigations Div. notification.)

None Burglary Robbery Sex-Related

IDENTIFICATION OF DECEASED: Yes No

How Accomplished:

How to be accomplished: _____

EVIDENCE OF DRUG USE

EVIDENCE OF DRUG USE.

Yes No Prescription Non Prescription

Description: _____

Prescription List: _____

MEDICAL HISTORY:

Known Medical Problems: _____

MEDICAL EXAMINER NOTIFICATION:

(TX: 312/666-0200 FAX: 312/997-4533)

Inv. Name: _____ Star #: _____

M.E. Case #: _____ On-Scene: Yes No

Instructions: _____

Notified Date: _____ Time: _____
Day Month Year

BODY REMOVAL:

Removed By: _____

Removed To: _____

PRONOUNCEMENT:

Hospital: _____

Doctor: _____

Date: _____ Time: _____

DEATH CERTIFICATE

Doctor: _____ Will Sign Won't Sign

POLICE NOTIFICATIONS:

Supervisor: _____ Rank & Name _____ Star Number _____ On-Scene: Yes No

Evidence Technician: _____

Detective: _____ Name _____ Star Number _____ On-Scene: Yes No

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 04 OCT 2007	EFFECTIVE DATE 04 OCT 2007	DISTRIBUTION C	NUMBER 4.17
SUBJECT FIREARM DISCHARGE INCIDENTS			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM 1	
AMENDS	RESCINDS 4.17 DATED 12 JAN 2004	NO. PAGES 9	
CALEA STANDARDS: 1.3.6(a), 1.3.13			

I. PURPOSE:

The purpose of this Order is to define the rules and procedural guidelines relative to investigative and reporting responsibilities in a firearm-discharge incident involving actively employed Department members, regardless of their duty status or assignment.

II. POLICY:

It is the policy of the Oak Park Police Department to conduct a thorough and comprehensive investigation of all incidents involving the discharge of a firearm by or at any Department member, and to document said investigation through a reporting system.

III. DEFINITION:

- A. **FIREARM** - Any device, by whatever name known, which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas or escape of gas; excluding, however:
1. any pneumatic gun, spring gun, paint ball gun or BB gun which either expels a single globular projectile not exceeding .22 inch in diameter and which has a maximum muzzle velocity of less than 700 feet per second or breakable paint balls containing washable marking colors;

2. any device used exclusively for signaling or safety and required or recommended by the United States Coast Guard or the Interstate Commerce Commission;
 3. any device used exclusively for the firing of stud cartridges, explosive rivets or similar industrial ammunition; and
 4. an antique firearm (other than a machine-gun) which, although designed as a weapon, the Department of State Police finds by reason of the date of its manufacture, value, design, and other characteristics is primarily a collector's item and is not likely to be used as a weapon.
- B. **DISCHARGE** - To fire, shoot, pop or otherwise release the charge of a firearm.
- C. **DEPARTMENT MEMBER** - All persons, sworn or non-sworn, full or part-time, employed by the Village of Oak Park Police Department.

IV. SCOPE:

The provisions of this order will not apply to the discharge of a firearm during:

- A. Department-sponsored firearms training, practice or qualification;
 - B. firearms practice on a firing or shooting range recognized by the Department of State Police;
 - C. Department-authorized ballistic examination/ testing; or
 - D. licensed hunting activity.
- E. Recognized sporting activity.

V. FIREARM DISCHARGE:

- A. Department Member Responsibilities:
1. Any Department member who discharges a firearm will immediately notify WSCDC and the on-duty Watch Commander by the fastest means available (police radio, telephone), giving as much information as possible.

2. If the Department member who has discharged a firearm is unable to make these notifications, the police officer assigned to prepare the original report will assume this responsibility.

NOTE: A Department member who has discharged a firearm outside the Village of Oak Park will promptly notify the police agency in whose jurisdiction the incident occurred as well as the on-duty Watch Commander of the Oak Park Police Department.

3. Any Department member who is fired upon, if physically capable, will immediately comply with the reporting procedure established in Section V, Article A1 and A2 of this order.
4. Any Department member who has been fired upon or who has discharged a firearm will, if physically capable:
 - a. attend to all required emergency, security and first-aid-related duties arising from the incident until properly relieved;
 - b. provide Department personnel conducting, assisting or supervising the investigation with information necessary to effect arrest(s) and/or fulfill immediate law enforcement functions;
 - c. promptly report in person to the on-duty Watch Commander and provide an oral report describing the circumstances involved in the incident; and
 - d. perform all required duties (e.g., completion of reports and forms necessitated by the incident) as prescribed by the Watch Commander directing the investigation.
5. Any Department member who has discharged a firearm will prepare and submit an officer's report of Use of Force (Attachment 1) to the Watch Commander without unnecessary delay. If the member is unable to complete this report, it will become the responsibility of a supervisor, designated by the Watch Commander directing the investigation, to submit this report. **(CALEA 1.3.6[a])**

6. Any Department member having knowledge of circumstances involved in the discharge of a firearm or who has been fired upon will provide Department members conducting the investigation with required information, assistance and, when requested, oral or written statements.

B. Department Member Statements and Interviews:

1. The affected Department member will immediately give to the investigating officer an oral report of the firearm-discharge incident.
2. Department members have the right to be represented by legal counsel or to have a union representative present during any formal interview related to a firearm discharge incident.
3. The counselor/representative may advise the Department member but may not interfere with the interview.
4. The Department member to be interviewed will be informed of the person in charge of the investigation (the on-duty Watch Commander during the preliminary investigation or the Detective Division Commander during the follow-up investigation), the name and rank of the interviewing person and the identities of all persons present at the interview.
5. The designated interviewer will conduct the interview and obtain information in a manner consistent with the law, the Personnel Manual and any applicable collective bargaining agreement.
6. The duration of an interview will be reasonable, allowing timely recesses for personal necessities, meals, telephone calls and rest.
7. The interviewed Department member will be provided, without unnecessary delay, a copy of any statement that has been made.
8. When an allegation of misconduct has been made against a Department member or when an allegation has been made in which a criminal prosecution is probable, procedures outlined within the Labor Agreement between the Fraternal Order of Police, Lodge #8, and the Village of Oak Park, Appendix E, Patrol Officers Bill of Rights will be followed.

C. Telecommunicator's Responsibilities:

1. When notified that an on/or off-duty Department member has discharged a weapon, or has had gunfire directed at his person, the Telecommunicator will:
 - a. dispatch appropriate patrol units to the scene;
 - b. upon determining that a medical emergency exists, dispatch a fire department ambulance;
 - c. notify the emergency room of the receiving hospital;
 - d. assign a supervisor to respond to the scene of the incident;
 - e. notify the on-duty Watch Commander;
 - f. notify all on-duty detective units; and
 - g. make any other notifications as requested or necessary.

NOTE: The Telecommunicator will ignore a, b, c and f of this section if the off-duty member who discharged the firearm was outside the Village of Oak Park.

D. Field Supervisor Responsibilities:

1. In all cases in which a Department member has discharged a firearm or has had gunfire directed at his person, the field supervisor will:
 - a. immediately proceed to the scene of the incident and personally conduct a preliminary investigation;
 - b. ensure that the Watch Commander is notified of the incident;
 - c. ensure the submission of written reports from involved members in conformance with this order; (CALEA 1.3.6[a])

- d. ensure that any weapon discharged by a Department member is:
 - i. retrieved from the Department member as quickly as circumstances will permit (this should be done after the Department member has been removed from the scene, if possible, and not in the public view);
 - ii. identified by manufacturer, caliber and serial number;
 - iii. examined to determine the number and type of cartridges live or spent. When necessary, a search will be conducted to account for all discharged cartridge cases and/or shot shells and fired projectiles;
 - iv. inventoried in accordance with the provisions of the General Order entitled, "Inventory System for Property Taken into Custody;"
- e. The field supervisor will prepare a To/From/Subject Report summarizing the results of his preliminary investigation. This report will **NOT** contain any judgmental statements as to whether or not the Department member's actions conformed to Department policy, guidelines and the law concerning the use of deadly force. This report will be given to the on-duty Watch Commander before the end of the field supervisor's tour of duty. (**CALEA 1.3.6[a]**)

E. Watch Commanders' Responsibilities:

1. The on-duty Watch Commander will be responsible for the direction of the preliminary investigation of a firearm discharge incident which has occurred within the Village of Oak Park. Normally, this responsibility will continue until the necessary duties of affected and/or responsible shift personnel have been completed.
2. The on-duty Watch Commander will respond to the scene of the incident if it has occurred within Oak Park and direct the activities of all police officers involved in the preliminary investigation.

3. In all cases in which a Department member has discharged a firearm or has had gunfire directed at his person, the on-duty Watch Commander will ensure that the Deputy Chief, Field Services Bureau, the Deputy Chief, Support Services Bureau, and the Chief of Police have been notified in accordance with the provisions of the General Order entitled, "Administration Notification," or, when applicable, the General Order entitled, "Death and Injury Notifications."
4. In all cases in which any person is shot, seriously injured, or killed as a result of the discharge of a firearm by a Department member, the on-duty Watch Commander will ensure immediate notification of the above, as well as:
 - a. the felony review unit of the Cook County State's Attorney's Office;
 - b. the Cook County Medical Examiner's Office, when applicable; and
 - c. the Commander, Oak Park Police Department, Detective Division.
5. The on-duty Watch Commander will ensure that a complete and thorough investigation of the firearm discharge incident is conducted. This will include:
 - a. evaluating statements and reports;
 - b. inspecting items of physical evidence; and
 - c. ordering blood, alcohol, breath or urine testing to determine the presence of a controlled substance or alcohol in the affected Department member upon reasonable suspicion and in accordance with any applicable collective bargaining agreement.
6. In all cases in which a Department member has discharged a firearm or has had gunfire directed at his person, the on-duty Watch Commander will prepare a comprehensive summary report of the incident in a To/From/Subject format. This report of the incident will be completed by the on-duty Watch Commander prior to concluding his tour of duty, regardless of the hour. This

summary report will contain all relevant facts known to the Watch Commander, including details of all preliminary investigative activities. Copies of available related reports and forms will be attached to the original and all copies of the summary report. The summary report will then be submitted via the chain of command to the Chief of Police. **(CALEA 1.3.6[a])**

7. Detective Division Responsibilities:

- a. In all cases in which a Department member has discharged a firearm or has had gunfire directed at his person within Oak Park, the Detective Division Commander, a Detective Division Supervisor and a team of detectives will respond to the scene of the incident.
- b. Detective Division personnel will assist in the preliminary investigation of the incident under the direction of the on-duty Watch Commander until such time as a Deputy Chief has determined that the investigation shall proceed under the direction of the Detective Division for purposes of investigative follow-up.

8. Internal Affairs Division Responsibilities:

- a. Upon a determination by the Chief of Police that a Department member may have violated Police Department policy, procedures and/or the law concerning the discharge of a firearm, the Internal Affairs Division will be assigned to conduct the Internal Affairs investigation.
- b. The Internal Affairs Division will be responsible for conducting a comprehensive investigation into the facts and circumstances surrounding a firearm discharge incident, in accordance with the procedures established in the General Order entitled, "Disciplinary Process."
- c. The investigation will be independent of, but may parallel, the investigation of other Department Divisions.

- d. At the conclusion of the Internal Affairs investigation, an internal report detailing the process, together with findings and recommendations relating to the case, will be completed and directed to the Chief of Police. CALEA 1.3.6(a)

9. Administrative Review: **(CALEA 1.3.13)**

- a. In all cases in which a Department member has discharged a firearm or has had gunfire directed at his person within Oak Park, an administrative review will be completed.
- b. An annual analysis of incidents of force will be conducted annually.



Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 21 FEB 2007	EFFECTIVE DATE 21 FEB 2007	DISTRIBUTION C	NUMBER 4.18
SUBJECT	HOSPICE ORGANIZATIONS		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS 4.15 DATED 14 SEPT 98	RESCINDS 4.18 DATED 12 JAN 2004	NO. PAGES 2	

I. PURPOSE:

The purpose of this Order is to define the means of assisting hospice organizations in disposing of the remains of patients who were enrolled in their program.

II. POLICY:

It is the policy of the Oak Park Police Department to conform to the guidelines established by the Medical Examiner concerning hospice organizations.

III. DEFINITION:

HOSPICE - an establishment or program caring for the physical and emotional needs of terminally ill patients. Treatment is usually undertaken in the patient's homes. Overwhelmingly, these patients are afflicted with cancer. Generally, hospices comprise interdisciplinary professional personnel consisting of:

1. A medical doctor (referred to as the medical director)
2. Registered nurses
3. Practical nurses
4. Social workers
5. Trained volunteers

6. Administrative support

IV. PROCEDURES:

- A. Hospices are encouraged to notify the Police Department when a resident of the community enters the program.
 1. The officer receiving information regarding a patient under hospice care will complete an Incident Report. The officer will fax a copy to West Suburban Consolidated Dispatch Center (WSCDC) to enter this information into the computer **CHECK INFO FILE** under the appropriate address, and will record in the report the identification of the operator entering the information.
 2. When a patient expires, the hospice organizations need not contact the Police Department.
- B. In those instances where the Police Department is called to a location of a hospice expiration, the officer need not complete an Incident Report or contact the Medical Examiner.



Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.19
SUBJECT HOSTAGE/BARRICADE/TERRORIST (HBT) INCIDENTS			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.16 DATED 14 SEPT 98	NO. PAGES 9	

I. PURPOSE:

This Order:

- A. defines terms associated with hostage, barricade and/or terrorist incidents; and
- B. delineates policy and outlines procedures for police operations during HBT incidents.

II. DEFINITION:

For purposes of this Order, the following definitions will apply:

HOSTAGE INCIDENT - A situation in which a person(s) holds another person(s) against his will by force, threat or violence and law enforcement officials present at the scene are attempting to obtain the release of the person(s)/(hostages) being held at that location.

BARRICADED INCIDENT - A situation specific in place and time in which a person(s) who is armed or believed to be armed resists being taken into custody.

TERRORIST INCIDENT - A situation specific in time and place in which a person(s) commits or threatens to commit a serious criminal offense for political or ideological purposes.

HBT INCIDENT PROGRAM - A centrally administered and coordinated program designed to maximize the Department's efforts toward the safe resolution of these incidents. It is aimed at establishing a flexible organization

for scene management and identification of personnel from throughout the Department and the Department of the Illinois State Police who are trained to assume specific duties at such incidents.

HBT PLAN - A predetermined course of action which is formally initiated in response to an HBT incident.

OFFICER IN CHARGE - The Deputy Chief, Field Services Bureau; prior to his arrival, the highest ranking member present at the scene; in his absence, the Deputy Chief, Support Services Bureau.

NEGOTIATOR - A Department member or member of the Illinois State Police who is specially trained and authorized to act for the Department by communicating with a subject during HBT incidents.

NEGOTIATION TEAM - A team consisting of two negotiators.

RAPID DEPLOYMENT TEAM - Sworn members of the Department, appointed by the Chief of Police, who have been trained and certified by the Illinois Law Enforcement Training and Standards Board in basic SWAT tactics and rapid deployment.

TACTICAL RESPONSE TEAM - A team consisting of members of the Illinois State Police who are specially trained in containment, rescue and apprehension tactics in HBT incidents.

HBT INCIDENT PERSONNEL - HBT Incident Personnel include the Deputy Chief, Field Services Bureau, Watch Commander, Negotiators, Rapid Deployment Team and Tactical Response Team members. The HBT incident complement may also include other Department personnel specifically designated by the officer in charge during an HBT incident.

INNER PERIMETER - The immediate area of containment as designated by the officer in charge. This area is initially manned by responding beat personnel and field supervisors, until relieved by members of the Tactical Response Team.

OUTER PERIMETER - A peripheral control area surrounding the inner perimeter, providing a safe zone for access to the inner perimeter as well as defining the limit of access by unauthorized persons.

COMMAND POST - A secure position within the outer perimeter from which the officer in charge directs operations.

STAGING AREA - A designated location on the outer perimeter or within the Department to which all responding personnel will report for briefing, assignment and equipment. The officer in charge will assign a supervisor to oversee the operation of the staging area.

III. POLICY:

It is the policy of the Oak Park Police Department to:

- A. resolve all HBT incident situations with the foremost regard for the preservation of life.
- B. cooperate with other governmental agencies which have an official interest in the incident; e.g., FBI, Illinois State Police, etc.
- C. provide support services to such other government agencies that are determined to have primary responsibility in cases of concurrent jurisdiction.

IV. RESPONSIBILITIES:

A. Administrative

The HBT Incident Program administrative function is based on the premise that, through centralized control, the varied resources of the entire Department and the Department of the Illinois State Police can be utilized in a unified and responsive manner.

1. The Deputy Chief, Field Services Bureau, is responsible for the administration of the HBT Incident Program. His duties will include but not be limited to:
 - a. establishing criteria for the selection of negotiators;
 - b. preparing and distributing a current roster of negotiators to include any other Department members who may have received specialized training and can be utilized during an HBT PLAN.

The roster will include name, rank, star number, unit of assignment, home address and telephone number and a member's special qualifications;

- c. maintaining liaison with the Department of Illinois State Police Tactical Response Team members;
- d. ensuring that liaison is established with all other concerned agencies, such as the Cook County State's Attorney's Office, Cook County Sheriff's Office, etc;
- e. maintaining, reviewing and evaluating all reports concerning HBT PLAN implementation; and;
- f. participating in meetings scheduled for the purpose of evaluating response to HBT incidents.

B. Operational

Department response is based on the operational premise that each HBT incident is different and should be approached in an individualistic manner. The HBT Program and HBT incident personnel are used to assist the officer in charge to affect a safe and successful resolution of these incidents.

1. Patrol Division

- a. The first Patrol Division supervisor to arrive at the scene will immediately assess the situation and request permission to implement the HBT PLAN. The decision to implement an HBT PLAN rests with the Watch Commander. The Patrol Division Supervisor will advise the West Suburban Consolidated Dispatch Center (WSCDC) of the circumstances, and:

■ [REDACTED]

- ii. ensure firearms discipline;

■ [REDACTED]

- iv. request additional personnel, if necessary;

■ [REDACTED]

- [REDACTED]
- vi. ensure that the original and subsequent responding personnel have parked their vehicles so as not to obstruct emergency access to the scene; and
 - vii. if necessary, evacuate citizens from area.
- b. The field supervisor will respond to all HBT incidents. The field supervisor will ensure that the above listed duties have been accomplished and act as officer in charge until formally relieved by an officer of higher rank.
 - c. Upon approving the implementation of an HBT PLAN, the on-duty watch commander will:
 - i. initiate a Rapid Deployment Team call up;
 - [REDACTED]
 - [REDACTED]
- iii. notify the Chief of Police and Deputy Chief(s) of Police;
 - iv. notify the HBT negotiators to respond;
 - v. ensure that a mobilization point has been established;
 - vi. respond to the scene of the HBT PLAN and ensure that the duties enumerated in Item IV-B-1-a have been accomplished; and
 - vii. act as officer in charge until formally relieved by an officer of higher rank.
- 2. West Suburban Consolidated Dispatch Center
 - a. Upon receiving notification of a potential HBT incident, the WSCDC telecommunicator will:

- i. notify the Watch Commander;
 - ii. assign a field patrol unit, and field supervisor to the incident; and

3. Officer in Charge

When an HBT PLAN is implemented, the officer in charge will:

- a. identify himself to the telecommunicators and keep them informed as the situation develops;

■ XXXXXXXXXX ■

- e. maintain discipline in the use of firearms and ensure that Departmental policy regarding the use of deadly force is adhered to;
 - f. direct on-scene and responding officers to restrict their movements and avoid provocative actions; and
 - g. gather information, control operations and direct arriving HBT incident personnel to relieve the members who initially responded to the scene.

4. HBT Incident Personnel

- a. Negotiating Personnel

- ii. On direction of the officer in charge, the responding negotiators will:

(b) [REDACTED]

(b) initiate an intelligence-gathering function.

(c) initiate the debriefing of the initially responding police personnel.

Note: At least two negotiators will respond to all HBT Incidents.

- b. Tactical Response

(b) [REDACTED]

- ii. The Illinois State Police Tactical Response Team members will proceed to the staging area and log-in with the officer in charge.

(b) [REDACTED]

- c. Supplemental Manpower

Any Department vehicles operated by sworn members in close proximity to an emergency may be utilized to bring the situation under control. Any of these units, when needed, will be requested by the officer in charge.

5. Chain of Command

- a. The highest ranking Department officer at the scene of an HBT PLAN will function as the officer in charge until formally relieved by a higher ranking member.

- b. Unless otherwise directed by the Chief of Police the ultimate responsibility for the conduct of an HBT PLAN lies with the Deputy Chief, Field Services Bureau.

6. Reporting

- a. The Watch Commander who implements an HBT PLAN will ensure that an incident log is established to record all significant activities which occur during the period of the PLAN. This log will contain but not be limited to the following:
 - i. the establishment of the Plan.
 - ii. a chronological sequence of events.
 - iii. all notifications made.
 - iv. changes of command.
 - v. arrival of principal response units.
 - vi. significant tactical developments.
 - vii. any other pertinent information.
- b. All supervisors assigned to the incident will submit a To-From-Subject report as directed by the Deputy Chief, Field Services Bureau.
- c. Subordinate personnel who have acquired relevant information will submit a To-From-Subject report, when directed.
- d. Each page of all related reports submitted will contain the complaint number assigned to the HBT incident.
- e. After termination of the incident, copies of all reports and logs will be delivered to the Deputy Chief, Field Services Bureau.

- f. Any subsequent reports and those prepared by members assigned to follow-up investigations will be forwarded to the Deputy Chief, Field Services Bureau.

V. PROGRAM EVALUATION AND CRITIQUE:

- A. All incidents for which an HBT PLAN has been implemented will be the subject of an informal critique.
- B. The critique will evaluate the various elements and functions of that specific incident, with a view towards the constructive modification of the HBT Incident Program as a whole. The critique will also address the possibility of the development of new procedures and the acquisition of new equipment.
- C. HBT incident critiques are classified as:

 - 1. Informal Critique - An on-going process by which the Deputy Chief, Field Services Bureau, evaluates, based upon his/her observations, all aspects of an HBT incident. The observations of other HBT personnel present at the scene, as well as review of Communications transmissions and other appropriate sources of information, will be considered in the evaluation process.
 - 2. Formal Critique - A detailed and formal analysis of an HBT incident by means of a chronological review of specific actions taken and any other associated issues. A formal critique may be called by a Deputy Chief or the Chief of Police. Participating members will be selected by the member who called the critique.

- D. The results of the evaluation and critique process will be constantly incorporated into the HBT Program through training and procedural development.
- E. All major issues regarding recommendations for modification of the HBT Program or equipment which are identified during the critique phase will be researched and documented by the Deputy Chief, Field Services Bureau, who will submit his recommendations to the Chief of Police for review and approval.

Rick C. Tanksley
Chief of Police

OAK PARK POLICE DEPARTMENT
HOSTAGE PROFILE

HOSTAGE # _____

NAME _____ NICKNAME _____

SEX _____ RACE _____ AGE _____ DATE OF BIRTH _____

BIRTHPLACE _____ HT _____ WT _____ EYES _____ HAIR _____ GLASSES _____

SCARS/MARKS _____

I.R.# _____ ENGLISH/FOREIGN LANGUAGE SKILLS _____

HOBBIES/INTERESTS _____

PHOTOGRAPH OBTAINED _____ RELIGION _____ EDUCATION _____

CLOTHING DESCRIPTION _____

MEDICAL INFORMATION _____

MEDICATION USED/NEEDED _____

HOME _____
(Address) _____ (Phone Number) _____

WORK _____
(Address) _____ (Phone Number) _____

NAME/TYPE OF COMPANY _____

OCCUPATION _____

RELATIVES NAME ADDRESS PHONE RELATIONSHIP

FRIENDS NAME ADDRESS PHONE

OAK PARK POLICE DEPARTMENT

HOSTAGE/BARRICADED/TERRORIST INTERVIEW

NAME _____ SEX _____ RACE _____ AGE _____

ADDRESS _____ PHONE _____

RELATIONSHIP TO INCIDENT _____

HOW CAN BE REACHED DURING NEXT 48 HOURS _____

INTERVIEWED BY _____ DATE _____ TIME _____

LOCATION _____ BY PHONE []

IN PERSON []

INTERVIEW SUMMARY

**OAK PARK POLICE DEPARTMENT
HOSTAGE/BARRICADED/TERRORIST
NEGOTIATOR LOG**

DATE _____ **DAY** _____ **TIME OF ARRIVAL** _____

ADDRESS/LOCATION _____

TIME INCIDENT BEGAN _____ **TIME NEGOTIATIONS BEGAN** _____

PRIMARY _____ **STAR #** _____ **UNIT #** _____

SECONDARY _____ **STAR #** _____ **UNIT #** _____

COACH _____ **STAR #** _____ **UNIT #** _____

OFFICER-IN-CHARGE _____ **CALL #** _____

_____ **PLAT OF SCENE PREPARED**

_____ **HOSTAGE/TAKER PROFILES BEGUN. # OF H/TS** _____

_____ **HOSTAGE PROFILE(S) BEGUN. # OF HOSTAGES** _____

LOG

TIME		COUNTER #

PAGE _____

OAK PARK POLICE DEPARTMENT
HOSTAGE/BARRICADED/TERRORIST OFFENDER PROFILE

SUBJECT # _____

PERSONS INTERVIEWED:

NOTES: _____

OAK PARK POLICE DEPARTMENT

HOSTAGE/BARRICADED/TERRORIST
RESOURSE CHECKLIST

CHECK BOX	RESOURCES AVAILABLE
	FIRE DEPARTMENT: Ambulance, fire fighting equipment, lighting, entry devices, ladders and snorkel, utility information and assistance
	ILLINOIS STATE POLICE
	COOK COUNTY BOMB AND ARSON
	ILLINOIS BELL TELEPHONE
	COMMONWEALTH EDISON
	PUBLIC WORKS: Water Department Street barricades
	K-9 UNIT
	RED CROSS
	INTERPRETER
	FEDERAL BUREAU OF INVESTIGATION
	COMMENTS

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 03 JULY 2007	EFFECTIVE DATE 03 JULY 2007	DISTRIBUTION C	NUMBER 4.21
SUBJECT LOCKUP, DETENTION ROOM REQUIREMENTS			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.21 DATED 12 JAN 2004	NO. PAGES	7
CALEA STANDARDS: 72.1.2, 72.6.1, 72.6.3, 72.7.1			

I. PURPOSE:

This Order defines:

- A. lockup, detention room, and strip search;
- B. duties and responsibilities for Department personnel when processing persons to be confined; and
- C. procedures relating to arrestee screening, medical referral, monitoring requirements, and lockup maintenance.

II. POLICY:

It is the policy of the Oak Park Police Department to review the duties and responsibilities of various positions and to revise those found to be in need of change, as in this order.

III. DEFINITIONS:

- A. **LOCKUP** - That area in the Police Department which is set aside for the processing and temporary detention of arrestees following booking procedures. This area is set apart from other areas within the Department, in that the lockup has steel bar doors.
- B. **DETENTION ROOM** - Those areas in the Police Department which are set aside for the temporary detention of persons in the custody or care of the Police Department. These areas are secure rooms that do not have

steel bar doors and are located at the Police Desk, and Report Room of the Department facility.

- C. **STRIP SEARCH** - Having arrestees remove or arrange some or all of their clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts, or undergarments of such person.

IV. DUTIES:

A. Searching Arrestees

1. Sworn personnel will thoroughly search all persons prior to their being placed in either the detention room or lockup. Searches will be conducted by Department personnel of the same sex as the person detained.
2. Strip searches will only be conducted in accordance with the provisions of General Order 5.20, entitled "Strip Searches."
3. Personal property of persons placed in either a detention room or lockup will be inventoried by the arresting officer. Items, including all monies, valuables, lighters, matches, medications and/or items which could be used to effect an escape, cause injury to the arrestee, or damage to the facility will be taken and inventoried on the appropriate form. Once taken from an arrestee, personal property will not be left within reach of the person in custody. Personal property will be placed in a clear plastic bag and heat-sealed. Personal property will normally be returned to arrestees at the time they are released on bond, or transported to court.

NOTE: **An arrestee's shoelaces, necktie, belt, scarf, muffler, or anything that could be used as a ligature will be taken upon entry to either the detention room or lockup and these items will be secured by using a heat-sealed plastic bag. Items which have a limited value need not be inventoried; however, they will be returned to the arrestee when released, released on bond, or transported to court or another facility.**

4. The search of a prisoner's hair shall be performed as part of the search procedure. The removal of hair attachments, if they can be

used as ligatures, is to be done **only** with the approval and supervision of the Watch Commander and, when possible, by an officer of the same sex as the prisoner. Once the hair attachments have been removed, they shall be inventoried as prisoner property.

B. Screening of Arrestees

Prior to placing arrestees in the lockup, arresting officers will:

1. immediately conduct a visual observation and interview of all arrestees brought into the lockup and record their observations/findings on the Receiving/Screening Form (Prisoner's Questionnaire) to include the following:
 - a. Current health of the arrestee, including infectious diseases. **(CALEA 72.6.3 [a])**
 - b. Medications taken by the prisoner. **(CALEA 72.6.3 [b])**
 - c. Behavioral observations, including state of consciousness and mental status. **(CALEA 72.6.3 [c])**
 - d. Notation of body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc. **(CALEA 72.6.3 [d])**
2. question the arrestee as to whether he/she has any children under the age of 18 living with the arrestee who may be neglected as a result of the arrest or detention. The officer shall assist the arrestee in the placement of the child with a relative or other responsible person designated by the arrestee. If the officer has reasonable cause to believe that the child may be a neglected child, a youth officer shall immediately be contacted and advised of the details;
3. complete the Detention Report; and
4. tender a copy of the prisoner rules and regulations to the arrestee.

C. Feeding of Arrestees **(CALEA 72.7.1 [f])**

1. The Department will provide the necessary food for the feeding of persons in custody. Arrestees will not be allowed to have any

food that is not supplied by the Department. Desk personnel will be responsible for feeding arrestees and will maintain an accurate record of food utilized on the Food Inventory Log.

2. Persons in custody will be fed three times a day at the approximate times for breakfast, lunch, and dinner.
3. Arrestees arriving after these times will be fed after they are processed and only upon their requests.

D. Sick Persons (**CALEA 72.6.1.**)

1. Arrestees will not be allowed to keep drugs or medications with them while in custody. These will be taken and appropriately inventoried. Prescribed medication found on prisoners that is verified to be theirs will be inventoried with the rest of their personal property. (**CALEA 72.6.5**)
2. If an arrestee states a need for prescription medication and has the medication, the following steps must be taken before the medication can be administered: (**CALEA 72.6.5**)
 - a. the arresting/processing officer must verify that the arrestee is the person to whom the medicine was prescribed.
 - b. Medications must be taken to a local emergency room for a physician to verify that the medication in the receptacle is in fact the medicine listed on the label, and that it may be administered to the arrestee.
 - c. Once verified, the medications may be administered to the arrestee with the approval of the Watch Commander.
 - i. Arrestees may be allowed to use prescribed inhalers, at the discretion of the Watch Commander.
3. When an arrestee is found to be sick or injured, personnel making the observation will immediately notify the Watch Commander, even if the arrestee's condition appears to have been caused by intoxication. The Watch Commander will make the decision on whether the arrestee requires medical attention.

4. If an arrestee is taken out of the lockup for medical treatment or paramedics are called for treatment in the cell, a notation to that effect will be made on the Prisoner Log, along with documentation on the Arrest or Continuation Report.
5. Under no circumstances will an incoherent or unconscious person be placed, or allowed to remain, in a cell without medical treatment.
6. When a prisoner is transported to a hospital, this information will be documented on an Arrest or Continuation Report. The report shall contain the ambulance number, the hospital the prisoner was taken to, the treatment given, the treating physician, along with the dates and times that the prisoner was transported and returned to the police station. A copy of the hospital report shall be obtained and placed with the paper work. In addition, the transporting officer will complete a Report of Prisoner Injury/Illness, or Officer's Report of Prisoner Injuries (Arrests)/Use of Force-Baton and, if needed, an Oak Park Police Department Medical Release Form.

E. Deceased Arrestees

If a death occurs in the Department lockup or detention area, Department personnel making the discovery will immediately notify the on-duty Watch Commander, who will ensure that all required notifications are made.

1. The Watch Commander or his designee will:
 - a. ensure that the scene of death is not altered if it is apparent that the arrestee is deceased. If it is not apparent that the arrestee is dead, render/obtain first-aid immediately:

NOTE: Extreme care will be exercised to prevent injuries when the arrestee is released from a hanging position.

- b. notify the Medical Examiner and comply with all instructions;
 - c. ensure that all required reports are completed; and

- d. ensure that all visible injuries which may have been caused, and/or actions taken, in attempting to remove the deceased from the detention facility are noted in the preliminary investigator's case report.

F. General Responsibilities

1. Desk personnel will:
 - a. maintain a current and accurate record of all persons placed in the lockup;
 - b. be responsible for making a visual inspection of the condition of all persons detained in the lockup at least every fifteen minutes, noting on the Lockup Log the time of the observation and condition of the arrestee. Each observation must be initialed;
 - c. immediately report to the Watch Commander any extraordinary or unusual conditions found, which involve the lives or physical welfare of persons occupying the lockup; and
 - d. notify the Watch Commander whenever an arrestee is received in a state of nudity, or becomes nude while in custody, so that necessary clothing may be obtained.
2. The Watch Commander will:
 - a. make a personal inspection of each individual cell and detention areas at least twice during a tour of duty, noting any unusual conditions found in the Watch Commander's Log;
 - b. ensure that no more than one person is confined to each cell, that persons of the opposite sex are segregated and that any direct supervision of arrestees is provided by Department members of the same sex as the arrestee. Should the lockup exceed its capacity, the Watch Commander will make the necessary arrangements for housing outside the Department facility. The prisoners' personal property will be kept in their respective lockers

- and will be retrieved by the bond officer the following day so that it can be returned to the prisoner;
- c. prohibit any person, who is not on necessary police duty, to enter the lockup without authorization; **(CALEA 72.1.2.)**
 - d. ensure that all cells are clean and in a sanitary condition;
 - e. be responsible for the security of the prisoner property locker keys, which will be kept on the primary cell-block key-ring located at the Police Desk; and
 - f. monitor the operations of the lockup and ensure compliance with this directive.
3. Sworn personnel will:
 - a. not carry weapons into the Department lockup;
 - b. upon removing arrestees from the lockup or detention room;
 - (1) ensure that the area is left in an orderly condition; and
 - (2) re-search all prisoners for contraband.
 - c. upon transporting arrestees to or from the lockup to another facility, handcuff individual arrestees behind the back or multiple arrestees together (i.e., right hand to right hand); and
 - d. adhere to the provisions of this directive.



Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 29 OCT 2007	EFFECTIVE DATE 29 OCT 2007	DISTRIBUTION C	NUMBER 4.22
SUBJECT			
MUTUAL AID BETWEEN OAK PARK, RIVER FOREST AND FOREST PARK			
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 4.22 DATED 7 MAR 2007	NO. PAGES 3
CALEA STANDARDS: 2.1.1, 2.1.2			

I. PURPOSE:

- A. It is the Policy of the Oak Park Police Department to assist the Villages of Forest Park and River Forest in emergency situations when the respective Departments require assistance. The three Villages have a common radio frequency. Oak Park and River Forest have a combined dispatch center, West Suburban Consolidated Dispatch Center (WSCDC).

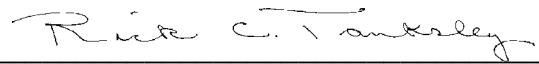
II. PROCEDURE: (CALEA 2.1.2)

- A. The Villages of Oak Park, Forest Park and River Forest have entered into a Mutual Aid Agreement whereby assistance will be furnished when requested and sufficient manpower is available.
- B. The three Villages have adopted the APCO 10-Signal system of communications in lieu of any individual signal system used previously.
- C. As a result of a Mutual Aid Agreement, the following guidelines have been established:
 1. When assistance is requested and available to dispatch to another town, Oak Park officers will be allowed to furnish assistance and be able to respond to any location within the Villages of Forest Park and River Forest.

2. When requested, Forest Park officers will respond to any location within Oak Park.
 3. When requested, River Forest officers will respond to any location within Oak Park.
 4. The boundaries of Oak Park are Harlem Avenue, North Avenue, Austin Boulevard and Roosevelt Road. **(CALEA 2.1.1)**
- D. When assistance is requested from our Department by either Forest Park or River Forest, the watch commander or sergeant shall make the determination as to the number of vehicles to be sent. No other vehicles are to respond to the call or leave their respective beats unless authorized by a commanding or supervisory officer.
1. If the nature of the call is a burglary in progress and Oak Park vehicles are the first to arrive on the scene, they shall secure the premises on the outside until the arrival of police vehicles from the town requesting assistance. The search of the premises shall be conducted by the Police Department requesting our assistance.
 2. If the Police Department requesting assistance has no police vehicles available, or it is a call of an emergency nature, the search may be conducted by officers from Oak Park when authorized by a commanding or supervising officer.
 3. They are to remain at their respective assignments until they are relieved by a command or supervising officer of the agency requesting our assistance and shall follow orders or instructions given to them by that agency.
- Note: Nothing in this section shall be construed to relieve an officer from the duty of acting responsibly and professionally under law and in accordance with Department policy and from taking that action which is appropriate and necessary under the circumstances to save life, render aid to victims, or apprehend offenders of the law within their immediate presence or when it is within their ability to do so.**
- E. Police vehicles from Oak Park are not to respond to any call outside Oak Park unless assistance is requested and shall assist within the established

boundaries unless the call is of an extreme emergency and authorized to do so by a command officer.

- F. When properly relieved of their assignments, the officers are to return to their respective patrol beats and advise the WSCDC telecommunicator of their status.
- G. When assistance is rendered to either Forest Park or River Forest and an arrest is made or other noteworthy activity occurs, the on-duty watch commander will complete a To-From memorandum to the Chief of Police and Deputy Chief, Field Services Bureau.
- H. When officers on duty observe an on-view crime in progress in Forest Park or River Forest, or any jurisdiction within the State of Illinois, the officer may make an arrest pursuant to the laws of the State (725 ILCS 5/107-4 (4)(a-3)). When this situation occurs, the officer shall make a reasonable attempt to seek authorization prior to leaving the jurisdiction; however, if time and circumstances prohibit such notifications, the officer shall, as soon as possible thereafter, advise the field supervisor of the circumstances of the case.
- I. When jurisdictions other than Forest Park and River Forest request assistance from the Oak Park Police Department, the request may be honored where possible, pursuant to the discretion and with the authorization of supervisor or commanding officer in accordance with the spirit of this order.
- J. When assisting an outside agency, officers will adhere to all rules, regulations, policies and procedures of the Oak Park Police Department.



Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.23
SUBJECT	NIGHT BUSINESS CHECK		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.20 DATED 14 SEPT 98	NO. PAGES	2

I. PURPOSE:

This Order defines Night Business Check procedures and requirements to which Beat patrol officers on the First Watch must adhere.

II. POLICY:

It is the policy of the Oak Park Police Department to enhance and safeguard the security of the Village's business community.

III. DEFINITION:

NIGHT BUSINESS CHECK - a regularly scheduled physical premise inspection, between the hours of 2300 and 0630, of all closed businesses within the boundaries of the Village of Oak Park.

NIGHT BUSINESS CHECK CARD - a document which verifies an officer's physical inspection of each establishment checked.

IV. PROCEDURES:

The primary Beat Officers in each of the eight (8) Oak Park Police beats are responsible for business checks in their Beats.

1. A minimum of two (2) business checks per officer, per Beat, are to be completed every night between the hours of 2300-0630, time permitting.
2. A business check will consist of physically checking the doors and accessible windows of an establishment to ensure that they are secure.

3. A Night Business Check card, the reverse side of which is to be completely filled out by the officer only after the premises have been physically checked, is to be prepared. Any problems found or security concerns identified shall be listed in the space provided on the card.
4. The card will be left at an appropriate location at the business establishment
5. Each business check will be noted on the officer's work sheet as a self-initiated patrol activity.
6. Sector and tactical cars are encouraged to also perform night business checks in their assigned areas.

Rick C. Tanksley
Chief of Police

**Oak Park
Police Department
386-3800**

While on patrol at:

Business checked by:

Officer's name: _____

Star No. _____

Date _____ **Time** _____ **am/pm**

✓ We wanted you to know at this time/
date everything was found to be in
order.

✓ A check of the premises revealed the
following problem(s):

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.24
SUBJECT OAK PARK AUTO THEFT PREVENTION PROGRAM			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.31 DATED 14 SEPT 98	NO. PAGES 3	

I. PURPOSE:

The purpose of this Order is to define the Oak Park Auto Theft Prevention Program and the procedures that First Watch patrol officers must follow.

II. POLICY:

It is the policy of the Oak Park Police Department to utilize programs that facilitate the reduction of crime while enhancing the security and safeguarding the property of the citizens of the community.

III. DEFINITIONS:

OAK PARK AUTO THEFT PREVENTION PROGRAM - A Program whereby an Oak Park owner of a registered vehicle may authorize any Illinois law enforcement officer to stop the vehicle and check its ownership as well as the driver's license between 0100 and 0500 hours. The Program is administered by the Oak Park Police Department's Community Policing Division and is consistent with and incorporates Section 625-5/4-109 of the Illinois Compiled Statutes.

**OAK PARK AUTO THEFT PREVENTION PROGRAM
REGISTRATION FORM** - A document which, when completed by the registered owner of a motor vehicle, authorizes any law enforcement officer in Illinois to stop the vehicle when it is observed being operated between 0100 and 0500 hours on a public highway. This document describes the motor vehicle.

OAK PARK AUTO THEFT PREVENTION PROGRAM DECAL - A numbered decal, issued to participants in the Program, which should be placed in the lower left-hand (driver's side) of the rear window of the vehicle.

OAK PARK AUTO THEFT PREVENTION PROGRAM CANCELLATION FORM - A form setting forth the procedure for Program participants to follow when they wish to withdraw from the Program or when vehicle ownership changes hands.

IV. PROCEDURES:

- A. Department members who are contacted by Oak Park residents who wish to participate in the Program will direct the citizen to:
 1. the Police Desk or Community Policing Division to obtain a Registration Form;
 2. return the completed form to the Community Policing Division for processing.
- B. The Community Policing Division will ensure that:
 1. the vehicle is registered to an Oak Park resident and the form is signed by the registered owner;
 2. the vehicle has a valid Oak Park vehicle license;
 3. a numbered decal is issued to the participant, along with a copy of the Program cancellation form;
 4. vehicle and vehicle-owner information and the decal number are entered into the Village computer system; and
 5. the above information is deleted from the Village computer system when a Program cancellation form is received.
- C. First Watch officers who observe a person driving a vehicle displaying the decal between the hours stipulated by the Oak Park Auto Theft Prevention Program will:
 1. stop the vehicle to ascertain who is driving and if they have proper authorization to do so;

2. not presume that the vehicle is stolen at the time of the stop; and
 3. if necessary, contact the vehicle owner to verify said authorization.
- D. Upon request, West Suburban Consolidated Dispatch Center personnel will check the Village computer for additional information, using the Oak Park Auto Theft Prevention decal number provided by the officer making the stop.

Rick C. Tanksley
Chief of Police

Decal # _____

VOP Sticker #/Year _____

**OAK PARK AUTO THEFT PREVENTION PROGRAM
REGISTRATION FORM**

VEHICLE OWNER INFORMATION

Last Name	First Name	Middle Name
Street Address		
City	State	Zip
Social Security # (Optional)		Date of Birth
Home Telephone Number	Business Telephone Number	

VEHICLE INFORMATION

Year and Make of Vehicle	Color	
License Plate Number	State Issued In	Vehicle I.D.#

CONSENT

I am the registered owner of the above-named vehicle and I state that said vehicle is not normally operated between the hours of 1:00 a.m. and 5:00 a.m. I hereby agree to place the BEAT AUTO THEFT decal in the lower left-hand (driver's side) corner of the rear window of my vehicle. I understand that whenever any law enforcement officer sees a motor vehicle displaying the BEAT AUTO THEFT decal in operation on the public highways of Illinois between the hours of 1:00 a.m. and 5:00 a.m., the officer is authorized to stop that vehicle and to request the driver to produce a valid driver's license and motor vehicle registration card. I understand further that whenever the operator of the vehicle is unable to produce this documentation, the officer will investigate further to determine if the person operating the vehicle is the registered owner or has the authorization of the owner to operate the vehicle.

I also understand that this program is consistent with and incorporates the Illinois Compiled Statutes (625 ILCS 5/4-109 et seq.) as currently enacted or as amended from time to time and that I may withdraw from the program at any time. I further understand that to withdraw from the program or change registration information, I must send a completed cancellation form and completely remove the BEAT AUTO THEFT program decal from the vehicle's rear window. I agree to completely remove the decal from the vehicle when I sell or otherwise transfer ownership of the vehicle. I also agree to provide the Illinois Secretary of State's Department of Police and the Oak Park Police Department with notification of any changes in my telephone number or address while in the program.

By providing my signature on this form, I authorize and provide consent for law enforcement officers in Illinois to stop my vehicle between the hours of 1:00 a.m. and 5:00 a.m. Also, I agree to advise anyone I let use my vehicle between those hours of this agreement. I further consent and agree to indemnify and hold the Village of Oak Park and the State of Illinois and any duly authorized Illinois law enforcement officer and his sponsoring jurisdiction harmless against any and all claims arising herefrom. Finally, I confirm that I have fully read and understand the above conditions and all information has been completed prior to signing.

Signature of Vehicle Owner

Date

Decal # _____

OAK PARK AUTO THEFT PREVENTION PROGRAM CANCELLATION FORM

VEHICLE OWNER INFORMATION

Last Name	First Name	Middle Name
Street Address		
City	State	Zip Code
Driver's License Number		Date of Birth
Home Telephone Number		Business Telephone Number

VEHICLE INFORMATION

Make and Year of Vehicle	Color
License Plate Number	Vehicle Identification Number

I am the registered owner of the above-named vehicle and wish to withdraw that vehicle from participation in the Oak Park Auto Theft Prevention Program.

By providing my signature on this form, I authorize the removal of my vehicle from the Program's active file. I also will remove the Program decal from the above-described vehicle.

Signature of Vehicle Owner _____ Date _____

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 27 SEP 2016	EFFECTIVE DATE 27 SEP 2016	DISTRIBUTION C	NUMBER 4.26
SUBJECT OPERATION OF AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)			
RELATED DIRECTIVES TRAINING BULLETIN 16-17	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.26 DATED 12-JAN-04	NO. PAGES	5

I. PURPOSE:

The purpose of this order is to establish a procedure for the use and operation of Automated External Defibrillators (AED's).

II. POLICY:

The protection and safety of the public are fundamental responsibilities of the law enforcement mission. This agency has undertaken to deploy AED's and train personnel in their use. It shall be the policy of the Oak Park Police Department to use AED's when available, to provide defibrillation to victims of cardiac arrest.

III. DEFINITION:

Automated External Defibrillator (AED): A medical device and defibrillator that is capable of recognizing the presence or absence of ventricular fibrillation and is capable of determining, without intervention by an operator, whether defibrillation should be performed; and either automatically charges and delivers an electric impulse at the command of the operator.

IV. PROCEDURE/PROTOCOL:

- A. AEDs will be issued to each uniformed patrol officer and patrol sergeant. In addition, remaining AEDs will be made available to all Resident Beat Officers and Neighborhood Resource Officers when assigned to field duties.

- B. Upon arrival at the scene, the victim should be immediately assessed to determine the presence of signs that would indicate the need for defibrillation (refer to General Order 4.15: Fire Ambulance Calls/Death Investigations).
- C. Criteria for application of the Automatic External Defibrillator (AED):
 - 1. Patient has no respiratory effort for at least five seconds.
 - 2. Patient has no carotid pulse for at least five seconds.
 - 3. Patient's weight is approximately 55 pounds or greater (use adult pads); under 55 pounds, use pediatric pads.
- D. Criteria for NOT applying the Automatic External Defibrillator (AED):
 - 1. Patient shows signs of obvious death (i.e., decapitation, decomposed, rigor mortis).
 - 2. Use of unit could endanger lives. Patient should not be defibrillated if he/she is in a wet area or the operator is not on dry ground.
 - 3. The AED shall not be used on conscious patients.
- E. Technique
 - 1. Evaluate patient and start CPR, if needed.

Special Note: If only one rescuer is immediately available with an AED, section E-2 should be instituted immediately after establishing patient cardiac arrest.

 - a. Assess ABCs (airway, breathing, circulation)
 - b. Ventilate (use supplemental oxygen ASAP). Each AED is equipped with a pocket mask for artificial respiration.
 - c. Perform CPR (remember 30 compressions: 2 breaths. If not able to give two breaths, CPR only is recommended).
 - 2. Connection of Automatic External Defibrillator (AED):
 - a. Expose patient's chest so electrodes can be attached. All medication patches on a patient's chest should be removed.

- b. It is all right to use the AED units on patients with pacemakers or automatic implantable cardioverter defibrillators. Keep defibrillator pads away from implanted defibrillator/pacemaker battery pack if possible.

3. AED Operation

- a. Open cover. Pull handle marked "PULL" to expose pads and follow voice prompts from the AED.
 - b. Peel pad off the adhesive liner. Place electrodes first on upper right chest, then place second electrode on lower left rib cage as per the picture on the AED.
 - c. Follow voice prompts.
4. Discontinue CPR and analyze (do not touch patient during analysis).
 - a. If "No Shock Advised":

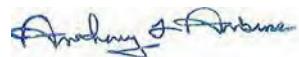
Check pulse, repeat one minute of CPR and analyze. After three successive "No Shock Advised," repeat an analysis every one to three minutes until the arrival of ambulance.
 - b. If "Shock Advised": ALWAYS be sure to verbalize and visualize that no one is touching patient while analyzing or defibrillating.
 - i. AED will shock after depressing button.
 - ii. AED will re-analyze and if required, will call for second shock. If no shock is advised, follow procedure outlined in #1(a) above.
 - iii. AED will re-analyze and if required, will call for third shock. If no shock advised, follow procedure outlined in #1(a) above.
 - iv. After delivery of third shock, check for return of pulse and respirations.

- c. Discontinue use if there is any doubt about the correct functioning of the unit and continue with basic life support.
 5. If no pulse:
 - a. Do CPR for one minute.
 - b. Repeat series of three stacked shocks with AED. This may be repeated one more time, allowing a total of nine shocks.
 6. Return of spontaneous pulse:
 - a. Check airway breathing; assist as needed.
 - b. If patient loses pulse, repeat protocol.
- F. AED Maintenance Procedure
 1. After Roll Call, all uniformed patrol officers and patrol Sergeants will be assigned an AED from the Supervisor.
 2. At the beginning of the shift, officers will verify that the AED unit has a fully charged battery in place. This is done by opening the case and checking the battery indicator (a flashing green light above the green on/off button). Ensure the green PULL handle is in place at the top of the AED and additional supplies are in the case
 3. Officers will check the AED unit to ensure that it is clean, clear of objects on top and the casing is in place.
 4. If an AED unit is found to be damaged, an officer will complete a “To/From Memorandum” to the Watch Commander describing the damage. The damaged unit will then be turned over to the Training Coordinator along with a copy of the “To-From” memo. If available, a spare unit will be signed out.
 5. AED units must be kept in a controlled environment when deployed in the field. The unit will be kept in the interior of the squad. Units will not be kept in the trunk.

6. If an officer turns in an AED because it has been used, the unit will be placed "out of service" by a Supervisor, and the officer will obtain a spare unit from the Supervisor, if available. The used unit will be turned over to the Training Coordinator, or in his or her absence, it will remain with the Supervisor.
7. Inspections: The Training Coordinator will conduct semi-annual (January and July) inspections of the AED units to ensure operation, to validate expiration dates for the batteries and adhesive electrode pads, and to ensure all supplies are present.

G. Post Use

1. After the call is completed, the AED should be returned to the Training Coordinator
2. Discard disposable defibrillator electrodes after use or if packaging has been opened.



Anthony L. Ambrose
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 01 APR 2013	EFFECTIVE DATE 01 APR 2013	DISTRIBUTION C	NUMBER 4.27
SUBJECT OPERATION OF POLICE VEHICLES			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.27 DATED 30 OCT 2007	NO. PAGES	8
CALEA STANDARDS: 41.2.1, 41.3.3			

I. PURPOSE:

The purpose of this Order is to define the procedures governing the operation of police vehicles, with special attention to emergencies and pursuits.

NOTE: This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

II. POLICY:

All personnel operating Department vehicles shall exercise due regard for the safety of all persons. No task, call or incident justifies disregard of public safety. Further, the public expects its police officers to demonstrate exemplary driving behavior. All Department personnel who operate police vehicles will comply with safe-driving procedures outlined herein, with particular attention to responding to calls for service or engaging in pursuits. Emergency warning devices shall ordinarily be used, consistent with both legal requirements and the safety of the public and police personnel.

III. DEFINITION:

NORMAL OR ROUTINE DRIVING - That driving which dictates vehicle speed consistent with the normal flow of traffic, obedience to vehicle laws and posted signs, adherence to commonly-understood "rules of the road" and courtesy.

PURSUIT DRIVING - An active attempt by an officer operating a Department motor vehicle to apprehend any driver or operator of a motor vehicle who, having been given a visual or audible signal by the officer directing such driver or operator to bring his/her vehicle to a stop, willfully fails or refuses to obey such direction, increases his/her speed, extinguishes his/her lights, or otherwise flees or attempts to elude the officer. See Motor Vehicle Pursuit General Order 4.50

EMERGENCY DRIVING - That driving in response to a life-threatening or other serious incident (based on available information) which requires emergency equipment in operation. (Illinois Vehicle Code, Chapter 625 ILCS 5/11-205) governing emergency responses).

EMERGENCY EQUIPMENT - Flickering, blinking, oscillating or alternating emergency lights and a siren, whistle or air horn designed to give intermittent signals automatically, and a spotlight.

MARKED POLICE VEHICLE - A four-wheel police patrol vehicle equipped with emergency equipment and police identification decal.

UNMARKED POLICE VEHICLE - A four-wheel police vehicle used normally by administrative or investigative personnel. It is not intended to be distinctive as a police vehicle.

MOTORCYCLE - A two- or three-wheeled police patrol vehicle equipped with a siren, oscillating, flashing or rotating light, and distinctively marked as a police vehicle.

ALL TERRAIN POLICE VEHICLE - A four-wheel police patrol vehicle equipped with a siren, oscillating, flashing or rotating light, and distinctly marked as a police vehicle.

IV. GENERAL OPERATING PROCEDURES:

- A. Members will not operate a Department vehicle without the authorization of their supervisor, except in an emergency.

- B. All Department members must have in their possession a valid Illinois driver's license when operating a Department motor vehicle. If a member's license is expired, suspended or revoked, the members will immediately submit a report to their commanding officer. This report will:
1. cite the circumstances under which the expiration, suspension or revocation occurred;
 2. specify the duration of the expiration, suspension or revocation;
 3. be forwarded to the appropriate Bureau Chief by the member's commanding officer.
- C. Each Department vehicle operator and passenger, regardless of whether in the front or back seat, in a Department motor vehicle being operated on a street or highway of this State will wear a properly-adjusted and fastened seat safety belt.
- (CALEA 41.3.3)**
1. Command and supervisory personnel will ensure that corrective action is taken when incidents of non-compliance come to their attention. They will administer Summary Punishment in accordance with procedures established in the General Order entitled "Summary Punishment" when:
 - a. a member fails to respond to supervisory counseling and direction; or
 - b. the totality of the circumstances in a given instance warrants such action.
 2. The seat safety belt provisions shall not apply to the driver or passenger of a Department motor vehicle when:
 - a. just prior to coming to a stop on an emergency call, or vehicle/traffic stop, personnel may remove the safety restraint device for quick exit, and to prevent becoming entangled in the restraint device.

- b. a driver or passenger frequently enters and leaves the vehicle and the speed between stops does not exceed 15 miles per hour.
 - c. a driver or passenger possesses a written statement from a licensed physician attesting that such person is unable, for a physical or medical reason, to wear a seat safety belt.
 - d. the vehicle is being driven in reverse.
 - e. the vehicle is not required by State or Federal law to be equipped with seat safety belts.
- D. No drivers shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, emission control device or any part of the vehicle which affects its operation. **(CALEA 41.3.3)**
- E. Circumstances permitting, drivers must check the safety features of their vehicles before commencing operation. The check should include (but not be limited to) all lights, brakes, siren, horn and steering.
- F. During periods of inclement weather, when police vehicles cannot be washed regularly, the driver must assure that headlight and taillight lenses are kept clean, insofar as circumstances permit.
- G. No members shall operate any police vehicle which they believe to be unsafe, and should immediately notify a supervisor.
- H. Drivers shall exercise careful observation of surrounding conditions before turning or backing any vehicle.
- I. Drivers must recognize the variable factors of weather, road surface conditions, road contour and traffic congestion, all of which directly affect the safe operation of any motor vehicle, and shall govern the operation of the vehicle in accordance with these factors.
- J. The nature of certain crimes-in-progress may call for the use of the siren to be deactivated upon close approach to the location of the occurrence, and, although such action is permitted by authority of this Order, police vehicle operations under these conditions require extreme caution.
- K. Upon approaching a controlled intersection or other location where there is great possibility of collision, drivers that are responding under

emergency conditions shall reduce the speed of their vehicles and control it to avoid collision with another vehicle or pedestrian, stopping completely, if necessary, before entering and traversing the intersection. When faced with a red traffic signal, officers shall stop their vehicle or slow it to a safe speed, and assure, by careful observation, that the way is clear before proceeding through the intersection.

- L. At the scene of a crime, a motor vehicle accident, or other police incident, a police vehicle shall be parked in such manner so as not to create an obstacle or hazard to other traffic. The emergency lights and four-way flashing lights should always be used to warn other drivers approaching the location.
- M. Discharging a firearm from or at a moving vehicle is prohibited, unless the occupant or occupants are using deadly force against the officer(s). Officers should consider the elements contained in General Order 4.08, for the justification for the use of deadly force.

V. NON-EMERGENCY VEHICLE OPERATION:

- A. Drivers of any Department vehicle are required to drive with due regard for the safety of all persons, under all circumstances, and will be held responsible for the consequences of disregard for the safety of others.
- B. When operating a Department vehicle during non-emergency situations, Department members will:
 1. drive in a legal, safe, and courteous manner;
 2. promptly proceed to their assignment locations at a speed **NOT** in excess of the legal limit.

VI. EMERGENCY VEHICLE OPERATION:

- A. Policy
 - 1. Emergency driving to the scene of a motor vehicle accident is permissible **ONLY** when an emergency exists, or when specific information indicates that conditions at the scene require the immediate presence of an officer.
 - 2. Drivers of police vehicles must bear in mind that traffic regulations requiring other vehicles to yield the right of way to any

emergency vehicle do not relieve the emergency vehicle driver from the duty to drive with due regard for the safety of all persons using the highways, nor shall they protect the driver from the consequences of an arbitrary exercise of such right of way (Illinois Vehicle Code, Chapter 625 ILCS 5/11-907).

3. Regardless of the seriousness of the situation to which the driver is responding, and excepting circumstances that are clearly beyond the driver's control, the driver of a police vehicle shall be held accountable for the manner in which the police vehicle is operated.

B. Definitions

Emergency Situation - one in which the probability of death, personal injury or the loss or destruction of property exists, and action by a law enforcement officer may avert or reduce the seriousness of the situation.

Authorized Emergency Vehicle - any police vehicle that, when responding to an emergency call or pursuing an actual or suspected law violator, has in operation the emergency lights and/or siren.

C. All emergency vehicle operations will be conducted in strict accordance with existing State statutes.

1. The Illinois Vehicle Code extends special privileges to police officers operating Department vehicles. However, these privileges apply only when the vehicle is readily identifiable as an authorized emergency vehicle which is responding to an emergency call, is in pursuit of an actual or suspected violator of the law or when responding to, but not returning from, a fire alarm.
2. Drivers of an authorized emergency vehicle may:
 - a. park or stand, irrespective of the provisions of the Illinois Vehicle Code;
 - b. proceed past a red or stop sign, but only after slowing down as may be required and necessary for safe operation;
 - c. exceed the maximum speed limit so long as they don't endanger life or property;

d. disregard regulations governing direction of movement or turning in specified directions.

3. **THE FOREGOING PROVISIONS DO NOT RELIEVE THE DRIVER OF AN AUTHORIZED EMERGENCY VEHICLE FROM THE DUTY OF DRIVING WITH DUE REGARD FOR THE SAFETY OF ALL PERSONS, NOR DO SUCH PROVISIONS PROTECT DRIVERS FROM THE CONSEQUENCES OF HIS/HER RECKLESS DISREGARD FOR THE SAFETY OF OTHERS (Illinois Vehicle Code, Chapter 625 ILCS 5/11-105).**

D. When responding to an emergency assignment, the driver of an authorized emergency vehicle will activate the emergency lights and:

1. activate the siren in advance of encountering any traffic obstruction;
2. operate the vehicle at a speed and in a manner which is in accord with weather and local conditions, so that complete control of the vehicle is maintained at all times;
3. proceed through intersections or traffic signals only after all vehicular traffic has yielded the right-of-way.
4. yield the right-of-way to all pedestrian traffic;
5. use discretion when in close proximity to the crime scene. Unless a violent crime is in progress, emergency lights and/or siren should not be used when the possibility exists that the use of emergency equipment may alert a criminal offender.
6. ensure that the emergency lights remain illuminated until the police vehicle and the overtaken or disabled vehicle are safely positioned off the main portion of the roadway.

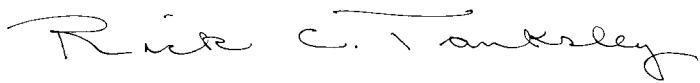
E. Operation Beyond Village Limits

1. Department vehicles may be driven beyond the Village limits when:
 - a. the officer is in immediate pursuit of a law violator.

- b. the officer is conducting an investigation of a police-related matter, or is performing an approved Department assignment.

F. Operation of Department Vehicles by Civilian Members

1. Civilian drivers of a Department vehicle will, in all instances, operate the vehicle in a safe and courteous manner and comply with all traffic laws and ordinances.
2. Civilian drivers of Department vehicles who are summoned to provide assistance will:
 - a. immediately identify themselves as civilian Department members having no police powers.
 - b. ascertain from the citizen whether or not police assistance has been requested.
 - c. notify the WSCDC telecommunicators of the nature and location of the incident, if it has not been reported to the police.
 - d. remain at the scene and provide additional information to the responding police officers.
3. Civilian members who become involved in a police-related incident while operating a Department vehicle will submit a To/From/Subject report concerning their involvement to their commanding officers.



Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.28
SUBJECT ORDERS OF PROTECTION AGAINST SWORN MEMBERS			
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 4.37 DATED 14 SEPT 98	NO. PAGES 4

I. PURPOSE:

The purpose of this Order is to define the Departmental policy for responding to Orders of Protection issued against Police Department members.

II. POLICY:

Orders of Protection are court orders issued by a judge directing a “respondent” (the accused) to perform certain acts or to refrain from committing certain acts. Effective 01 January 1996, an officer who is a respondent in an Order of Protection, issued on or after that date, may be ordered by the court to surrender the officer’s duty firearm(s) and non-duty related firearms as one of the remedies listed on the “plenary” (permanent) order [725 ILCS 5/112A-14 (b) (14.5); effective 01 January 1996]. A plenary Order of Protection must be entered and a hearing date set to examine the “petitioner” (the accuser) under oath to ascertain whether there is any “danger of the illegal use of firearms” by the respondent.

III. PROCEDURES:

The following procedures are applicable to any Order of Protection issued by either the criminal or civil courts.

- A. When a member is served with a Notice to Appear or is otherwise notified or made aware of an Order of Protection (regardless of the source), where the member is the “respondent”, or if the member receives notice that the petitioner has sought modification and reopening of a “current” Order of Protection, the member will:

1. immediately prepare a To-From-Subject report indicating the date and time the member was served or became aware of the existence of or modification to the Order of Protection, and also indicate the date and time of any future court appearances as listed on any document received, or of which the member is aware. In addition, the member will list the report number and date of incident of any pending investigation, if known by the member.
 2. submit the report, with copies of all documents to the member's Watch Commander for review and forwarding.
- B. The Watch Commander will review and sign the report and immediately forward the original report, with copies of all documents, to the Chief of Police. A copy of the report will be forwarded to the Office of Internal Affairs.
- C. The Office of Internal Affairs, upon receipt of the report, will determine if a criminal report number has been issued for the incident that precipitated the issuance of the Order of Protection. If a criminal report number has not been initiated, the Office of Internal Affairs will review the Order of Protection and all documents and assign an Internal Affairs number. The Office of Internal Affairs will maintain a file of all current Orders of Protection (including expiration dates) issued against Department members, for access by supervisory personnel.
- D. An Office of Internal Affairs representative will appear in court for the hearing on the indicated date and time.
1. Should a plenary Order of Protection be issued by the judge at that hearing which includes as a remedy, "the prohibition of firearm possession", the Office of Internal Affairs representative will:
 - a. if the hearing is held in criminal court, request the Assistant States Attorney to provide the Department with a copy of the plenary Order of Protection. If the hearing is held in civil court, the Office of Internal Affairs representative will request the petitioner's attorney to provide a copy of the plenary Order of Protection.
 - b. deliver to the member a copy of a Notification of Duty Restrictions instructing the member to surrender the member's duty and non-duty firearms as directed by the

court. Unless some other timetable is provided for in a court order, the member will be ordered to immediately surrender their firearms to the Office of Internal Affairs representative at the Office of Internal Affairs.

- c. contact the Record Bureau to obtain a list of all firearms registered to the member.
 - d. inventory the firearms in accordance with Department policy. The Property Custody Report will be marked "Police Officer's Weapons - Do Not Mark or Destroy." The property status boxes "Hold for Owner" and "Safekeeping" will be checked. Multiple firearms may be entered on a single property inventory. The Office of Internal Affairs representative will provide the member with a copy of the Property Custody Report.
 - e. provide the member with written notification directing the member to surrender their star, shield and identification card to the Office of Internal Affairs representative and to receive information concerning their duty status.
2. Immediately following the hearing, the Office of Internal Affairs representative will prepare a To-From-Subject report to the Chief of Police summarizing all available information from the case file and the hearing.

Nothing in this order precludes the Chief of Police from exercising his prerogative to immediately suspend or reassign a member based on the circumstances of each individual case.

Note: **If a "prohibition of firearm possession" remedy is not included, the Office of Internal Affairs representative will still request a copy of the plenary Order of Protection from the court to be included in the member's case file.**

- E. If a member is subject to an Order of Protection issued in another state, the member will submit a To-From-Subject report outlining the circumstances as prescribed in Section III, Paragraph A of this General Order. The Office of Internal Affairs will investigate the circumstances and will create an Internal Affairs case file.

- F. If at some future date, a member receives a written court order, issued by a judge, that allows the member to possess firearms, the member will prepare a To-From-Subject report to the member's commanding officer, attaching a copy of that order. The Watch Commander will forward the report as directed in Section III, Paragraph B of this General Order. The Property Custodian will not release the officer's firearms without the express written authorization of the Office of Internal Affairs.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.29
SUBJECT		PERSONAL SERVICE AND RELATED CITATIONS	
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 4.23 DATED 14 SEPT 98	NO. PAGES 13

I. PURPOSE:

This Order defines:

- A. department procedures for the control, storage and issuance of traffic citations and related records;
- B. use of the terminology for citations and Notices to Appear;
- C. the procedure for non-suiting traffic citations;

II. TRAFFIC CITATION TERMINOLOGY:

- A. The Personal Issue Traffic Complaint will be referred to as a Personal Service Citation and the Parking Violation Complaint will be referred to as a Hang-on Citation.
- B. Only the yellow copy of the citation which is issued to the motorist is called a Notice to Appear. When officers take enforcement action as a result of a traffic offense, they will prepare a citation and issue a Notice to Appear to the motorist.
- C. The white copy of the citation which is issued to the motorist is called a Court Communication Copy. Officers should give this copy, along with the Notice to Appear, to the motorist when issuing a Personal Service Citation.

III. ISSUING A NOTICE TO APPEAR:

A. When officers stop motorists, the officers will:

1. immediately exit their vehicles and approach the motorist, in accordance with previously established training;
2. take all precautionary measures to ensure the safety of the motorist and vehicles from the flow of traffic;
3. request to see the motorist's driver's license, proof of insurance, inform the violator of the reason for the stop, and avoid unnecessary conversation (personal affairs, politics, penalties, etc.).
 - a. If the driver cooperates by presenting the driver's license, the officer will accept it and address the motorist by using the motorist's last name and the appropriate title (Mr., Ms.).
 - b. If the driver of the vehicle offers the driver's license in a wallet or other container, the officer will refuse to accept it and will courteously request the driver to submit only the license.
 - c. If the driver refuses to submit the license as requested, the driver will be advised that a supervisor will be notified and respond to the scene. The supervisor will then make a determination what enforcement action will be taken.

B. When the officer has prepared a citation, the motorist will be advised of bond options — driver's license, bail bond certificate, cash bond at the police station, or, for out-of-State motorists listed in the non-resident violator's compact, promise to comply. Officers will not discuss the amount of cash bond nor the amount of fines with the motorist. When a motorist is given a citation for a minor violation (a non-must appear), no court date will be written on the citation. Instead, a court diversion envelope will be handed to the motorist, along with the citation, and the officer will explain the procedure for the Court Diversion Program.

C. Officers will not get into the vehicle involved nor allow persons involved to get into the police vehicle, except when it is necessary to record information at the scene of an automobile crash. Weather conditions will not affect either of these requirements. The emergency roof lights will remain in operation during the entire time at the scene,

except on limited access highways, when the police vehicle and the overtaken or disabled vehicle are safely positioned off the main traveled portions of the roadway. In this situation, the emergency roof lights will not be used. In certain instances, the officer must use discretion in using the emergency roof lights; e.g., when the lights might attract crowds.

- D. If any person offers money or anything of value to the officer who stops a traffic violator, that person will be placed under arrest. A supervisor will be notified and an investigation will be initiated to determine whether a charge of Chapter 720 ILCS, Article 5/33-1, Illinois Revised Statutes, is warranted. An officer who accepts gratuities or anything of value for acting contrary to the officer's sworn duty or who fails to report an offer of a bribe has violated Article 33 and **will be** prosecuted.

IV. ISSUANCE AND STORAGE OF TRAFFIC CITATION, LOCAL ORDINANCE, AND COMPLIANCE VIOLATION CITATION BOOKS:

A. Responsibility

Desk personnel will be responsible for the control of citation books and their issuance to unit members.

B. Procedure

Members assigned the responsibility for the control and issuance of citation books will receive the supply of books from the Court Liaison officer.

C. Receipt for Personal Service Citations

- 1. Upon initial opening of each box of citations, the assigned members will make a complete check of the contents.
- 2. **Traffic Citation** books come with a control sheet, entitled "Receipt for Personal Service Complaints." This receipt contains a line for insertion of the first and last numbered citations in that book. It requires that the member issuing the book, as well as the officer receiving the book, date, print and sign their names. This receipt acknowledges that the officer has received certain numbered citations and that, by signing, has verified the numerical sequence of all citations therein.

D. Storage

1. The immediate supply of books will be kept at the desk area, preferably in a locker file or storage cabinet, inaccessible to personnel other than the issuing member.
2. The unopened boxes will be retained in a locked storage area.

E. Issuance of Books

1. Citation books will be issued by Desk personnel. If a citation book is reported to be missing, the Watch Commander will be notified immediately and an immediate investigation will be conducted.
2. After all books in a box have been issued, a check will be made to determine if there are any missing books for that box.
3. If books are, in fact, missing, the missing citation numbers will be noted in the Watch Commander's report and forwarded, without delay, to the Deputy Chief, Support Services Bureau, for whatever action deemed necessary.

V. ACCOUNTABILITY/RESPONSIBILITY FOR CITATION/BOOKS:

A. Issuance of Citation Books

1. Each member, upon receipt of a Traffic Citation, Local Ordinance or Compliance Citation book, will determine if all citations are in the book and if they are in satisfactory condition. Books found to be satisfactory will be accepted by the receiving member. In the case of Traffic Citation books, the officer will sign the four-part receipt following the last citation in the book. Citation books which are found to be unacceptable because of mutilated, misprinted, or missing citations will not be accepted by the member. These books will be returned to the Records Division. An explanation of the unacceptability of the citation book will accompany each book.
2. Members, civilian or sworn, who have been assigned the responsibility for issuing **Traffic Citation** books will enter the required information on the citation book receipt and, upon completion, remove the first three copies of the receipt from the book.

- a. The fourth receipt will remain in the citation book as the member's copy.
 - b. The remaining receipts will be forwarded daily to the Records Division personnel who will enter the information into the computer.
 - c. These receipts will thereafter be retained in the Records Division files in numerical order.
 3. If a citation from any book is not received in numerical order, the Records Division will notify the Watch Commander, who will immediately initiate an investigation to locate the missing citation. In addition to notifying the Watch Commander, the Records Division will make a notation indicating that the "skip" has been noted and the date and time the Watch Commander was notified. **In all cases, any missing citations will be fully accounted for.** While the investigation is being conducted, all subsequent citations issued from the same book will be processed without delay.
 4. When officers are separated from the Department for any reason or are granted a leave of absence, the unit to which they were assigned is responsible for the recovery and the return of the books to the Records Division for cancellation.
 5. Members, civilian or sworn, who have been assigned the responsibility for issuing Compliance Violation Citation books, will list the required information on the Traffic Ticket Log Sheet. Upon completion, the Traffic Ticket Log Sheet will be forwarded to the Records Division. Records Division personnel will enter the information contained on the Traffic Ticket Log Sheet into the computer.
 6. The officer to whom the traffic, local ordinance or compliance citation books have been issued is responsible for the citations enclosed therein.
- B. Transfer Listing of Traffic Citations
1. The Records Division will list all Personal Service Citations on a transmittal sheet for Personal Service Citations. Only one

citation will be listed in ascending numerical order, except when the “Complaint” copy (white) and the attached “Secretary of State” copy (goldenrod) are forwarded directly to court.

NOTE: Multiple citations issued to the same violator should be listed together even if this listing is not in ascending numerical order.

2. Members, civilian or sworn, who have been assigned the responsibility for issuing Hang-on Citation books will list the required information on the Parking Ticket Log Sheet.
3. Citations which are to be non-suited will be listed on separate transfer listing sheets and will be accompanied by a request for non-suit of citation. The copy of the request will be stapled to the back of the corresponding transfer listing sheet.
4. All transmittals will bear the signature of the person who prepared them and the initials of the court clerk receiving them.

VI. LOCAL ORDINANCE CITATION:

- A. The Local Ordinance Complaint will be referred to as an “LO” Citation.
- B. Only that part of the citation which is issued to the violator is called a Notice to Appear. When officers take enforcement action as a result of an ordinance violation, they will prepare a citation and issue a Notice to Appear to the violator.
- C. The Local Ordinance Citation will be used for all Village ordinance violations, with the exceptions of parking, vehicle sticker hang-ons, and traffic violations.

VII. TRANSFER LISTING OF LOCAL ORDINANCE CITATIONS:

- A. The Records Division will list all local ordinance citations on a transmittal sheet for local ordinance citations.
- B. Members, civilian or sworn, who have been assigned the responsibility for issuing local ordinance citation books will list the required information on the Traffic Ticket Log Sheet. Upon completion, the Traffic Ticket Log Sheet will be forwarded to the Records Division.

Records Division personnel will enter the information contained on the Traffic Ticket Log Sheet into the computer.

VIII. COMPLIANCE VIOLATION CITATIONS:

- A. Sworn police officers will issue Compliance Violation Citations only to motorists observed in violation of designated vehicle equipment or registration violations (refer to Attachment A, Designated Compliance Violations) except under the following conditions:
 - 1. When, at the officer's discretion, a verbal warning is the appropriate action to be taken for the violation.
 - 2. When the violation(s) are used to establish probable cause for a more serious offense, the officer will utilize the Personal Service Citation. Where multiple citations are to be issued outside the compliance list, then all violations will be issued on the Personal Service Citations.
 - 3. When the Compliance Violation Citation is issued, the officer will simultaneously issue a Notice of Compliance Violation card to the motorist.

IX. COMPLETING COMPLIANCE VIOLATION CITATIONS:

- A. The following is a step-by-step description of how to complete the Compliance Violation Citation. The instructions will follow the reference numbers located within circles on the sample citation in Attachment B.

Face Side of Citation

- 1. Officer's Court Key - Issuing officers will enter the court key code (also known as court group) for their regular traffic court calls.
- 2. Defendant's Name - Enter the defendant's name in the order of last name, first name and middle initial. If no middle initial, enter "NMI."
- 3. Address - Enter the defendant's street address.
- 4. City - Enter the defendant's city of residence.

5. State and Zip Code - Enter the defendant's state of residence and zip code.
6. Birth Date - Enter the defendant's birth date in two-digit numbers in order of month, day and year.
7. Sex - Enter the defendant's sex as either M or F.
8. Weight - Enter the defendant's weight.
9. Height - Enter the defendant's height.
10. License - Check one of the two boxes marked Operator or Chauffeur to indicate the type of driver's license. Enter the driver's license number from left to right in the boxes provided (20 boxes are available to accommodate out-of-state driver's license numbers). Unused boxes should be left blank.
11. License State - Enter the two-character abbreviation for the state issuing the driver's license.
12. Date and Time of Violation - Enter, in the following order, the day of week, month, numerical day of the month, year, time and whether time is a.m. or p.m.
13. Description of Vehicle Used by Defendant - Enter, in the following order, the make of the vehicle, the license plate number, the two character abbreviation for the state issuing the license plate, and the last two digits of the year in which the license plates expire.
14. Location of Violation - Enter the specific location or area in which the violation occurred.
15. Section Number of Violation - Enter the specific section number of the violation to the right of the word "section." Only those violations adopted by Village Ordinance may be cited on Compliance Violation Citations (refer to Attachment A, Designated Compliance Violations).
16. Description of Violation - Enter appropriate wording to describe the violation cited.

17. Clerking Area - This area is to be used **only** by Desk and Records Division personnel.
18. Signature of Issuing Officer - Issuing officers will enter their full legible signatures and star numbers.
19. Signature of Violator - After providing the violator with an explanation card and answering any questions regarding the compliance violation program, the officer **must** obtain the violator's signature. In the event a violator refuses to sign the Compliance Violation Citation, a uniform traffic ticket (Y ticket) will be issued in its place.
20. Court Date - Officers are not to issue court dates. This area is to be left blank.

Back Side of Citation - White Card Copy

21. Proof of Compliance -Signature of Violator - The area in which violators must place their signatures to certify that the violation has been corrected.
22. Proof of Compliance - Date Signed - The area in which the violator must indicate the date of signature.

X. ENFORCEMENT PROCEDURES:

- A. Officers, upon observing and stopping a vehicle that is in violation of the Code of the Village of Oak Park, Ordinance Sections 15-5-4 and 15-5-5, may issue a Compliance Violation Citation.
- B. When officers choose to issue Compliance Violation Citations, officers will complete the following steps:
 1. Complete the Compliance Violation Citation (CVC) in full, according to the instructions in Section XXI of this Order.
 2. Direct violators to place their signatures in the appropriate spaces. The violator's signature serves only to document that the violator has received notice of the citation, instructions concerning what steps must be taken to satisfy the violation, and

the possible penalties for failure to comply with the terms of the citation.

- C. A maximum of two (2) Compliance Violation Citations may be issued to any one individual relating to the same incident. Officers may not issue Compliance Violation Citations in conjunction with a felony or misdemeanor arrest, where the probable cause for the arrest is the compliance violation.
- D. No bond is required for compliance violations.

XI. VIOLATOR COMPLIANCE:

- A. Fines - The violator has ten (10) days from the date of issuance to pay the Compliance Violation Citation. Payment will be made by mail, personal appearance at the Village cashier, or deposit in the Village's night depository. **No payments will be accepted at the Police Department.**

All payments **must** be accompanied by the proper execution of the "proof of compliance" statement. The administrative fee for compliance violations paid within the initial ten-day period will be \$15.00. If the violator fails to comply with the terms of the citation within the initial 10-day period, the fee will be increased to \$50.00.

Any Compliance Violation Citation which remains unpaid, or in which the violator has not appeared within a 30-day period from the date of issuance to request court conversion, may be forwarded by the Records Division by transmittal to the Circuit Court of Cook County for adjudication and/or will be processed accordingly for civil action.

- B. Court Conversion - Violators may appear in person at the Oak Park Police Department Records Division and request that the CVCs issued to them be converted for a court appearance. Upon such request, the Records Division personnel will assign the violator the next regular traffic date of the issuing officer and the citation(s) will be transmitted to the Circuit Court in accordance with existing procedures.

XII. RETENTION OF "OFFICER'S" COPIES OF TRAFFIC CITATIONS:

Members are required to retain the officer's copy, for a period of one year from the issue date of the last citation in the citation book.

XIII. REQUESTING “NON-SUIT” OF A TRAFFIC CITATION:

- A. Citations can be “non-suited” **only when an error was made in preparing the original citation and a subsequent citation is issued.**

Under any other circumstances, a Personal Service Citation must be adjudicated. The Personal Service Citation is a court complaint and must be non-suited and not voided.

1. The subsequent, corrected Citation, must accompany the spoiled citation and both will be entered on the appropriate transfer listing, with the notation “Non-Suit,” signifying the disposition of the citation. More than one spoiled and subsequent citation can be listed on the appropriate transfer listing.
2. When an error is made in a Citation and the issuing officer is unable to issue a subsequent citation, the officer will prepare a “To-From-Subject” report to the Watch Commander explaining the error and requesting that the citation be processed as is (containing the error).
3. If an error is made on the court date only, officers may, with the approval of the Watch Commander, make the correction and notify the violator by mail.
4. A copy of the “To-From-Subject” report or the violator’s correction letter, approved by the Watch Commander, will be attached to the Court Copy of the citation, forwarded to the Deputy Chief, Field Services Bureau, for review and approval, and then processed in the usual way.

- B. When it is necessary to request a “non-suit” judgment of a Citation, an officer will:

1. prepare a Request for Non-Suit of Citation for each citation to be “non-suited.”
2. attach all copies, except the officer’s tissue copy of the citation, to the Request for Non-Suit of Citation. The violator’s copy must be included.
3. submit the citation and the attached request to the exempt-rank Watch Commander for approval.

- C. Watch Commanders will determine the validity of the reason for the “non-suit” request. If they approve, they will sign the request. The request, along with the remaining copies of the citation, will be forwarded to the Deputy Chief, Field Services Bureau, for review and approval, and then processed by the Records Division.
- D. A “Non-Suit” request, **where no subsequent citation is issued**, will be accepted, subject to court approval for Citations when approved by a Watch Commander of **exempt rank**. A request which is not signed by an exempt member will be returned by the Deputy Chief, Field Services Bureau.
 - 1. When a Hang-on Citation is to be “Non-Suited” (no subsequent citation issued), the provisions of XIII, B and C above will be followed. The request will be forwarded to review and approval, prior to processing by the Records Division.
 - 2. When a Citation is to be “non-suited” because of an error made while issuing the citation, and **a subsequent citation is issued**, both the spoiled and the subsequent citation must be attached to the request for non-suit of citation.
- E. At no time will officers issue a subsequent citation unless the violator’s copy of the original spoiled citation can be retrieved and the violator is served with his copy of the subsequent citation.
- F. Under no circumstances will a citation be defaced by marking it “VOID,” “CANCELED,” or “NON-SUIT.” The “non-suit” request will be used in all instances to account for a citation to be “non-suited.” Excessive staples will not be placed in citations because they mutilate the citations during processing.
- G. The Deputy Chief, Field Services Bureau, will ensure that “non-suit” requests are reviewed and will return to Watch Commanders any citations for which the reason for the request is questionable.

XIV. LOST OR STOLEN CITATION BOOK REPORTING PROCEDURE:

- A. When a citation book is lost or stolen the officer will:
 - 1. report the loss to the on-duty watch commander;
 - 2. record the loss on an appropriate case report;

3. ensure that the appropriate LEADS message is prepared and entered.
- B. The Watch Commander will make the appropriate investigation and report same to the Deputy Chief, Support Services Bureau.
- C. The transfer listing, with a copy of the appropriate Case Report attached, will be sent to the Records Division. Records Division personnel will prepare a transfer listing of the citations lost or stolen.

Rick C. Tanksley
Chief of Police

ATTACHMENT A
DESIGNATED COMPLIANCE VIOLATIONS

**ILLINOIS VEHICLE CODE – SUBSECTIONS FROM CHAPTER 625 OF THE
ILLINOIS COMPILED REVISED STATUTES:**

- 5/3-112 (b) Failure to transfer title within five days
- 5/3-401 (a) No valid registration – never applied
- 5/3-404 No bill of lading or manifest/dispatch record
- 5/3-411 (a) Failure to carry registration card or reciprocity permit – second division vehicle
- 5/3-413 (a,b) Improper display of license plates
- 5/3-413 (f) Operation of vehicle with expired registration plate or sticker
- 5/3-416 Failure to notify the Secretary of State of name/address change
- 5/3-417 (a) Failure to immediately apply for replacement registration card, plate or sticker
- 5/3-701 (1) No valid registration - no valid plate or sticker obtained
- 5/3-701 (2) No valid registration-reciprocity, prorate or apportionment
- 5/5-201 (h) No in-transit plates
- 5/5-202 (e) Failure to display three tow-truck plates
- 5/11-1419.01 Failure to display Illinois Motor Fuel Tax Identification Card
- 5/11-1419.02 Failure to display external Illinois Motor Fuel Tax Identification device
- 5/11-1507 (a) Operation of bicycle without lamp and reflector
- 5/11-1507.1 Operation of motorized pedacycle without lamp and reflector
- 5/12-101 (a) Operation of vehicle with unsafe equipment

- 5/12-201 (a) Operation of motorcycle without lighted headlamp
- 5/12-201 (b) Driving vehicles other than motorcycles without two lighted headlamps and tail lamps when required
- 5/12-201 (c) No white rear registration light
- 5/12-202 (a, b) Insufficient clearance, identification or side marker lamps and reflectors-second division vehicle
- 5/12-203 (a) Failure to use parking lights while vehicle is standing on highway
- 5/12-204 Improper lamp or flag on projecting load
- 5/12-205 Improper use of lamps on towing and towed vehicles
- 5/12-207 (a) Improper use of more than one spot lamp
- 5/12-207 (b) Improper use of more than three auxiliary driving lamps
- 5/12-208 (a) No stop signal lamp or device
- 5/12-209 (c) Defective back-up lights
- 5/12-210 (a) Failure to dim headlights/auxiliary driving lamps within 500 feet on approach of vehicle
- 5/12-210 (b) Failure to dim headlights/auxiliary driving lamps within 300 feet of vehicle in same direction
- 5/12-211 (a) Improper lighting on vehicles other than motorcycles, only one headlight
- 5/12-211 (b) Improper use of more than four lighted headlights/auxiliary driving lamps
- 5/12-212 (a) Improper use of red light visible from front of vehicle
- 5/12-212 (b) Unlawful use of flashing lights
- 5/12-215 Unlawful use of oscillating, rotating or flashing lights

- 5/12-301 Use of defective brakes
- 5/12-401 Unlawful use of metal studded tire
- 5/12-405 (d) Use of unsafe tire
- 5/12-501 (a) Operation of vehicle without windshield
- 5/12-502 Operation of vehicle without rear reflecting mirror
- 5/12-503 (a) Obstructed view of windshield or side windows adjacent to driver
- 5/12-503 (b) Unlawful application of tinted film to windshield or window(s) adjacent to driver – all vehicles manufactured after 12/31/81
- 5/12-503 (c) Obstructed view of any window by stationary or suspended object(s)
- 5/12-503 (d) Operation of vehicle without windshield cleaning device; operation of vehicle with view obstructed by snow, ice or moisture
- 5/12-503 (e) Obstructed view due to defective condition or repair of any window
- 5/12-601 (a) Operation of vehicle with defective horn
- 5/12-601 (b) Unlawful possession or use of siren
- 5/12-602 Operation of vehicle with defective or modified exhaust system
- 5/12-603 (b) Operation of vehicle without two front seat safety belts – vehicles of 1961 or later model years
- 5/12-603.1 Failure of driver/front seat occupant(s) to use seat safety belt
- 5/12-604 (a) Operation of vehicle with television receiver visible to driver
- 5/12-606 Operation of tow truck without:
 - (a) Identifying sign attached on each side

- (b) Required equipment - one broom, shovel, trash can and fire extinguisher
 - (c) Removing roadway debris and spreading dirt or sand on oil/grease deposits
 - (d) Insurance policy in cab
- 5/12-607 (a) Operation of vehicle with unlawfully altered vehicle suspension system-body lifted in excess of three inches from chassis
- 5/12-607.1 (a) Operation of first division vehicle with frame in excess of 22 inches above ground
- 5/12-607.1 (b) Operation of second division vehicle with frame in excess of specified limits above ground - refer to statute
- 5/12-608 (a) Operation of vehicle with a gross vehicle weight rating (GVWR) of 9000 pounds or less or a recreational vehicle without two bumpers; operation of vehicle with unlawful bumper height
- 5/12-610 (a) Operation of vehicle while wearing headset receiver
- 5/12-702 (a) Operation of second division vehicle without carrying flares/warning devices
- 5/12-702 Failure to use flares/warning devices when second (c,d,e,f,g) division vehicle is disabled
- 5/12-704 (a) Failure to placard vehicle transporting explosives
- 5/12-704 (b) Failure to carry two fire extinguishers within vehicle transporting explosives
- 5/12-707 Overloaded school bus, commuter van or motor vehicle used for hire
- 5/12-711 Operation of garbage truck, roll-off hoist or roll-on container without audible backing warning system
- 5/12-806 Failure to cover school bus sign

- | | |
|----------------|---|
| 5/12-808 | Operating school bus without fire extinguisher |
| 5/12-809 | Operating school bus without first aid kit |
| 5/12-810 | Transporting handicapped passenger(s) without restraining device |
| 5/13-111 | Operating without certificate of valid safety test attached to windshield - second division vehicle |
| 5/13A-104 (c) | Failure to display valid unexpired emission inspection sticker (affected Illinois counties only) |
| 5/15-105 | Load projecting in any excess beyond left fenders or six inches beyond right fenders of first division vehicle |
| 5/15-106 | Failure to fasten loose projecting member |
| 5/15-108 | Failure to plank edge of pavement for any vehicle in excess of 8000 pounds |
| 5/15-109 (a) | Spilling load on highway |
| 5/15-109 (b) | Operating loaded vehicle without securely fastened covering |
| 5/15-109.1 | Operating second division vehicle with load falling, blowing or dropping to highway |
| 5/15-114 | Unlawful pushing of disabled vehicle |
| 5/18c-4104 (a) | Operation without registration - intrastate or interstate |
| 5/18c-4604 (1) | Operation without current cab card and Illinois identifier stamp |
| 5/18c-4604 (3) | Use of a cab card and Illinois identifier stamp issued to another carrier |
| 5/18c-4604 (4) | Failure to display or present a cab card and Illinois identifier stamp |
| 5/18c-4701 (1) | Operating without trade name, license and registration number of carrier painted or affixed to both doors of power unit |

- 40/3-1 Operation of unnumbered snowmobile
- 40/4-1 Operation of snowmobile without required:
- (A) One white headlamp during darkness
 - (B) One rear taillight during darkness
 - (C) Brake system in good mechanical condition
 - (D) Reflective material on each side of cowling
 - (E) Adequate sound suppression equipment
- 40/5-1 (D) Operation of snowmobile without lighted headlamp and tail lamp

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.30
SUBJECT RESPONDING TO EMERGENCY CALLS			
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 4.10 DATED 14 SEPT 98	NO. PAGES 3

I. PURPOSE:

The purpose of this Order is to define guidelines and procedures for responding to emergency calls for service for all members of the Oak Park Police Department.

II. POLICY:

It is the policy of the Oak Park Police Department to respond, as quickly and safely as possible, to emergency calls for service.

III. DEFINITION:

EMERGENCY CALL FOR SERVICE - a call for police service where a situation exists wherein persons(s) are at probable risk of death, great bodily harm, or other personal injury or where there is imminent risk of loss or destruction of property, or the seriousness of the situation indicates immediate, rapid response by a department member is desirable.

AUTHORIZED EMERGENCY VEHICLE - any Village owned police vehicle equipped with authorized emergency lights and audible signaling devices.

VISUAL SIGNAL - authorized emergency lights as defined in 625 ILCS 5/12-215 and 12-216: Oscillating, rotating or flashing lights on motor vehicle.

AUDIBLE SIGNAL - as defined in 625 ILCS 5/12-601, Horns and Warning Devices.

IV. LEGAL REQUIREMENTS:

Department members will adhere to the following legal requirements as outlined in Chapter 625 Illinois Compiled Statutes, Art. 5. The Illinois Vehicle Code extends special privileges to police officers operating Village-owned vehicles when responding to emergency calls for service only when the vehicle is readily identifiable as an authorized emergency vehicle. 625 ILCS 5/11-205 (Public officers and employees to obey Act - Exceptions) states:

- A. The provisions of this Chapter applicable to the drivers of vehicles upon the highways shall apply to the drivers of all vehicles owned or operated by the United States, this State or any county, city, town, district or any other political subdivision of the State, except as provided in this Section and subject to such specific exceptions as set forth in this Chapter with reference to authorized emergency vehicles.
- B. The driver of an authorized emergency vehicle, when responding to an emergency call or when in the pursuit of an actual or suspected violator of the laws or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this Section, but subject to the conditions herein stated.
- C. The driver of an authorized emergency vehicle may:
 1. park or stand, irrespective of the provisions of this Chapter;
 2. proceed past a red or stop signal or stop sign, but only after slowing down as may be required and necessary for safe operation;
 3. exceed the maximum speed limit so long as he does not endanger life or property; and
 4. disregard regulations governing direction of movement or turning in specified directions.
- D. The foregoing provisions do not relieve the driver of an authorized emergency vehicle from the duty of driving with due regard for the safety of all persons; nor do such provisions protect the driver from the consequences of his reckless disregard for the safety of others.

625 ILCS 5/11-907 gives the right-of-way to an authorized emergency police vehicle lawfully making use of either an audible or visual signal:

625 ILCS 5/12-601 mandates the use of a siren when necessary to warn pedestrians and other drivers of the approach of the emergency vehicle.

V. PROCEDURE:

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.31
SUBJECT	RESPONDING TO FIRE SCENES		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.13 DATED 14 SEPT 98	NO. PAGES	2

I. PURPOSE:

The purpose of the Order is to define the procedures for police response to fire scenes.

II. POLICY:

It is the policy of the Oak Park Police Department to assist the Oak Park Fire Department at fire scenes by providing traffic and crowd control, as well as security of equipment.

III. DEFINITION:

PRIMARY OFFICERS – Officers who first arrive at the scene of a fire.

IV. PROCEDURE:

A. Upon receiving a fire call, West Suburban Consolidated Dispatch Center (WSCDC) will dispatch [REDACTED] The first car called is responsible for the initial report.

B. Upon arrival, primary officers will:

1. notify WSCDC of the extent of the fire conditions. The type of structure, location of fire/smoke observed therein, location of occupants and any other pertinent information should be relayed via radio as soon as possible;

2. station themselves at the intersection nearest the fire and begin emergency traffic control;
3. advise WSCDC of the other intersections that may need traffic control; and
4. request additional assistance when necessary.

V. DIRECTING TRAFFIC AT FIRE SCENES:

- A. Officers will remain outside their vehicles while directing traffic (under severe weather conditions and upon officer request, supervisors may allow officers the option of remaining inside their cars. They may use the squad car to block the street, or as a means of diverting traffic.
- B. Vehicles used to block the street will keep their emergency lights on at all times.
- C. Vehicles will not be left unattended. Should circumstances dictate otherwise, squads will be locked with emergency lights activated and left in a position so as to restrict oncoming traffic inbound to the fire scene but allow sufficient clearance so that fire equipment may access and depart the area.
- D. Members will obey the orders of the Fire Department's ranking officer at the scene, and will notify their field supervisor if orders given conflict with normal Departmental procedures.

VI. REPORTS:

- A. The primary responding officer at a fire scene will complete a brief Incident Report, if the fire is bona fide. The report must indicate (1) the likely cause of the fire, and (2) whether the fire is of suspicious origin. The officer should contact the Fire Department's Fire Investigator assigned to the scene for assistance and consultation in preparing this report.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.32
SUBJECT	SCHOOL CURFEW		
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 4.32 DATED 14 SEPT 98	NO. PAGE 4

I. PURPOSE:

The purpose of this Order is to:

- A. explain the Village School Curfew policy;
- B. define the rules and procedures regarding enforcement of the Ordinance; and
- C. clarify the guidelines to be followed in the processing of offenders.

II. POLICY:

It is the policy of the Village of Oak Park Police Department to provide enforcement of compulsory school attendance laws.

NOTE: The restrictions of the Village of Oak Park School Curfew Ordinance will not apply to home-school students. Officers who encounter home-school students will not detain or cite such students after their status has been determined. When an officer has reason to believe a student is not a home-school student, he/she may contact the student's parents by telephone, via WSCDC, to verify the status of the student.

III. APPLICABLE ORDINANCE:

The School Curfew is regulated by Section 17-1-34 of the Code of the Village of Oak Park, as amended. Officers will acquaint themselves with this Ordinance and other applicable ordinances.

IV. ENFORCEMENT ACTION:**A. Policy**

It is unlawful for any person over the age of five (5) and under the age of eighteen (18) who is enrolled in any public, private or parochial school to be present in any public place, building, street or assembly in the Village of Oak Park, other than school, while the school is in session during the regular school term, unless he or she is:

1. traveling to or from school by the most direct route.
2. accompanied by a parent, legal guardian, or school official.
3. engaged in school-related activities, with written approval of school authorities.
4. engaged in personal business, including but not limited to employment, medical care and religious activities, with prior notice from a parent or legal guardian to school authorities.
5. on a regularly-scheduled lunch period of the High School.

NOTE: Officers will not approach, stop and detain High School students during the regularly-scheduled lunch period of the High School (1040-1300 hours).

An officer may stop and detain a person whom the officer reasonably suspects to be violating this section for not to exceed fifteen (15) minutes for the purpose of verifying the person's identity, age, school enrollment and authority to be absent from school. The police officer shall immediately inform the person of the reason for the detention and that he or she will be released upon verification of authorization to be absent from school. The person shall not be removed from the scene of the investigatory detention unless he or she refuses to provide the officer with the necessary information. Individuals who cannot provide the necessary information will be brought back to school authorities for the purpose of identification.

NOTE: Whenever an officer(s) stops a suspected violator(s) of the Ordinance, they will notify West Suburban

Consolidated Dispatch (WSCDC), via radio, and WSCDC personnel will generate a dispatch ticket. When the officer(s) clears the stop, WSCDC will print a hard copy of the dispatch ticket and forward the ticket to the Youth Division for filing.

B. Procedure

Police personnel will adhere to the following enforcement policy prior to issuing a Local Ordinance Ticket for violation of Village Code 17-1-34:

1. **Initial Warning** - An initial warning for School Curfew violations will be issued for a student's first offense of violation of the Village's Local Curfew Ordinance and documented by issuing a P-ticket and writing **Warning** across the face of the ticket, along with the student's name, address, age and date of birth. The hard copy will be given to the student and the white and pink copies will be forward to the Youth Division, where they will be kept on file for the remainder of the school term. The student will be returned to school and not brought in to the Police Station. Students who violate the School Curfew Ordinance and who are truant from another jurisdiction shall, if practicable and with the approval of a supervisor, be transported to the school in which they are enrolled. Where this is impractical because of distance or for other reasons, the student shall, when practicable and with the approval of a supervisor, be turned over to a responsible adult.

NOTE: Officers, when approaching students, will exercise courtesy, tact and decency and will comply with Department Rule 26, Courtesy to the General Public.

2. **Establish Whether a Warning Has Been Issued** - For each violation of this Ordinance, police personnel will contact WSCDC to determine if a warning ticket has been previously issued.
3. **Second and Subsequent Offenses** - Issue a Local Ordinance Ticket, with a subsequent court appearance date, and return the student to school.

NOTE: All persons in violation of the Village Local Curfew Ordinance will receive either a Warning or Local Ordinance Ticket and will be returned

to school authorities and not brought in to the Police Station.

4. **Notification of Parents** - When an offender is issued either a warning or Local Ordinance ticket, the Youth Division will notify, via mail, the juvenile's/minor's parents or guardian.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.33
SUBJECT SEX OFFENDER REGISTRATION ACT			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.34 DATED 14 SEPT 98	NO. PAGES	3

I. PURPOSE:

The purpose of this Order is to:

- A. define rules and procedures regarding responsibilities of the Oak Park Police Department members in complying with the Act; and
- B. clarify guidelines to be followed in registering individuals covered under the Sex Offender Registration Act 730 ILCS 150 et.seq., and requesting West Suburban Consolidated Dispatch Center (WSCDC) enter the offenders information into the Law Enforcement Agency Data System (LEADS).

II. POLICY:

It is the policy of the Oak Park Police Department to comply with the provisions set forth in the Sex Offender Registration Act, the Child Sex Offender and Child Murderer Community Notification Law.

III. PROCEDURES AND RESPONSIBILITIES UNDER THE SEX OFFENDER REGISTRATION ACT:

The Sex Offender Registration Act mandates that persons convicted of certain sex offenses must register. They must register each year for ten years after (a) the date of conviction, if given probation, or (b) the date of release if sentenced to prison. Persons covered under the Act must notify the Police Department in the jurisdiction in which they reside if they move. Failure to do so is a Class 4 felony.

- A. Police Department personnel will, when contacted by an individual requesting to register under the Sex Offender Registration Act, obtain the individual's name, address, telephone number, date of birth, social security number, driver's license or identification number and record the date and time the individual contacted the Department. This information will be forwarded to the Detective Commander immediately. Personnel must advise the individual that, to comply with the Act, they must appear at the Police Department between the hours of 0830 and 1600, Monday through Friday, and ask for the Detective Commander/Supervisor.
- B. The Detective Division will be responsible for completing an Incident Report and the Sex Offender Registration Form, forwarding the information to the Illinois State Police, obtaining a photograph of the individual, and requesting a WSCDC telecommunicator enter the information into LEADS. **The information must be entered into LEADS within three days of the form's completion.**
- C. The Detective Division will ensure that in addition to having the information entered into LEADS, a copy of the Registration Form, along with a photograph of the individual, is forwarded to the Illinois State Police. The individual will also receive a copy of the Registration Form. A copy of the Registration Form, along with the Incident Report, must be kept on file in the Record Bureau. The original Registration Form will be kept on file in the Detective Bureau.
- D. If the individual moves out of Oak Park, they must notify the Department, in writing, of their change of address within ten days. Once received, this written notification will be forwarded to the Detective Commander for processing. The Detective Commander will ensure that the new address is entered into LEADS and, if the individual has moved out of Oak Park, forward copies of the change-of-address notification to the Police Department in the new jurisdiction and to the Illinois State Police.
- E. The Detective Division shall maintain an up-to-date list of all persons registered with this Department under the Sex Offender Registration Act and shall provide a copy of this list to Records and to Youth Services. The list shall include the name, address, date of birth and offense for each offender, and shall also include the date on which it was last updated.
- F. All persons wishing to inspect or receive a copy of the list must complete a Freedom of Information form, which shall be retained by Records.

- G. The Records Division shall make a copy of this list available to members of the public.
- H. Persons who wish to inspect the list may do so without charge. This inspection will take place during normal business hours in a manner set forth by the Supervisor of the Records Division.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.34
SUBJECT SKATEBOARD, ROLLER SKATE AND BICYCLE POLICY			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.25 DATED 14 SEPT 98	NO. PAGES 3	

I. PURPOSE:

The purpose of this Order is to:

- A. explain the Village skateboard, roller skate and bicycle policy;
- B. define the rules and procedures regarding enforcement of the Ordinance; and
- C. clarify the guidelines to be followed in the processing of juvenile offenders.

II. POLICY:

It is the policy of the Village of Oak Park, in cases involving the use of skateboards, roller-skates, and bicycles, to promote safety, maintain the public peace, and provide clear and safe passage for pedestrians and vehicles.

III. APPLICABLE ORDINANCE:

The use of roller skates, skateboards, and bicycles is regulated by the Code of the Village of Oak Park, Section 22-4-2, as amended. Officers will acquaint themselves with this ordinance and other applicable ordinances.

IV. ENFORCEMENT ACTION:

- A. Policy

Persons arrested for municipal ordinance violations will be issued a Local Ordinance Citation and, if they can produce satisfactory identification (i.e. Drivers License, State Identification Card, school identification card), will be released at the scene. Individuals that cannot produce such identification will be brought into the station for the purpose of identification.

Juveniles who are brought into the station for identification will be handled as delinquent minors in accordance with department directions regarding detention of juveniles. They will not be fingerprinted or photographed.

Members will not confiscate skateboards, roller skates, or bicycles solely because of a violation of Village Ordinances.

B. Procedures

Police personnel shall adhere to the following enforcement policy, prior to issuing a Local Ordinance Citation for violation of the code of the Village of Oak Park, Section 22-4-2:

1. **Initial Warning.** An initial warning for skateboard, roller-skate, or bicycle violations will be documented by issuing a Local Ordinance Citation and writing **WARNING** across the face of the ticket. The ticket will be kept on file at the Police front desk for three months.

NOTE: All persons receiving warnings will be released at the scene and will not be brought into the Police Station.

2. **Establish Whether a Warning Has Been Issued.** For each violation of this ordinance, police personnel must call the front desk to determine if a warning ticket has been previously issued.
3. **Second Offense.** Issue a Local Ordinance Citation if the warning has been ignored. The court date and time found on the white copy should also be written on the yellow hard copy handed to the violator.

4. **Notification of Parents.** When an offender is released at the scene, the Records Division will notify, via mail, the juvenile's/minor's parents of the issuance of the Warning or the Local Ordinance Citation.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.35
SUBJECT		TOBACCO ENFORCEMENT PROGRAM	
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.40 DATED 13-NOV-2000	NO. PAGES 5	

I. PURPOSE:

The purpose of this Order is to define procedures for routinely monitoring licensed establishments who sell tobacco products.

II. POLICY:

It is the policy of the Oak Park Police Department to uniformly enforce the Village Tobacco Ordinances by conducting control buy operations on a continuous basis.

III. DEFINITIONS:

LICENSEE - Holder of a license to sell tobacco.

OBSERVERS - Civilians who are pre-approved by the Community Policing Commander to view the control buy operations.

OFFICIAL IDENTIFICATION - Picture identification issued by the State of Illinois in the form of a driver's license, state ID card, or birth certificate.

SUPERVISING OFFICER (SO) - An officer assigned to the controlled buy operation to oversee the special agent. This will usually be a Community Policing Division (CPD) Supervisor, but may also be an officer designated by the supervisor.

SPECIAL AGENT - A volunteer under the legal age to purchase tobacco products who assists the Police Department with the controlled buy operations.

IV. PROCEDURES:

A. Pre-Operation Activities:

1. The CPD Supervisor will be responsible for establishing a yearly schedule for monitoring all tobacco licensees in the Village which are open to the public. The CPD Supervisor shall submit the schedule to the CPD Commander for review prior to implementation. Operations will be conducted at least three (3) times a year or as otherwise directed by the Chief of Police.
2. The CPD Supervisor will notify the CPD Commander not more than one week prior to a scheduled operation.
3. Operations may also be conducted, with approval of the Chief of Police, in response to documented citizen complaints of underage purchases.
4. The CPD Supervisor will assist in obtaining the special agent(s) to be utilized during the buys. Special agents will be approved prior to the operation date by the CPD Commander.
 - a. A certified copy of the agent's birth certificate from the County shall be furnished to the SO prior to the operation.
 - i. Tobacco enforcement agents will be between 15 and 17 years of age.
 - b. All agents should be of good character. They will have no record of liquor or tobacco-related violations, nor will they have made any prior attempts to unlawfully purchase these items.
 - c. Agents should have the appearance, demeanor and mannerisms appropriate to their age.
 - d. Agents will dress appropriate for their age group, and will not have facial hair, nor wear any type of heavy make-up or excessive jewelry.
 - e. Agents will read and familiarize themselves with the Program Summary (attachment A), and Youth Participant Guidelines (attachment B) prior to operation date.

- f. Agent's parent or guardian will be required to complete a Youth Consent Form (attachment C); Parent/Guardian Consent Form (attachment D); and a Parent/Guardian Release and Hold Harmless Agreement Form (attachment E) prior to the operation date.
 - g. Agents will be available for testimony at hearings and field court proceedings at the request of the Village Prosecutor.
- 5. A briefing will be held prior to the operation by the CPD Supervisor or the SO.
 - a. The SO will approve the agent's appearance, and a photo will be taken of the agent. The agent's appearance will not be changed after that point.
 - b. The SO will verify that the agent has proper official identification, showing his/her date of birth. This will be the only identification carried or presented throughout the course of the operation.
 - c. The agent will be instructed:
 - i. to go directly to the targeted merchandise and then directly to the check-out;
 - ii. that at no time should he try and persuade the licensee/clerk to complete the sale and he should speak only as necessary;
 - iii. if asked about his age, he is to reply with his correct age and if he is asked for his identification, he is to present his previously approved ID;
 - iv. if the transaction is completed, he should try to obtain a receipt;
 - v. that the success of the operation and/or his continued use as an agent is not dependent on making successful purchases.

- d. The operation will not be conducted during extremely busy times (e.g. rush hours) at the licensee's location, and the SO will also have the authority to terminate the operation at any time for safety reasons.

B. Completed Transactions:

1. Tobacco Dealers:

- a. If the transaction occurs, the agent will exit the store and immediately turn the purchased item over to the SO, along with any receipts.
- b. The SO will re-enter the store with the agent and have the agent verify the identity of the seller.
- c. The SO will identify himself and ask to see the on-duty manager. The SO will explain the violation to the manager, with the agent present, and answer any questions pertaining to the transaction.
- d. The SO will issue a Local Ordinance citation for delivery of tobacco to a minor to the clerk/seller.
- e. The tobacco items will be preserved per the procedures governing evidence preservation.

2. An Incident Report will be completed on all violations.

3. The SO will verify the display of current license and other required notices on all establishments checked.

C. Reporting:

1. The CPD Supervisor or SO will prepare an informational memorandum to the CPD Commander on the operation in a timely manner. In it he will indicate all licensees checked, regardless of whether or not a violation occurred.
2. The CPD Supervisor shall submit copies of all completed Incident Reports within 24 hours to the Community Policing Commander.

3. Copies of all Incident Reports and the memorandum will be forwarded to the Chief of Police. The Chief of Police will forward copies of all Incident Reports and the memorandum to the Village Attorney, Village Clerk and Village President.

D. Observers:

1. From time to time, special observers will be permitted to observe control buy operations. Observers are not to interfere with any police action.
2. Observers are not to identify themselves or speak with the agent until the operation at that particular site is completed. Observers will not enter a store, stand next to, or sit with an agent.
3. Observers are not to interview store clerks or other employees of the licensee without specific permission from the manager on duty. Photographs or video recordings showing the store's name, address or logo will not be taken or edited out before any public use.
4. Observers requesting information concerning department procedures or operations, including the one described in this general order, will be directed to the Chief of Police.

Rick C. Tanksley
Chief of Police

Attachments: A: Program Summary
B: Youth Participant Guidelines
C: Youth Consent Form
D: Parent/Guardian Consent Form
E: Parent/Guardian Release and Hold Harmless Form

OAK PARK POLICE DEPARTMENT

TOBACCO ENFORCEMENT PROGRAM

PROGRAM SUMMARY

The Illinois Liquor Control Commission (Commission) is the state agency designated to develop strategies to reduce the illegal sale of tobacco products to minors as prescribed in the Synar Amendment of the U. S. Public Health Service Act. To aid in this endeavor, the Commission is awarding grants to communities willing to conduct a comprehensive tobacco control program that includes retail education and retail compliance checks.

Illinois must ensure that a minimum of 80% of its tobacco retailers refuse to sell tobacco products to minors under the age of 18 when tested through compliance checks that utilize underage youth. Failure to achieve this 80% compliance rate can result in the state's loss of \$28 million in Substance Abuse Treatment and Prevention funding .

Supervising Officers will carry out these compliance checks through the following steps:

1. The Oak Park Police Department will identify youth participants willing to participate in the compliance check program. Youth Participants and their parent(s) must sign consent forms prior to participating.
2. Youth Participants will receive training prior to conducting any compliance checks.
3. Supervising Officers will transport the Youth Participants to the designated tobacco retailers. The Youth Participant will be under the direct supervision of the Supervising Officer at all times.
4. Compliance checks will result in the purchase of tobacco products by the youth participants. Tobacco products will be treated as evidence and maintained by

the Oak Park Police Department. Tobacco retailers in violation of minimum-age tobacco laws can receive citations that result in monetary fines or suspension or revocation of their license. Youth Participants may or may not be required to participate in the judicial process of the compliance check.

5. After the completion of the scheduled compliance checks, Youth Participants will be dismissed at their residence. Youth Participants will not be dismissed at any other location unless met with prior approval from their parent and the Supervising Officer.

You will be contacted by a Supervising Officer with the scheduled training and inspection times.

Attachment A

OAK PARK POLICE DEPARTMENT

TOBACCO ENFORCEMENT PROGRAM

YOUTH PARTICIPANT GUIDELINES

As a participant in the Tobacco Enforcement Program, I agree to adhere to the following guidelines. I understand that my participation in the Tobacco Enforcement Program is considered as temporary employment. I will conduct myself in a professional manner at all times. My failure to comply with these guidelines can and will result in my termination from the project.

1. I will wear casual attire that is acceptable at school, that does not indicate any gang or school affiliation, nor endorse the use of alcohol, tobacco or other drugs.
2. I understand that if at any time I feel uncomfortable at any location, I can indicate this concern to the Supervising Officer and the location will be bypassed.
3. I will not use profanity.
4. I will arrive promptly at my scheduled work time to ensure a timely departure. Failure to arrive on time will be considered “tardy.”
5. I will contact my Supervising Officer no less than 24 hours before my scheduled work time in the event of an expected absence.
6. I will contact my Supervising Officer no less than two (2) hours before my scheduled work time in the event of an unexpected absence.
7. I understand that I am allowed only one (1) excused absence and one (1) excused tardy. Any more will result in possible termination from program participation at the discretion of the Supervising Officer.

8. My participation in this project will not have a negative affect on my academic or household responsibilities.
9. I understand that on my eighteenth birthday I am no longer eligible to participate in this project.

By signing this document, I understand the terms of this project and agree to abide by the terms.

Participant Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Program Coordinator: _____ Date: _____

OAK PARK POLICE DEPARTMENT

TOBACCO ENFORCEMENT PROGRAM

YOUTH CONSENT FORM

Youth Participant's Name _____

Address _____

City _____ State _____ Zip _____

Home Phone Number _____ Date of Birth _____

Social Security Number _____ Gender _____ Race _____

I have read the *Program Summary and Youth Participant Guidelines*. I understand my participation is voluntary and I will be under the supervision of a Supervising Officer at all times.

I understand it is essential to maintain the confidential nature of the program, therefore ensuring the effectiveness, accuracy and validity of the outcome.

I understand my participation in the project can be terminated at any time by either myself, a parent, or the Supervising Officer.

I understand that compliance checks can result in the purchase of tobacco products. I understand that tobacco products will be treated as evidence and maintained by the Oak Park Police Department. I understand that tobacco retailers in violation of minimum-age tobacco laws can receive citations that result in monetary fines or suspension or revocation of their license and I may be asked to participate in the judicial process of the compliance check.

My signature on this document verifies my willingness to participate in this project and to follow the rules and procedures outlined in the training.

Youth Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Program Coordinator: _____ Date: _____

OAK PARK POLICE DEPARTMENT

TOBACCO ENFORCEMENT PROGRAM

PARENT/GUARDIAN CONSENT FORM

Youth Participant Name: _____

Parent/Guardian Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____ Parent Work Phone #: _____

In case of emergency, contact: _____

I have read the *Program Summary, Youth Participation Guidelines and Youth Participation Consent Form*. I understand my child has expressed an interest in participating in the Tobacco Enforcement Program and will be supervised at all times by a Supervising Officer.

I understand it is essential to maintain the confidential nature of the program, thus ensuring the effectiveness, accuracy and validity of the outcome.

At any time during the project the Supervising Officer, my child or myself may terminate this voluntary relationship.

I understand that compliance checks can result in the purchase of tobacco products. I understand that tobacco products will be treated as evidence and maintained by the Oak Park Police Department. I understand that tobacco retailers in violation of minimum-age tobacco laws can receive citations that result in monetary fines or suspensions and revocations of their license and my child may be asked to participate in the judicial process of the compliance check.

I give permission for my child to participate in this project.

Youth Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Program Coordinator: _____ Date: _____

OAK PARK POLICE DEPARTMENT
TOBACCO ENFORCEMENT PROGRAM

**PARENT/GUARDIAN RELEASE AND
HOLD HARMLESS AGREEMENT FORM**

I, _____, parent of _____, do hereby give permission for my son/daughter to participate in an Oak Park Police Department controlled buy operation. I understand that my son/daughter, acting as a special agent of the department, will be attempting to purchase items which normally cannot be legally sold to minors.

In consideration of the foregoing, the undersigned, on behalf of myself and my son/daughter, hereby releases and holds the Village of Oak Park, its Police Department, its officers and/or its employees, harmless from any and all liability, causes of action, suits, injuries, damages or demands of whatsoever nature arising out of the operation of the Village of Oak Park Police Department. In addition, the undersigned intends, by executing this release and hold harmless, to waive all claims the undersigned and/or my son/daughter has or may in the future have whatsoever against the Village of Oak Park, its Police Department, its officers and/or its employees.

I understand my son/daughter may be requested to appear before the 4th District Court of Cook County. I will cooperate in making my son/daughter available for these appearances.

Parental Signature

Date

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 07 SEPT 2007	EFFECTIVE DATE 07 SEPT 2007	DISTRIBUTION C	NUMBER 4.36
SUBJECT TRAFFIC CRASH INVESTIGATION			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.36 DATED 12 JAN 2004	NO. PAGES 21	
CALEA STANDARDS: 41.3.2, 61.1.5, 61.2.1, 61.2.2, 61.2.3, 61.2.4			

I. PURPOSE:

The purpose of this Order is to establish thorough, competent, and organized activities related to traffic crashes including: providing emergency assistance to the injured, protecting the scene, conducting an at-scene and follow-up investigations, preparing reports and taking the proper enforcement action relative to the incident.

II. POLICY:

A. It shall be the policy of the Oak Park Police Department to investigate all crashes. Officers shall report all crashes that meet or exceed the state-specified requirements for reporting. The Department shall comply with all laws and ordinances governing the reporting of traffic crashes. Officers shall conduct an on-scene investigation of all traffic crashes involving the following, except where noted:

1. Fatalities/serious injury. (**CALEA 61.2.1a**)

In the case of a fatal/serious personal injury, an Evidence Technician shall be summoned to the scene. This officer shall assume primary reporting duties. (As a matter of course, the assigned officer shall handle all other injury crashes.)

2. Driver impairment due to alcohol or drugs. (**CALEA 61.2.1d**)

3. Property damage crashes. (**CALEA 61.2.1b**)

4. Hazardous material spills. (**CALEA 61.2.1e**)
 5. Hit and run crashes. (**CALEA 61.2.1c**)
 6. Private property crashes. (**CALEA 61.2.1f**)
- B. Members of the department shall use the Illinois Traffic Crash Report, which is designated by the Illinois Department of Transportation for use in all crashes, regardless of where they occur. In all cases a diagram shall be required.

III. DEFINITIONS:

- A. **TRAFFIC CRASH REPORTING** – Traffic crash reporting is defined as basic collection to identify and classify a traffic crash; the time, location, persons and vehicles involved. This includes planned movements and any contributing factors such as traffic law violations.
- B. **TRAFFIC CRASH INVESTIGATION** – Traffic crash investigation is defined as the collection of information describing and identifying:
 1. Participants and injuries.
 2. Vehicle damage.
 3. Roadway condition, marks, residue.
 4. Final positions of vehicles/bodies.Interpreting these factors in terms of the contributing factors involved, and an attempt to satisfy the particular elements required to produce that type of crash.
- C. **SERIOUS TRAFFIC CRASH** – A serious traffic crash is defined as a crash where a death has occurred, injuries are so severe that survival cannot be expected, or there has been a traumatic loss of limb.
- D. **EVIDENCE TECHNICIAN OR CRIME SCENE TECHNICIAN** – An officer who has been trained in traffic crash investigation.

IV. PROCEDURE:

- A. Law Enforcement Responses:

1. One or more officers shall be dispatched to any crash that involves any of the following:
 - a. Death or serious injury. (**CALEA 61.2.2a**)
 - b. Impairment of the operator due to drugs or alcohol. (**CALEA 61.2.2c**)
 - c. Serious hit and run crashes. (**CALEA 61.2.2b**)
 - d. Damage to department vehicles and municipal vehicles. (**CALEA 61.2.2d**)
 - e. Disturbances between principals. (**CALEA 61.2.2f**)
 - f. Major congestion as a result of a crash. (**CALEA 61.2.2g**)
 - g. Vehicles that are damaged to the extent that they must be towed. (**CALEA 61.2.2h**)
 - h. Hazardous materials. (**CALEA 61.2.2e**)
 - i. Any other crash as assigned by dispatch.
2. This response policy may be suspended at the discretion of the supervisor when the following conditions exist based on the severity of the crash:
 - a. An emergency or severe weather condition that would limit the effectiveness of police service to the community.
 - b. A disaster or other serious emergency exists that would reduce effective police protection to the community, such as riots, natural disasters and special criminal situations.

B. Crash Investigation Procedure:

1. Immediately upon arriving on the scene, officers are expected to take charge of the scene. The primary assigned officer shall be in charge of the crash scene until its completion. The exception to this shall be when supervisory personnel arrive or other officers

- with specialty training in dealing with the type of crash under investigation. (**CALEA 61.2.3a**)
2. Upon arrival at the scene, park the police vehicle where it shall not be a traffic hazard. (**CALEA 61.2.3e**)
 - a. Except in emergencies, the police vehicle shall be parked legally.
 - b. Double-parking shall be avoided unless it is necessary to protect the crash scene.
 - c. When it is necessary to protect the scene in this manner, have the emergency lighting equipment in operation.
 3. Members are to check for injuries and provide basic first aid when possible until the arrival of trained medical personnel from the Oak Park Fire Department. Upon their arrival, the care for the injured shall be turned over to them. (**CALEA 61.2.3b**)
 4. If there are no injuries at the scene, officers shall make an attempt to move the vehicles out of the roadway so as to not cause congestion on the roadway when practical. If one or both of the vehicles are immovable, tows shall immediately be called.
 5. Members shall attempt to obtain the names and statements of any witnesses that observed the crash as well as information as to any actions that were taken by the participants that were involved in the crash. (**CALEA 61.2.3d**)
 6. When interviewing the participants in the crash, members shall speak with them separately whenever possible while looking for signs of fatigue, indications that the operator of either vehicle was operating under the influence of alcohol, narcotics or other physical conditions that may be a contributing factor in the crash.
 7. Members shall strive to complete the crash report on the scene, so that the exchange of information between the participants can be completed and provided to them.
 8. Officers are expected to take positive enforcement action whenever their crash investigation or reporting activities produce

probable cause to believe that a violation of the law or ordinance has occurred. **(CALEA 61.1.5k)**

9. In taking any positive enforcement action, the officer shall establish that all the elements of the violation are present.
10. Elements that the officer has not personally witnessed shall be established through investigation. The investigation may include but is not limited to:
 - a. Statements or admission made by the alleged violator to the officer.
 - b. Statements of witnesses.
 - c. Crash scene measurements.
 - d. Physical evidence.
11. Discretion by the investigating officer may be used when it is determined that, although a violation has occurred, extenuating circumstances such as road or weather conditions were a proximate cause of the accident.

C. Serious Crash Investigations:

1. Fatal/Serious Injury Crashes

- a. Upon arrival at the scene of a (possible) fatal or serious injury crash officers shall check all involved parties for injuries and determine the most seriously injured party.

If possible officers shall administer basic first aid, until the arrival of emergency medical personnel. Officers shall not attempt to administer aid or treatment that is beyond their capabilities, nor shall they allow incompetent volunteers to treat the injured.

- b. If a supervisor has not responded to the scene, request that a supervisor respond, along with additional units to secure the scene. It shall be the responsibility of the initially responding officer to notify the Evidence Technician and other personnel to process the scene.

- c. Upon the arrival of the Evidence Technician, that officer shall be in charge of the scene. Members shall advise the Evidence Technician as to the hospital(s) that the injured have been removed to.
 - d. The duties of the Evidence Technician shall include, but are not limited to:
 - 1) Taking measurements and preparing a scale diagram.
 - 2) Collecting evidence and photographing the scene.
 - 3) Interviewing witnesses, occupants of the vehicles.
 - 4) Preparing and completing related supplement reports.
 - 5) Making arrangements for any testing that may be required on the vehicles.
 - 6) Obtaining needed information for reviewing the crash with the States Attorney's Office for the county in which the crash occurred.
 - 7) Arranging the removal of the vehicles to appropriate locations.
 - 8) Any other duties that are necessary to complete the investigation.
 - e. It shall be the responsibility of the supervisor on the scene to make notification to Watch Commander. The supervisor shall make notification of the family members.
2. Crashes Involving Hazardous Materials and Fire Hazards **(CALEA 61.2.3c)**
 - a. Officers investigating motor vehicle crashes shall be aware of the potential of fire hazards. The following are

guidelines that shall be used when officers are confronted with a potential fire hazard.

- 1) Officers shall take appropriate action to ensure protection of the scene.
 - 2) The area shall be immediately isolated.
 - 3) Remove persons from the immediate area of the hazard if possible.
 - 4) Suppress the hazard if possible and if not already notified, notify the Oak Park Fire Department.
 - 5) If there is a fire upon arrival, steps shall be taken to rescue persons in the area of the fire if possible and extinguish the fire.
 - 6) The movement of vehicles within the area of a fire or potential fire hazard should be carefully controlled. If necessary, detouring traffic around the scene shall be considered. Additional units shall be summoned to assist with the movement of traffic.
- b. Officers shall be aware of the potential of a hazardous material incident in crashes that involve vehicles of the second division. These vehicles can be identified in a number of ways, to include information from the vehicle operator, placards on the vehicle, bills of lading, shipping papers and cargo manifests.
- 1) If an officer is made aware of or determines that a hazardous material is involved and there is a spillage or leak, the officer shall immediately ensure that all persons in the area are moved to a safe distance and shall notify the supervisor and the fire department.
 - 2) Officers shall consult the Emergency Response Guide Book that has been issued to them, in an attempt to determine the hazardous material that is present and the area that should be evacuated.

- 3) The supervisor upon arrival at the scene shall notify the Watch Commander of the incident.
- c. Officers shall also be aware of the possibility that a crash may occur where the vehicle is carrying radioactive material.
 - 1) The first officer on the scene shall immediately ascertain what type of material is being carried and immediately notify the supervisor.
 - 2) The supervisor shall respond to the scene and shall notify the Oak Park Fire Department as well as Watch Commander. Once on the scene, notification shall be made to the following agencies.
 - (a) State Division of Radiation Control.
 - (b) Department of Natural Resources.
 - 3) If the radioactive material is of a military application (i.e., atomic weapons or weapon components) a request for assistance shall be made to the appropriate military headquarters.
 - 4) An exclusion zone of at least 1500 feet or more shall be established.
 - 5) Segregate and detain those people who have been contaminated by contact with the material until such time as they can be examined. This includes Police, Fire Personnel and EMS Personnel. Make an attempt to remove the injured if possible. Contact with them should be as limited as possible.
 - 6) As with hazardous materials, traffic shall be detoured and additional assistance shall be requested. Investigations with other agencies shall be conducted in a joint manner.

D. Hit and Run Investigations:

1. Upon arrival at a Hit and Run crash, the responding officer shall attempt to gather the following minimum information:
 - a. Best possible description of the vehicle that fled the scene, to include plate information.
 - b. Location and extent of damage to the offending vehicle.
 - c. Description of the driver and any passengers.
 - d. Last known direction of travel.
2. Once this information has been gathered, for a Hit and Run that has just occurred, the Officer shall immediately notify WSCDC (West Suburban Consolidated Dispatch Center) of the information for a local dispatch and if there is sufficient information, the Officer shall initiate a regional dispatch via ISPERN.
3. If the damage on the vehicle is major, the assigned officer shall contact the supervisor and request the services of an Evidence Technician. The decision on the use of an Evidence Technician shall be made by the supervisor.
4. The officer shall be responsible for the initial follow-up investigation on the crash.

E. Private Property Crashes:

1. Private Property Crashes shall be handled by patrol officers.
2. Officers shall be required to complete the State of Illinois Crash Report.
3. Crashes occurring on any private road or property that involve reckless driving and/or a driver that is alcohol or drug impaired shall be investigated and reported.

F. Driving While Impaired (Alcohol and/or Drugs):

Traffic crashes that are the result of the vehicle operator being intoxicated shall be handled in accordance with General Order 4.53 (Traffic Enforcement). Officers shall be required to complete the

Traffic Crash Report as well as paper work that is normally associated with a DUI arrest.

G. Follow-Up Investigations: (CALEA 61.2.4)

1. Follow-up investigations on traffic crashes are undertaken in support of possible prosecution. When warranted, this follow-up shall include at a minimum:
 - a. Collection of "off-scene" data.
 - b. Obtaining/recording statements from witnesses.
 - c. Reconstruction of crashes by a qualified Crash Reconstructionist.
 - d. Preparation of formal reports to support a criminal charge arising from the incident under investigation.
2. A number of Crime Scene Technicians and Evidence Technicians have received special training in crash investigation techniques, up to and including reconstruction level. These officers shall be assigned, as needed to carry out follow-up investigations.
3. The Department shall perform follow-up traffic crash investigation and crash reconstruction services as needed, to support ongoing or anticipated criminal prosecution. The department does not perform such services in support of civil litigation.

H. Crash Investigation Equipment and Emergency Medical Supplies to be Carried in Patrol Vehicles: (CALEA 41.3.2)

1. Prior to assuming patrol, officers shall verify that the assigned patrol vehicle contains all specified equipment/supplies and that the equipment/supplies are in proper working order.
2. If any of the specified equipment/supplies are missing or inoperative, officers shall complete a drivers defect report.
3. The Department considers that the prescribed crash investigation equipment specifically includes the standard patrol vehicle

emergency equipment, such as overhead light/light bar, horn, siren, public address system, spotlight, and other safety equipment that may be installed. Officers shall verify the proper working condition of such equipment prior to assuming patrol.

4. Shift Supervisors shall conduct periodic inspections of all equipment required in patrol vehicles operated by the personnel they supervise.

I. Emergency Traffic Plan:

1. When, due to work load or weather conditions, the volume of property damage crashes becomes too great to be properly handled by patrol units, an emergency traffic plan shall be initiated. In this plan, all participants in a property damage crash, where the vehicles involved can be driven, shall be advised to come to the police department to complete a crash report.
2. The Watch Commander shall initiate the emergency traffic plan. Upon activation of this plan, the Watch Commander shall notify WSCDC and request assistance from the following personnel in the order listed.
 - a. Resident Beat Officers
 - b. School Resource Officer.
 - c. Foot Beat Officers
 - d. Youth Investigators
 - e. Detectives
3. In the event that the above-named personnel are not available, the Watch Commander shall call in off-duty personnel to handle the station reports.
 - a. A written memorandum shall be submitted by the initiating Watch Commander to the Deputy Chief, Field Service Bureau outlining the reason(s) off-duty personnel were utilized.

- b. The written memorandum shall be submitted by the initiating Watch Commander prior to the end of his tour of duty.

J. **Victim Property Control: (CALEA 61.2.3f)**

1. Officers responding to the scene of a crash should ensure the property that belongs to a crash victim is protected from theft or pilfering and that it is removed to a place of safekeeping if the owner is unable to care for it.
2. When practical, property found inside a vehicle at the scene of the crash shall either be secured with the vehicle and itemized on the Tow Report Form or removed from the vehicle and properly inventoried with the Property Custodian.
3. When it is necessary to release a victim's property to another person or agency, officers shall follow department guidelines for the release of property.

K. **Crash Classification:**

All traffic crashes shall be classified in conformance with the Illinois Traffic Crash Report Instruction Manual for Law Enforcement Agencies as approved by the State of Illinois.

Traffic crashes will be classified as either type A or type B.

1. The Type A crash involves no injury and no vehicle being towed from the scene, due to the crash. Type A crash would also include a crash occurring on private property, damage to private property, and hit and run (if no injury).
2. Type B—any traffic crash which involves:
 - a. a fatality;
 - b. personal injury;
 - c. hit and run involving death or injury;
 - d. property damage to four or more vehicles;

- e. government property (Village, State, Federal), including a vehicle;
 - f. a railroad train, school bus, public transit vehicle;
 - g. hazardous materials spill;
 - h. impairment due to alcohol or drugs
 - i. property damage to the extent that any vehicle involved cannot be safely driven from the scene.
3. The West Suburban Consolidated Dispatch Center (WSCDC) dispatcher will make a preliminary determination as to whether the crash being reported is a Type A or Type B crash. All parties involved in a Type A crash will be directed into the police station whenever in-station personnel are available to take the report.
- L. Crashes involving department members/vehicles.
- 1. A member involved in a traffic crash in the Village of Oak Park, while operating a Department vehicle, will immediately request WSCDC assign a Beat car to the investigation.
 - 2. In addition to the Beat car, a member of higher rank than that of the operator of the police vehicle involved in the traffic crash will be assigned to the scene. If an exempt member is involved in the traffic accident as the operator of the Department vehicle, the watch commander will be assigned to the scene. If circumstances warrant, the watch commander may request that the Deputy Chief of the Bureau involved also be assigned to the scene.
 - 3. The investigator will complete two copies of each of the following:

- a. **Type B Traffic Crash Report (both front and back, including diagram) and court date information in a narrative;**

The original copy of the report will be forwarded to the Records Division. The duplicate copy of the report will be

given to the member of higher rank or watch commander assigned to the scene.

NOTE: When a Department member is suspected of operating a motor vehicle while under the influence of alcohol, other drugs, or a combination thereof, the procedures outlined in current Bargaining Agreement and/or Village of Oak Park Personnel Manual will be followed.

4. The member involved in the traffic crash will:
 - a. complete and submit, before the end of the tour of duty, a Village of Oak Park Accident Report, and Driver's Defect Report, if applicable and, if able, sign the Village of Oak Park Accident Investigation Report when injured. If the member is hospitalized or otherwise unable to prepare these reports, the reports will be prepared by the assigned supervisor.
 - b. notify Risk Management and provide the following information:
 - i. Vehicle number;
 - ii. Member/Watch to which the vehicle is assigned;
 - iii. Make of vehicle;
 - iv. Date of accident;
 - v. Name and star number of driver, if sworn; name and employee number of driver of Department vehicle, if civilian;
 - vi. Extent of vehicle damage;
 - vii. If towed, the location to which towed.
 - c. take unit out of service until it is examined by Fleet Service, need not be taken out of service for minor damage.

5. The member of the Department involved in a traffic crash will not issue a citation to the operator of the other vehicle for a traffic law violation or for damage to Village property.
6. In any case when the operator of a Department vehicle involved in a traffic crash within the Village of Oak Park has actually observed the operator of the other vehicle commit a violation which caused the accident, the investigator will be so informed and will issue the appropriate citation. The name of the Department member involved in the traffic crash will be printed in the "Name of Witness" box by the investigator. The court date will be the investigator's assigned court date, and the Department member involved in the traffic crash will appear on the date and time specified.
7. The member of higher rank or watch commander who is assigned to the scene will:
 - a. determine whether the member exercised reasonable care in the operation of the Department vehicle or if the member deviated in any way from safe driving practices, and will judge the crash as preventable or non-preventable based solely on the circumstances of the crash. The investigation, finding, and recommendation will be documented in memo form and submitted through the chain of command to the Chief of Police.
 - b. if the crash is judged preventable, a recommendation will be made as to the penalty for the preventable crash. The penalty should be commensurate with the severity of the crash, the member's history of department vehicle crashes, and the penalty provisions outlined in "Summary Punishment."

NOTE: **If the member involved in the crash alleges that the accident was the result of a mechanical failure and indicates the alleged defect on the Driver's Defect Report, the investigating supervisor will investigate the allegation, indicate any testing he carried out, enter his observations on the Report, and request**

that the vehicle be towed. The investigating supervisor will then prepare a report to Fleet Services requesting that the vehicle be inspected and tested relative to the alleged failure and submit this report together with the Driver's Defect Report to the driver's watch commander for approval.

8. The watch commander of the member involved in the traffic crash will:
 - a. review the report for clarity and completeness and sign it;
 - b. indicate either concurrence or non-concurrence with the finding of the investigator by judging the crash as preventable or non-preventable;
 - c. if the crash is judged preventable, recommend a penalty for the preventable crash commensurate with the severity of the accident, the member's history of Department vehicle accidents, and the penalty provision guidelines outlined in "Summary Punishment."
 - d. submit a duplicate copy of the Traffic Crash Report, and duplicate copies of any other reports received to the Chief of Police through the chain of command.

M. Traffic crashes occurring outside the Village of Oak Park:

NOTE: An Oak Park Police Department Records Division Number will not be required in those instances wherein a Department member operating a Department vehicle is involved in a motor vehicle crash outside the corporate boundaries of the Village of Oak Park. All traffic crash reports, statements, photographs or any Supplementary Reports relating to a specific motor vehicle crash occurring outside the Village will include the numerical identifier utilized by the police agency responsible for conducting the investigation of the motor vehicle crash.

1. A member involved in any traffic crash while operating a Department vehicle in any area contiguous to the Village of Oak Park will:

NOTE: For the purpose of this General Order, contiguous means the jurisdiction of any municipality bordering Oak Park or any Chicago Police District bordering the Village of Oak Park.

- a. contact the local police agency and request the assignment of a unit to investigate the crash;
 - b. contact WSCDC, which will notify the watch commander to assign a member of higher rank than the driver involved (watch commander, if the driver is a member of exempt rank) to investigate the accident. A member of higher rank or watch commander, as appropriate, will not be assigned to the scene of a Department vehicle crash accident in any area not contiguous to the Village of Oak Park unless such assignment is specifically requested by the local police agency or if the accident is classified as a Type B crash.
2. In the event a member involved in a traffic crash while operating a Department vehicle in a location other than an area contiguous to the Village of Oak Park is seriously injured and notification is received by WSCDC, the on-duty watch commander will be contacted for instructions relating to the assignment of a member of higher rank or watch commander, as appropriate, to the scene.
3. The member of higher rank, watch commander, or if applicable, the member involved in the Department vehicle crash which occurred outside the Village of Oak Park will obtain a copy of each of the following reports prepared by the local police agency:
 - a. Traffic Crash Report.
 - b. Driver's Accident Statement, if taken.
 - c. Witness Accident Statement, if taken.
4. If photographs are taken of the crash scene and the vehicles involved, the member of higher rank, watch commander or member involved in the crash will request that copies of the

photographs be forwarded by the local police agency to the Village of Oak Park Police Department.

5. When the crash investigation has been completed by the member of higher rank or watch commander at the location, both the involved member and supervisor will return to their assignment. The involved member, upon return to his assignment, will:
 - a. prepare the Village of Oak Park Accident Report, Incident or Defect Report, as appropriate.
 - b. make the required notification to Fleet Services.
 - c. if able (sworn only), sign the Oak Park Accident Investigation Report, if injured.
 - d. provide the investigating supervisor with the reports obtained from the local police agency which investigated the crash outside the Village of Oak Park.
 - e. if the operator of the Department vehicle involved in the crash is seriously injured or hospitalized, the member of higher rank or watch commander assigned to the investigation will ensure that all necessary reports and notifications are completed.

N. Traffic Crashes Involving Damage to Village Property.

1. In all traffic crashes involving damage to Village property (defined in the Village Code as any public building, sewer, water pipe, hydrant, or other city property, or any tree, grass, shrub, or walk in any public way or public park), the investigating officer will complete the Damage to Property box of the Traffic Crash Report at the scene if the damage is as described above, as well as a Condition Report.
2. When the damage to property involves Village or Park District property and such damage is the result of a traffic law violation, a Notice to Appear (citation) will be issued for the traffic law violation and a separate local ordinance citation will be issued for violation of Section 17-1-7, Village Code. Bail is required only for the most serious charge. A charge of 17-1-7, Village

Code, will not be placed when damage involves other government property (State, Federal, etc.).

O. Traffic Crashes Involving Department Members Operating Private Vehicles.

1. Traffic crashes occurring in the Village of Oak Park involving off-duty Department members will be investigated in the same manner as crashes involving non-members. However, a supervisory officer will be assigned when:
 - a. the investigating officer has reason to believe, or a complaint is received, that the member involved in the crash is operating a motor vehicle while under the influence of alcohol, other drugs, or a combination thereof.
 - b. the member involved in the crash or other operator involved has been injured and is unable to communicate with the investigating officer.
 - c. an on-duty member driving a personal vehicle is involved in a traffic crash.
2. Upon being notified by the Illinois Department of State Police of a traffic crash involving Department members operating private vehicles, WSCDC will notify the watch commander, who will assign a police supervisor to the scene when:
 - a. the investigating IDSP member has reason to believe, or a complaint is received, that the member involved in the crash is operating a motor vehicle while under the influence of alcohol, other drugs, or a combination thereof;
 - b. the member involved in the crash or the other operator involved has been injured and is unable to communicate with the investigating IDSP member; or
 - c. an on-duty member driving a personal vehicle is involved in a traffic crash.

P. Crashes Involving Railroad Trains:

1. The investigation of crashes involving railroad trains, or other mass transit vehicles, will be expeditiously completed in order that they may proceed with minimum delay.
2. When WSCDC is notified of a crash involving a railroad train or mass transit vehicle, the dispatcher will:
 - a. assign a field unit to investigate in accordance with Item III of this order;
 - b. notify the watch commander;
 - c. notify the appropriate railroad police, or other agency.
3. The watch commander, when informed of a serious or unusual incident involving a railroad train, or other mass transit vehicle, will immediately notify the Deputy Chief, Field Services Bureau, reporting all available information. As additional information is received, it will be relayed to that Office.
4. The officer assigned to investigate a crash involving a railroad train, or other mass transit vehicle, will:
 - a. determine whether additional equipment is needed or if a Hazmat situation exist..
 - b. render first aid, if required.
 - c. obtain driver/witness statements whenever possible.
 - d. if the railroad train is a local or is scheduled to terminate its run within the metropolitan Chicago area, advise the operator to contact the railroad police immediately upon completion of his run to ascertain what further action is required of him.
 - e. if the railroad train is on a cross-country run and is not scheduled to stop within the metropolitan Chicago area, detain the operator of the train only until the required information is obtained for necessary reports (corporate owner, run number, name of engineer).

Q. Traffic Crash Photographs

1. Photographs of traffic crash scenes will be taken by an Evidence Technician if the accident involves:
 - a. a fatality, or
 - b. a serious personal injury which may become a fatality.
2. If an investigating officer or a supervisor assigned to a crash which does not involve either a fatality or a serious personal injury which may become a fatality determines that photographs of the accident are required, he will immediately request WSCDC to dispatch an Evidence Technician.
3. The function of an Evidence Technician at the scene is to take photographs of all the vehicles involved in the crash, and other photographs as directed, and to submit all necessary reports in conjunction with his duties.
4. Photographs of Department vehicles involved in traffic crashes, including Item IX-A or B, will be taken by and made available from the Evidence Technicians.
5. Fleet Services will provide photographs and/or repair cost estimates to:
 - a. attorneys/law firms representing plaintiffs seeking damages from, or otherwise involved in litigation with, the Village of Oak Park upon receipt of a subpoena or discovery order, which will be forwarded to the Village Attorney.



Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 4.37
SUBJECT	TRAUMATIC INCIDENTS		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.30 DATED 14 SEPT 98	NO. PAGES	3

I. PURPOSE:

This Order:

- A. states Department policy relative to members involved in traumatic incidents;
- B. defines a traumatic incident; and
- C. sets forth procedures to deal with the emotional and psychological trauma that often accompanies such incidents.

II. POLICY:

The Department recognizes that police officers, by virtue of their profession, may encounter situations that require them to take a police action which may result in emotional and psychological trauma. It is, therefore, the policy of the Department to assist officers to understand the impact of such incidents by providing them with a professional counseling service.

III. DEFINITION:

A traumatic incident is any police incident or action which may result in emotional or psychological anguish. A traumatic incident includes but is not limited to the following: police shooting incidents which result in injury or fatality, situations in which officers are fired upon, police vehicle accidents involving death or serious personal injury, etc.

IV. PROCEDURES:**A. Notifications**

When an incident occurs which may be defined as traumatic, the ranking supervisor on the scene will ensure that the affected member's division commanding officer/watch commander is promptly notified.

B. Detail Procedures

1. When an incident occurs in which the action of police officers result in death or serious injury to any person, either accidentally or as a result of a police action, the incident will be classified as traumatic. The on-duty watch commander will be notified and will be responsible for authorizing the temporary assignment of the officers involved to the Office of the Chief of Police.
2. When the affected member's division commanding officer/watch commander believes that another type of incident (not involving death or serious injury to any person) should be considered traumatic, they will confer with the appropriate Bureau Deputy Chief, who will determine whether the officers should be temporarily assigned to the Office of the Chief of Police.
3. The temporary assignment will take effect after the officer(s) involved has completed all procedural requirements relating to the incident. The notation will be entered on the Daily Assignment Report to reflect the change in the officer's assignment.
4. Unless otherwise directed, police officers assigned to the Office of the Chief of Police will report on their next scheduled tour of duty on the second watch. Police officers will telephone their watch commander to ascertain their working hours.

C. Counseling Service

1. Professional Counseling Service
 - a. The watch commander on duty will inform affected member(s) that they must contact the Village's Employee Assistance Program (708/249-1900) within forty-eight (48) hours of the incident. Consultation with a professional counselor will afford the officer an opportunity for

“debriefing.” Any conversations between the professional counselor and the officer will be confidential.

- b. The professional counselor will make a recommendation to the Chief of Police as to the length of time the assignment should remain in effect. However, the officer(s) will not be returned to their regularly assigned duties prior to forty-eight (48) hours after the incident occurred.
- c. Nothing in this General Order will preclude members from utilizing the services of the Chaplain’s Unit as outlined in General Order 8.10.

2. Division Commanding Officers/Watch Commanders

The procedures contained in this order do not remove the responsibility of division commanding officers/watch commanders to counsel members as set forth in existing Department directives.

Rick C. Tanksley
Chief of Police



OAK PARK POLICE DEPARTMENT
GENERAL ORDER



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708-386-3800

DATE OF ISSUE 11 NOV 2019	EFFECTIVE DATE 15 NOV 2019	DISTRIBUTION C	NUMBER 4.38
SUBJECT USE OF NON-LETHAL / LESS-LETHAL FORCE			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.38 DATED 16 OCT 2007	NO. PAGES	7

I. PURPOSE:

This Order defines the Departmental rules and procedural guidelines under which the use of non-lethal and less lethal force by police officers is permissible.

II. POLICY:

- A. It is the policy of the Oak Park Police Department that police officers will comply with the law and use only the amount of non-lethal or less-lethal force necessary to accomplish a lawful task, control an individual or effect and maintain an arrest. The use of Oleoresin Capsicum (OC) Spray is considered “non-lethal” use of force. Although not 100% effective, OC Spray should render an assailant disoriented and unable to continue his/her attack and/or active resistance. The use of a Taser Conducted Electrical Weapon is considered “non-lethal” use force. The Taser Conducted Electrical Weapon can be utilized to control and overcome the resistance put forth by individuals who are violent, exhibiting threatening or potentially violent behavior, or physically resisting arrest or detention. Police officers will not deploy a Taser on an individual defined as a passive resister. The use of the ASP Baton and Less-Lethal Extended Range Impact Device is considered “non-lethal” use of force. However, because of the potential for serious injury or death with the use of the ASP Baton and Less-Lethal Extended Range Impact Device, they will only be employed against an assailant and will be considered one step away from the use of lethal force. The use of the ASP Baton and Less-Lethal Extended Range Impact Devices

is a serious act and demands that an officer acts within the boundaries of legal guidelines, ethics, good judgment and accepted practices.

III. DEFINITIONS:

- A. **NON-LETHAL FORCE** - The amount of force not likely to cause death or serious bodily harm and what the officer reasonably believes necessary to defend himself or another from bodily harm while making an arrest, keeping the peace, or restraining unruly persons.
- B. **OC SPRAY** - An inflammatory agent derived from the processing of organic hot (cayenne) peppers.
- D. **AEROSOL PROJECTOR** - device that delivers Oleoresin Capsicum Spray by the use of nitrogen propellant in a target specific stream spray for controlled delivery and minimal cross contamination.
- E. **ASP BATON** - An approved defensive device 21 inches in length, made of steel, commonly referred to as a collapsible baton.
- F. **ASP BATON METHOD** - an approved method of utilizing ASP Baton techniques in the application of non-lethal force.
- G. **KINETIC ENERGY IMPACT PROJECTILES** – Flexible or non-flexible projectiles which are intended to incapacitate a subject with minimal potential for causing death or serious physical injury when compared to conventional projectiles.
- H. **FLEXIBLE PROJECTILES** – Lead shot sewn into heavy cloth/nylon bags intended to conform to the target shape, reducing energy density, primarily offered in 12 gauge and 37mm.
- I. **NON-FLEXIBLE PROJECTILES** – Plastic, rubber or wood, single or multi-projectile, offered in 12 gauge and 37mm, that delivers impact energy via projectiles that do not tend to conform to the shape of the target.
- J. **DEDICATED SHOTGUN DELIVERY SYSTEM** – A standard police issue 12 gauge pump shotgun marked with a bright orange slide handle and stock, dedicated to less lethal projectiles.

- K. **TASER/CONDUCTED ELECTRICAL WEAPON** – A device that uses electricity to override voluntary motor responses, or apply pain in order to gain compliance or overcome resistance.

IV. RULES:

- A. Only police officers trained and qualified in the use of OC Spray, Taser CEW, ASP Baton, and the Less-Lethal Extended Range Impact Devices will be authorized to carry and use department-approved non-lethal weapons.
- B. The use of OC Spray, Taser CEW, ASP Baton, and the Less-Lethal Extended Range Impact Devices by an officer will be consistent with the methods and tactics prescribed in the department-authorized training.
- C. Officers will not fire Less-Lethal Extended Range Impact Devices under conditions that would subject bystanders to possible injury.
- D. Prior to utilizing Less-Lethal Extended Range Impact Devices, the officer shall provide a clear and audible warning to other officers by shouting “Bean Bag Ready.”
- E. Discharging Less-Lethal Extended Range Impact Devices from, or at, a moving vehicle is prohibited.

V. PROCEDURE:

- A. The application of non-lethal force is limited to arrest, defensive or peace keeping situations in which an officer is:
 - 1. attacked or another person is attacked.
 - 2. met with physical resistance while making a lawful arrest.
 - 3. controlling the movement of a prisoner.
 - 4. engaged in crowd control.
 - 5. controlling, attempting to control or assisting in the control of an individual requiring obvious medical attention, psychiatric evaluation or detoxification.

B. IMPACT DEVICES.

1. Striking the appropriate target area is the single most important factor in the safe and effective deployment of ASP and Less-Lethal Extended Range Impact Devices. The head, neck, throat, face, chest, groin, spine and kidneys must not be intentionally targeted.
2. Officers should direct ASP and Less-Lethal Extended Range Impact Devices to the primary center mass target areas. Strikes to the primary center mass target areas have a high potential for control and a low potential for fatal injury. Strike targets:
 - a. Center mass of the arm
 - b. Center mass of the leg
 - c. Center mass of the body (abdomen)

VI. GUIDELINES REGARDING THE USE OF NON-LETHAL FORCE:

- A. While the use of non-lethal physical force may be necessary in certain situations, officers should not resort to such force unless other reasonable alternatives have been tried or would be ineffective under the circumstances involved.
- B. Police officers, whenever possible, will exercise de-escalation techniques, persuasion, advice and warning prior to the use of non-lethal physical force. If such are found to be ineffective in accomplishing the legal purpose to be served, a member may resort to the use of non-lethal physical force necessary to accomplish the lawful police purpose.
- C. The determination of what is or is not reasonable force is based on each individual situation and is a judgment decision that the individual police officer must make. The decision should be based on factors which include, but are not limited to the age, size or mental state of the individual, or the availability of assistance as well as special circumstances (i.e. close proximity to a firearm/weapon, special knowledge, injury or exhaustion, ground position, disability, or imminent danger) of the particular situation.

- D. The use of excessive force, unwarranted physical force or verbal abuse by a Department member will not be tolerated under any circumstances.

VII. ESCALATION OF FORCE:

- A. **OFFICER PRESENCE** - The first contact the officer has with an individual or group will, in most cases, provide clear indication if force must be used as well as the level of force. During the initial contact with a subject or group, the officer should evaluate the individual(s) by observing the subject's demeanor, actions and location in addition to considering the nature of the contact.
- B. **USE OF BACK-UP OFFICER** - A request for a back-up officer should be considered the first step in the escalation of force.
1. Whenever an officer has determined that actual or potential threat is present, the officer should request additional police officers commensurate with meeting and overcoming the level of threatened or actual resistance or assault.
- C. **VERBAL PERSUASION** - The practice of courtesy and professional demeanor in all police contacts encourages understanding and cooperation. Simple directions may be given by a police officer in one of two ways; asking for cooperation and giving direct orders, (warnings or commands within the law).
1. **Requested Cooperation** - An officer attempting to gain compliance with a request should utilize the appropriate level of tact and courtesy likely to maximize cooperation and avoid resentment.
 2. **Giving Warnings and Commands** - Police officers are empowered with the authority to give warnings and orders under certain circumstances. A warning may be given to disorderly individuals, to cease their conduct if, in the officer's assessment, the conduct is illegal and the officer believes the warning may be an appropriate level of control.
- D. **PASSIVE RESISTANCE** - Officers may encounter situations in which they are compelled to use physical force even though no physical

resistance or other threatening behavior is displayed. A sit-in demonstration is an example of this type of situation.

1. An officer faced with this situation will continue to use verbal persuasion and commands and may, when necessary, utilize come-along holds or other control tactics when making arrests.

E. **POTENTIAL OR ACTUAL OFFENSIVE ATTACK (UNARMED)** - These are situations where an individual threatens or actually attacks the officer or another. They may include, but are not limited to:

1. Verbal abuse of a threatening nature accompanied by the adoption of a physical posture that is immediately threatening an attack upon the officer (the subject falls back into a boxing or martial arts stance or makes a fist).
2. An actual physical attack upon an officer or another in which the subject has kicked, bitten, punched, or physically grabbed the officer or another with the intention of causing immediate physical harm.
3. In these situations officers may:
 - a. take immediate action to defend themselves or another, and when the situation warrants, use physical force up to and including techniques such as; come-along holds, takedown holds, other unarmed offensive techniques, OC spray, Taser CEW and the ASP baton. Verbal commands and de-escalation techniques should continually be used along with the officer's actions to encourage the subject to cease the attack and cooperate with the officer.

VIII. DE-ESCALATION OF FORCE:

- A. As the level of attack, threat or resistance diminishes, the officer's actions must also de-escalate to the appropriate minimum level of force necessary to control the subject.

IX. REPORTING THE USE OF NON-LETHAL FORCE:

- A. Officers using the following types of non-lethal force will report the use of force to the on-duty Watch Commander and complete a Use of Force Report and a To/From memo which will be forwarded to the Deputy Chief, Field Services Bureau. The Use of Force Report will be submitted when:
1. physical force resulting in injury, claimed injury, or death to the subject occurs;
 2. the OC spray is used;
 3. the Taser CEW is deployed;
 4. Less-Lethal Extended Range Impact Devices are used;
 5. the ASP baton is used; and
 6. the officer utilizes impact force on the subject.
 7. anytime a subject is charged with resisting arrest.
- B. An employee acting in his official capacity, while using physical force which results in serious injury or death, will be removed from line duty assignment pending an administrative review.

Note: Use of Force report shall be included with the police arrest packet/court case file.

X. MEDICAL TREATMENT OF INJURED ARRESTEES:

In the event of an injury or claimed injury as a result of officer-applied force, the on-duty Watch Commander will assure that medical treatment is obtained, from a licensed physician at a hospital emergency room.



LaDon Reynolds
Chief of Police

OAK PARK POLICE DEPARTMENT

USE OF FORCE REPORT

OFFENSE / INCIDENT CLASSIFICATION						REPORT NUMBER				
OCCURRENCE LOCATION						DATE	TIME			
MEMBER INFO	OFFICER NAME _____			STAR / ID	SEX	RACE	AGE	HEIGHT	WEIGHT	
	APPOINTED DATE		DUTY STATUS <input type="checkbox"/> ON DUTY <input type="checkbox"/> OFF DUTY	IN UNIFORM <input type="checkbox"/> YES <input type="checkbox"/> NO	INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO		PHOTOGRAPHED <input type="checkbox"/> YES <input type="checkbox"/> NO			
	MEDICAL TREATMENT <input type="checkbox"/> YES <input type="checkbox"/> NO		LOCATION	DOCTOR NAME		ADMITTED <input type="checkbox"/> YES <input type="checkbox"/> NO				
SUBJECT INFO	SUBJECT NAME _____				SEX	RACE	AGE	HEIGHT	WEIGHT	
	APPARENT CONDITION <input type="checkbox"/> AGITATED <input type="checkbox"/> DISORIENTED <input type="checkbox"/> MENTALLY DISTURBED				UNDER THE INFLUENCE OF ALCOHOL / DRUGS	PRIOR INJURY	APPARENTLY NORMAL			
	WAS SUBJECT ARMED? (Specify Weapon) <input type="checkbox"/> YES <input type="checkbox"/> NO				INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO	ALLEGED INJURY <input type="checkbox"/> YES <input type="checkbox"/> NO		PHOTOGRAPHED <input type="checkbox"/> YES <input type="checkbox"/> NO		
	MEDICAL TREATMENT <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> REFUSED		LOCATION	DOCTOR NAME		ADMITTED <input type="checkbox"/> YES <input type="checkbox"/> NO				
	CHARGE(S) _____									<input type="checkbox"/> DNA
REASON(S) FOR USE OF FORCE (Check all that apply)	PASSIVE RESISTER		ACTIVE RESISTER		ASSAILANT: ASSAULT		ASSAILANT: BATTERY		DEADLY FORCE ASSAILANT	
	<input type="checkbox"/> DID NOT FOLLOW VERBAL DIRECTION <input type="checkbox"/> STIFFENED / DEAD WEIGHT <input type="checkbox"/> OTHER: _____		<input type="checkbox"/> FLED / RAN AWAY <input type="checkbox"/> PULLED AWAY <input type="checkbox"/> OTHER: _____		<input type="checkbox"/> MMINENT THREAT OF BATTERY <input type="checkbox"/> OTHER: _____		<input type="checkbox"/> ATTACK WITHOUT WEAPONS <input type="checkbox"/> ATTACK WITH WEAPONS <input type="checkbox"/> TAKE P/O WEAPON / EQUIPMENT <input type="checkbox"/> OTHER: _____		<input type="checkbox"/> USE FORCE LIKELY TO CAUSE DEATH OR GREAT BODILY HARM <input type="checkbox"/> WEAPON: _____ <input type="checkbox"/> OTHER: _____	
MEMBER RESPONSE	<input type="checkbox"/> MEMBER PRESENCE <input type="checkbox"/> VERBAL DIRECTION <input type="checkbox"/> ESCORT HOLDS <input type="checkbox"/> WRIST LOCK <input type="checkbox"/> ARM BAR <input type="checkbox"/> P A N COMPLIANCE <input type="checkbox"/> CONTROL NSTRUMENT <input type="checkbox"/> OTHER: _____		<input type="checkbox"/> OPEN HAND STR KE <input type="checkbox"/> TAKE DOWN / EMERGENCY HANDCUFFING <input type="checkbox"/> OC SPRAY <input type="checkbox"/> OTHER: _____		<input type="checkbox"/> ELBOW STRIKE <input type="checkbox"/> CLOSED HAND STRIKE / PUNCH <input type="checkbox"/> IMPACT WEAPON (Describe) _____ <input type="checkbox"/> OTHER: _____		<input type="checkbox"/> KNEE STR KE <input type="checkbox"/> KICK <input type="checkbox"/> TASER <input type="checkbox"/> IMPACT MUNITION (Describe) _____ <input type="checkbox"/> OTHER: _____		<input type="checkbox"/> F REARM <input type="checkbox"/> OTHER: _____	
	<input type="checkbox"/> WEAPON TYPE <input type="checkbox"/> REVOLVER <input type="checkbox"/> OC SPRAY <input type="checkbox"/> PISTOL <input type="checkbox"/> TASER <input type="checkbox"/> R FLE <input type="checkbox"/> LESS-LETHAL <input type="checkbox"/> SHOTGUN <input type="checkbox"/> OTHER: _____		<input type="checkbox"/> INCIDENT OCCURRED <input type="checkbox"/> INDOORS <input type="checkbox"/> OUTDOORS <input type="checkbox"/> MAKE / MANUFACTURER _____		<input type="checkbox"/> LIGHTING <input type="checkbox"/> DAYLIGHT <input type="checkbox"/> ARTIFICIAL GOOD <input type="checkbox"/> NIGHT <input type="checkbox"/> ARTIFICIAL POOR		<input type="checkbox"/> WEATHER <input type="checkbox"/> CLEAR <input type="checkbox"/> RAIN / SNOW <input type="checkbox"/> CLOUDY <input type="checkbox"/> FOG <input type="checkbox"/> DNA (Indoors)			
MEMBER WEAPON DISCHARGE INCIDENT	TASER DART ID # _____		FIREARM SERIAL # _____		# SHOTS FIRED _____		AMMUNITION TYPE			
	<input type="checkbox"/> OFFICER <input type="checkbox"/> OFFENDER <input type="checkbox"/> UNK. <input type="checkbox"/> OTHER: _____		<input type="checkbox"/> RELOAD <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> # CARTRIDGES / SHELLS <input type="checkbox"/> RELOADED: _____		<input type="checkbox"/> HOW RELOADED <input type="checkbox"/> SINGLE CARTR.DGE <input type="checkbox"/> SPEED LOADER <input type="checkbox"/> MAGAZINE			
	<input type="checkbox"/> HOW WEAPON WORN <input type="checkbox"/> HOLSTER <input type="checkbox"/> L. WAIST <input type="checkbox"/> CONCEALED <input type="checkbox"/> R. WAIST <input type="checkbox"/> OTHER: _____		<input type="checkbox"/> HOW WEAPON DRAWN <input type="checkbox"/> STRONG HAND <input type="checkbox"/> CROSS DRAW <input type="checkbox"/> WEAK HAND <input type="checkbox"/> OTHER: _____				<input type="checkbox"/> SIGHTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> PROTECTIVE COVER USED (Light Poles, Doorways, Cars, Furniture, Etc.) _____						APPROXIMATE DISTANCE AT FIRST SHOT <input type="checkbox"/> 0'-5' <input type="checkbox"/> 5'-10' <input type="checkbox"/> 10'-15' <input type="checkbox"/> 15'-21' <input type="checkbox"/> >21' ESTIMATE: _____			
	<input type="checkbox"/> PERSON <input type="checkbox"/> OBJECT <input type="checkbox"/> BOTH <input type="checkbox"/> UNKNOWN		<input type="checkbox"/> PERSON / OBJECT STRUCK BY THE DISCHARGE OF MEMBER'S WEAPON				<input type="checkbox"/> POSITION OF MEMBER DISCHARGING WEAPON <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> STAND NG <input type="checkbox"/> SITTING <input type="checkbox"/> KNEEL NG <input type="checkbox"/> PRONE <input type="checkbox"/> ON BACK			
	# OF OFFICERS PRESENT		# OF ASSAILANTS / RESISTERS				TOTAL # OF PERSONS PRESENT			
	Reporting Member's detailed description of incident shall be included in the appropriate Arrest / Offense / Incident / Investigative Action Report.									
	REPORTING OFFICER		STAR / ID	SUPERVISOR REVIEW		STAR / ID	DATE REVIEWED			

Watch Commander Review

SUBJECT'S STATEMENT REGARDING THE USE OF FORCE: DNA REFUSED UNABLE TO INTERVIEW (Specify Reason)

WATCH COMMANDER FINDING BASED ON CURRENTLY AVAILABLE INFORMATION:

I HAVE CONCLUDED THAT THE MEMBER'S ACTIONS
WERE IN COMPLIANCE WITH DEPARTMENT
PROCEDURES AND DIRECTIVES.

I HAVE CONCLUDED THAT FURTHER INVESTIGATION IS
REQUIRED BY THE INTERNAL AFFAIRS DIVISION.

I.A. NUMBER OBTAINED: _____

WATCH COMMANDER RATIONALE FOR FINDING:

WATCH COMMANDER NAME:

WATCH COMMANDER SIGNATURE

DATE / TIME COMPLETED

ATTACHMENTS -- COPIES OF:

OFFENSE / INCIDENT REPORT
 ARREST REPORT

SUPPLEMENTARY REPORT(S)
 PRISONER INJURY REPORT

PHOTOS
 OTHER: _____

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 2-APRIL-04	EFFECTIVE DATE 2-APRIL-04	DISTRIBUTION C	NUMBER 4.39
SUBJECT			
PROCEDURES FOR TOWING ABANDONED VEHICLES/NUISANCES, ILLEGALLY PARKED VEHICLES, RECOVERED STOLEN VEHICLES, TRAFFIC ACCIDENTS, TOWS SUBSEQUENT TO ARREST AND IMMOBILIZED VEHICLES			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.27 DATED 14 SEPT 98	NO. PAGES 9	

I. PURPOSE:

This Order defines the guidelines regarding removal/towing of vehicles from public streets, highways and private property for various legitimate governmental purposes. This includes, but is not limited to:

- A. vehicles in violation of provisions regulating stopping, standing or parking;
- B. stolen or abandoned vehicles;
- C. vehicles of arrested persons;
- D. disabled vehicles;
- E. vehicles taken into the custody of the Police Department; and
- F. immobilized vehicles for parking violations.

II. POLICY:

It is the policy of the Oak Park Police Department to:

- A. ensure the safe and unobstructed movement of traffic;

- B. assist motorists when their vehicles are inoperable;
- C. provide for the removal of vehicles from the public ways within the Village of Oak Park; or
- D. provide consistent handling of vehicles coming into police custody.

III. PROCEDURE ON ALL TOWS:

- A. Complete the appropriate initial report (arrest, offense, incident or accident).
- B. Complete a Tow Sheet.
 - 1. Forward the various copies of the Tow Sheet to the Police Desk.
 - 2. To safeguard the owner's property in all tow situations:
 - a. inventory the contents of the vehicle on the Tow Sheet; and
 - b. place any valuable items in an Evidence Storage Locker with the original Property Custody Inventory Sheet. **Valuable**, for inventory purposes, shall be defined as any loose item that can be easily removed from the vehicle, and which poses a high risk of loss through damage or theft. Items included, but not limited to, are: wallets, purses, portable stereos, money, and certain types of clothing. Should a question arise regarding an item, the Field Supervisor should be contacted.
- C. In all situations involving abandoned, stolen, unclaimed, unattended and/or emergency tows, officers authorizing the tow will be responsible for attempting to notify the owner of the vehicle, if available, during their tour of duty. If not, officers will indicate "Owner Unavailable," and notify the on-duty Watch Commander who will assign personnel from the watch to make notification.
- D. If there has been no direct contact with the owner of the vehicle:
 - 1. enter the vehicle into LEADS as Towed/Impounded;
 - 2. note the LEADS entry number on the Initial Report and the Tow Sheet; and

3. advise the front desk to notify West Suburban Consolidated Dispatch Center (WSCDC) when the vehicle's yellow Tow Sheet is picked up so the LEADS entry can be canceled.
- E. The owner of the vehicle is responsible for **all towing and storage charges.**

IV. ABANDONED VEHICLES/NUISANCE:

- A. Any motor vehicle or other vehicle will be considered abandoned and a nuisance if it:
 1. has not been moved or used for seventy-two (72) hours or is apparently deserted, and is located **anywhere** within the corporate limits; and/or
 2. is in a state of disrepair, rendering the vehicle incapable of being driven.
- B. When assigned to an initial abandoned vehicle investigation, an officer will:
 1. determine whether or not the vehicle is abandoned;
 2. when the complaint appears valid and the vehicle has not been moved for seventy-two (72) hours (this requirement can be satisfied by a statement from the complainant);
 - a. check for wanted/stolen information and note on report;
 - b. make every effort to determine the ownership of the vehicle;
 - c. if ownership can be determined, attempt to make the appropriate notification;
 - d. issue citation for abandoned vehicle;
 - e. complete an Incident Report which includes the vehicle description (make, model, etc.), the registered owner's information, and what attempts were made to contact the owner;

- f. place **Tow Sticker** on driver's side front windshield; and
 - g. determine if the vehicle presents a safety hazard.
- C. The Desk Officer will ensure that a copy of the initial abandoned auto report be forwarded to the Property Custodian.
- D. After allowing for sufficient time to elapse, the Property Custodian will request that WSCDC assign an officer to follow-up on the initial complaint and have the vehicle towed.
- E. When assigned to follow-up on a previously reported abandoned vehicle, and the officer finds that the vehicle is still present at the reported location, the officer will:
 - 1. check for wanted/stolen information again and note on the Continuation report;
 - 2. order the authorized towing agency to tow the vehicle;
 - 3. complete a Tow Sheet and Continuation Report; and
 - 4. ensure that the vehicle is entered in LEADS as a towed vehicle, noting the LEADS number on the reports.
- F. If the officer assigned to the follow-up discovers the vehicle has already been removed, a Continuation Report indicating same is still required. The Continuation must include a description (make, model, etc.) of the auto which had initially been reported as abandoned.

V. ILLEGALLY PARKED VEHICLES:

- A. On Private Property
 - 1. Officers are to make every effort to assist the owner of the private property in locating the owner of the vehicle.
 - a. Advise the owner of the property that the Police Department is **NOT** authorized to tow the vehicle and that the owner is responsible for removal of the vehicle.

- b. Inform the owner of the property that, under the Illinois Compiled Statutes, #625 ILCS 5/42-2, the owner must notify the Police Department when the owner tows a vehicle.
- c. The owner of the property will be responsible for securing or contacting a towing company; officers **WILL NOT** contact a towing facility.
- d. Once the Police Department has been informed by the owner of the property that the vehicle is to be towed, a description of that vehicle must be obtained and forwarded to WSCDC indicating the date, time and location from which the vehicle was towed and where it was towed.

B. On Public Property

1. Vehicles which constitute a traffic hazard or safety hazard may be towed immediately.
 - a. Issue citation for appropriate violation; leave on windshield or in vehicle, and include a citation number on the Incident Report.
 - b. Obtain the permission of a Field Supervisor to have the vehicle towed.
 - c. have authorized towing agent tow vehicle to authorized impoundment lot.

VI. RECOVERED STOLEN VEHICLES:

- A. Arrange for vehicle to be processed by an Evidence Technician, if appropriate.
- B. If the steal is from another jurisdiction, have WSCDC notify the originating agency, by teletype, of vehicle recovery, condition, location and how to obtain release.

1. WSCDC personnel will determine if the vehicle is to be towed at the request of the originating agency, and note the name of the receiving operator, and the time.
 2. Investigating officers will note the teletype notification in their report.
- C. If it is a local steal, contact the owner, by phone, as to how the vehicle can be released.
1. Investigating officers will note this fact in the narrative of the report.
 2. If the owner cannot be contacted immediately, the investigating officer will notify the Field Supervisor, who will assign personnel from the watch to contact the owner or lien holder and have the vehicle towed.
- D. Cancel the LEADS message and note in report.

VII. TRAFFIC ACCIDENTS:

- A. Vehicles involved in an accident in which they are rendered immovable, and which cannot be moved by the driver/owner, and which constitute a traffic hazard, will be towed by the authorized towing agency.
- B. If an independent towing service is requested, the investigating officer will determine if it is practical, under the circumstances.
1. When practical, the investigating officer shall notify WSCDC to place a call to the independent towing service.
 2. WSCDC personnel shall make **no more** than two (2) phone calls in attempting to obtain the independent tow.
 3. If an independent tow cannot be on the scene in less than twenty (20) minutes, the authorized towing agency shall be called.

VIII. TOWS INCIDENTAL TO ARREST:

- A. Vehicle Tow Sheet and/or Property Report, as dictated by the individual circumstances.

1. Impounded vehicles - will be towed to the police pound. A Vehicle Tow Sheet will be completed.
 2. Non-impounded vehicles - it will be the determination of the officer conducting the search and inventory whether the vehicle can prudently be secured at the scene of the arrest or should be towed to the pound for safekeeping. This determination will be based on the type of vehicle, contents, location of arrest, time of day, and any other factors which would impact on the ability to assure the security of the vehicle and contents.
- B. Any vehicle contents which warrant safekeeping should be included on a Property Custody Inventory Report and secured in accordance with established procedures of the Department.
- C. A receipt should be given for all items removed from the vehicle.
- D. Contraband - any contraband discovered during the course of a property inventory will be recorded on a Property Custody Inventory Report and handled in accordance with established procedures for handling evidence.
- E. All vehicles subject to seizure will be towed to the authorized towing agency's impoundment lot.
- F. All vehicles towed incident to arrest where ownership, insurance or valid driving license are in question will have the hold box checked on the tow report. The appropriate reason for the hold will be noted: proof of ownership, proof of insurance, valid driving license.

IX. EMERGENCY TOW OPERATIONS PROCEDURE:

- A. Vehicles towed will be placed in the authorized impoundment lot.
- B. When an inquiry is made by an owner of a towed vehicle, WSCDC personnel will inform the owner of the following:
1. why the vehicle was towed;
 2. the location to which the vehicle was towed; and
 3. his/her responsibility for towing and impoundment storage fees.

X. REPOSSESSIONS:

- A. Repossessors will provide a copy of the Repossession Order to the desk officer prior to attempting repossession.
- B. The desk officer makes a copy of the repossession's driver's license.
- C. The desk officer will give this information to WSCDC.
- D. WSCDC will advise the beat officer in the beat where the repossession is to take place that a repossession will be attempted; and
 - 1. Give the address of the repossession attempt.
 - 2. Give the description of the vehicle.

NOTE: The beat officer is not to assist the repossession. Information is for the officer so he can be advised of the activity in his beat.

- E. If the repossession is successful, desk personnel will then place the information on a clipboard in the desk area.

XI. VEHICLE RELOCATIONS:

- A. Officers assigned to assist with the relocation of illegally parked vehicles will make reasonable attempts to identify and contact the owner/operator of the vehicle. If possible, allow the operator to move the vehicle. Citations issued where appropriate.
- B. When a tow is necessary to relocate a vehicle where no contact was made with an owner, the following procedures will be followed:
 - 1. The officer assigned will generate an Incident Report that lists:
 - a. the reason for the relocation;
 - b. the description of the vehicle;
 - c. registered owner and lien-holder information;
 - d. the location that the vehicle was towed from and to; and
 - e. the LEADS number from a towed vehicle entry.
 - 2. The officer assigned will ensure that all vehicles relocated will be entered as a towed vehicle in LEADS.

XII. IMMOBILIZED VEHICLES:

Officers assigned to tow an immobilized vehicle will follow the following procedures:

- A. Complete the Oak Park Police Tow Sheet and Continuation Sheet.
- B. Check the box placing a hold on the vehicle, and in the box for the reason for hold, print "Immobilized Vehicle, Parking Division."
- C. Have authorized towing agent tow vehicle to authorized impoundment lot. Turn the completed Tow Sheet in at the police desk.

XIII. STATE STATUTES/VILLAGE ORDINANCES:

- A. All personnel shall make themselves familiar with Article II (Abandoned, Lost, Stolen, or Unclaimed Vehicles), Chapter 4, of the Illinois Vehicle Code, and;
- B. Chapter 15 (Motor Vehicles and Traffic) of the Oak Park Municipal Code.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 11-OCT-04	EFFECTIVE DATE 11-OCT-04	DISTRIBUTION C	NUMBER 4.39
SUBJECT PROCEDURES FOR TOWING ABANDONED VEHICLES/NUISANCES, ILLEGALLY PARKED VEHICLES, RECOVERED STOLEN VEHICLES, TRAFFIC ACCIDENTS, TOWS SUBSEQUENT TO ARREST AND IMMOBILIZED VEHICLES			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM 1	
AMENDS	RESCINDS	NO. PAGES 1	

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- B. When a tow is necessary to relocate a vehicle where no contact was made with an owner, the following procedures will be followed:
 1. The officer assigned will generate an Incident Report that lists:
 - a. the reason for the relocation;
 - b. the description of the vehicle;
 - c. registered owner and lien-holder information; and
 - d. the location that the vehicle was towed from and to.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JULY 04	EFFECTIVE DATE 12 JULY 04	DISTRIBUTION C	NUMBER 4.40
SUBJECT	CURFEW FOR MINORS		
RELATED DIRECTIVES	RE-EVALUATION DATE 12 JULY 06	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES 3	

I. PURPOSE:

The purpose of this General Order is to establish the procedures and guidelines for the enforcement of the Curfew for Minors local ordinance.

II. POLICY:

It is the policy of the Oak Park Police Department to maintain peace and order within the Village of Oak Park and provide public safety through the enforcement of local ordinances.

III. APPLICABLE ORDINANCE:

Curfew for Minors is regulated by Section 17-1-16 of the Code of the Village of Oak Park, as amended. Officers will acquaint themselves with this ordinance.

IV. DEFINITIONS:

MINOR – A person less than eighteen (18) years of age.

CURFEW – The period during which a curfew regulation is in effect:

1. Between one minute after twelve o'clock (12:01) a.m. and six o'clock (6:00) a.m. Saturday;

2. Between one minute after twelve o'clock (12:01) a.m. and six o'clock (6:00) a.m. Sunday; and
3. Between eleven o'clock (11:00) p.m. on Sunday to Thursday inclusive, and six o'clock (6:00) a.m. on the following day.

V. OFFENSE:

- A. It is unlawful for a minor to be present at or upon any public assembly, building, place, street or highway during the specified hours of curfew unless accompanied and supervised by a parent, legal guardian or other responsible companion at least twenty-one (21) years of age, approved by a parent or legal guardian or unless engaged in a business or occupation which the laws of the State authorize a person less than eighteen (18) years of age to perform.

VI. EXEMPTIONS:

- A. A minor is exempt from curfew if he/she is:
 1. Attending an official school, religious, or other recreational activity supervised by adults and sponsored by the Village, a civic organization, or another similar entity that takes responsibility for the minor, or going to or returning home from, without any detour or stop, an official school, religious, or other recreational activity supervised by adults and sponsored by the Village, a civic organization, or another similar entity that takes responsibility for the minor;
 2. Exercising First Amendment rights protected by the United States Constitution, such as the free exercise of religion, freedom of speech, and the right of assembly.

VII. ENFORCEMENT ACTION:

- A. An officer may stop and detain a person whom the officer reasonably suspects to be violating curfew.
- B. An officer will determine the person's age and reason for being in a public place.
- C. An officer will issue a local ordinance citation when the officer reasonably believes that a curfew violation has occurred and that, based on any response and other circumstances, no exemptions exist.

- D. An officer who issues a local ordinance citation to a minor in violation of curfew will contact that minor's parents or legal guardian and make arrangements to have the minor returned to their residence.
- E. When an officer is unable to contact a parent or legal guardian, the minor will be turned over to a juvenile officer for further disposition.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 15 AUG 2004	EFFECTIVE DATE 15 AUG 2004	DISTRIBUTION C	NUMBER 4.41
SUBJECT ABANDONED NEWBORN INFANT PROTECTION ACT			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES 3	

I. PURPOSE:

The purpose of this General Order is to establish procedures to be followed in the event a newborn infant is brought to the Police Station and relinquished to the care of Oak Park police personnel.

II. POLICY:

It is the policy of the Oak Park Police Department to ensure that the provisions of The Abandoned Newborn Infant Act (325 ILCS 2/) pertaining to the relinquishing of a newborn infant at a police station, is understood and complied with by personnel of the Department.

III. DEFINITIONS:

NEWBORN INFANT - A child who a licensed physician reasonably believes is 72 hours old or less at the time the child is initially relinquished to a hospital, police station, fire station, or emergency medical facility, and who is not an abused or neglected child.

POLICE STATION - A municipal police station or a county sheriff's office.

RELINQUISH - To bring a newborn infant, who a licensed physician reasonably believes is 72 hours old or less, to a hospital, police station, fire station, or emergency medical facility and to leave the infant with personnel of the facility, if the person leaving the infant does not express an intent to return for the infant or states that he or she will not return for the infant.

TEMPORARY PROTECTIVE CUSTODY - The temporary placement of a newborn infant within a hospital or other medical facility out of the custody of the infant's parent.

IV. PROCEDURES:

- A. All personnel must accept a newborn infant brought to the police station for the purpose of relinquishing the infant in accordance with the provisions of the Abandoned Newborn Infant Protection Act.
- B. An ambulance will immediately be called to transport the infant to a hospital for medical examination and the on-duty watch commander will be notified.
- C. Relinquishing a newborn infant does not, by itself, constitute a basis for a finding of abuse, neglect, or abandonment of the infant pursuant to the laws of this State nor does it, by itself, constitute a violation of the Criminal Code of 1961.
- D. Neither a child protective investigation nor a criminal investigation may be initiated solely because a newborn infant is relinquished under the provisions of the Abandoned Newborn Infant Act, unless there is clear evidence of abuse or neglect.
- E. If there is clear evidence of abuse or neglect a criminal investigation may begin and the incident must be reported to the Illinois Department of Children and Family Services as with any other suspected case of abuse or neglect.
- F. If there is no evidence of abuse or neglect of the relinquished newborn infant the person relinquishing the newborn infant has the right to remain anonymous and to leave the police station at any time and not be questioned, pursued, or followed. Personnel may inquire about the medical history of the mother or newborn, but the relinquishing person is not required to provide any information.
- G. Before the person relinquishing the newborn infant leaves the police station, verbally inform the person that by relinquishing the child anonymously, he or she will have to petition the court if he or she desires to prevent the termination of parental rights and regain the custody of the child.

- H. Offer the person relinquishing the newborn infant an information packet supplied by the Department of Public Health containing application forms for the Illinois Adoption Registry and Medical Information Exchange and other information. Information packets will be kept at the front desk and the watch commander's office.
- I. If the parent of the newborn infant returns to reclaim the infant within 72 hours after relinquishing the infant to the Department, the parent must be informed of the name and location of the hospital where the infant was transported.
- J. If presented with a situation where the age of the newborn is unknown, the newborn infant shall be accepted following the above procedures.

V. REPORTING:

- A. If there is no evidence of abuse or neglect of the relinquished newborn infant and incident report will be completed using UCR code 1755-Child Abandonment.
- B. If there is clear evidence of abuse or neglect an offense report will be completed documenting the proper criminal offense.
- C. Any personnel acting in good faith and in accordance with the Abandoned Newborn Infant Protection Act are immune from criminal or civil liability.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 01 DEC 2004	EFFECTIVE DATE 01 DEC 2004	DISTRIBUTION C	NUMBER 4.42
SUBJECT PAWBROKER STOLEN PROPERTY RECOVERY			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS Support Services Operational Bulletin 93-04	NO. PAGES 3	

I. PURPOSE:

The information contained in this General Order is being provided to ensure that all Department members are familiar with State Laws and Oak Park Ordinances governing pawnbrokers doing business within Oak Park.

II. POLICY:

It is the policy of the Oak Park Police Department to assist citizens in their lawful attempts to recover their property and to ensure that pawnbrokers operating within Oak Park are in compliance with the Oak Park Pawnbrokers Ordinance (Chapter 8 Article 4B) and the Pawnbroker Regulation Act (205 ILCS 510).

III. INFORMATION:

- A. Pawnbrokers in the Village of Oak Park are required to keep comprehensive records of all pawn transactions. These records must include accurate and complete descriptions of the articles pawned as well as detailed descriptions and proof of positive identification of the person(s) who pawn or sell those items.
- B. Pawnbrokers are required to submit copies of these records to the office of the Chief of Police on a daily basis.

- C. When any person is found to be the owner of stolen property which has been pawned or bought, and the owner has filed a police report which evidences that ownership, such property shall be returned to the owner. The owner shall not be required to pay any charges or reimburse the pawnbrokers for any advance they may have paid for the stolen property.

IV. POLICY:

State law and local ordinances mandate that pawnbrokers return an owner's stolen property without payment.

- A. When Oak Park police officers are assigned to assist in the recovery of stolen property from a pawn shop located in Oak Park, they shall respond to the scene and complete an Incident Report to document the transaction. In all cases the Incident Report will contain the name and identifying information of the person who presented the stolen property to the pawnbroker. If the property is being surrendered to an officer from another jurisdiction, the Incident Report should contain the name, rank, star number, and agency name of the officer recovering the property, as well as the report number, type of criminal case, a description of the property recovered and the name of the agent of the pawn shop who is turning over the property.
- B. If the pawn shop is returning stolen property directly to the owner of said property, the officer assigned will document the identification offered by the owner and will obtain a copy of the police report which evidences that ownership. The officer will make reasonable efforts to notify the agency responsible for the initial case report of the recovery of the stolen property.
- C. A violation of any of the provisions of the Pawnbrokers Ordinance is sufficient cause for suspension of the pawnbroker's license. If the pawn shop manager or employee refuses to return stolen property to its owner, the assigned officer will cite the pawn shop manager or employee under Village Ordinance 8, Article 4B-14, and complete an incident report to document the failure to comply. A copy of the report shall then be forwarded through the chain of command to the Chief of Police for consideration.

- D. Officers will not take possession of, inventory, or sign for property which is surrendered to an outside agency or owner.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 29 OCT 2007	EFFECTIVE DATE 29 OCT 2007	DISTRIBUTION C	NUMBER 4.43
SUBJECT ILLINOIS LAW ENFORCEMENT ALARM SYSTEM (ILEAS)			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.43 DATED 21 FEB 2005	NO. PAGES 4	
CALEA STANDARDS: 2.1.3, 2.1.4			

I. PURPOSE:

The purpose of the General Order is to aid in identifying specific incidents that may require resources beyond the capabilities of the Oak Park Police Department and to establish protocol for acquiring needed resources and coordinating their response to the affected area. In addition, this General Order establishes protocol for providing needed resources to other law enforcement agencies.

II. POLICY:

It is the policy of the Oak Park Police Department to avail itself of all available and necessary resources whenever circumstances extend beyond normal operational capabilities. It is the policy of the Oak Park Police Department to provide assistance to other law enforcement agencies that experience circumstances which extend beyond their normal operational capabilities.

III. DEFINITIONS:

A. **ILLINOIS LAW ENFORCEMENT ALARM SYSTEM (ILEAS)** – A multi-jurisdictional geographically tiered mutual aid response system operating throughout the State of Illinois.

B. **MUTUAL AID**

1. The immediate response of Oak Park police officers to another community in reference to an emergency situation which

demands resources beyond the capabilities of the requesting agency.

2. The formal request by the Oak Park Police Department for officers from other jurisdictions to assist in a local emergency situation which demands resources beyond the capabilities of the Oak Park Police Department.

- C. **EMERGENCY** – A situation that threatens or causes loss of life and/or property and which exceeds the physical and organizational capabilities of a unit of local government to resolve. In this document, the term “emergency” refers to a police response to severe storms, floods, hazardous materials incidents, transportation accidents, large fires, public disorders, major crimes, special threat situations or other large scale disasters.
- D. **SPECIAL THREAT SITUATION** – Any incident that involves a barricaded suspect, hostage situation, active shooter or any terrorist type activity.
- E. **INCIDENT COMMANDER** – The individual responsible for the command of all functions at the field response level.

IV. REQUESTS FOR MUTUAL AID

- A. Requests for mutual aid shall, whenever possible, be authorized by the ranking officer functioning in the role of Incident Commander.
- B. Prior to a formal request for mutual aid, the specific nature of the incident must be determined in order to ensure that the appropriate resources are requested from assisting agencies.
- C. All requests for mutual aid shall be through West Suburban Consolidated Dispatch Center (WSCDC) following established ILEAS protocols for staging areas, alarm levels and equipment.
- D. After making a formal request for mutual aid, the Incident Commander shall assign a supervisor to the staging area for the purpose of coordinating and controlling the police response. A police officer may be assigned this duty if no supervisor is available.
- E. The Incident Commander will be responsible for establishing an Incident Command Post as close as is practical to the event.

- F. The Incident Commander shall, as soon as possible, ensure that all administrative notifications are made in accordance with General Order 2.02.
- G. The Incident Commander will maintain a written log of incident events and, upon resolution of the incident, prepare an administrative report summarizing the event in its entirety.
- H. There are times when it is necessary to request assistance from a federal law enforcement agency. The determination to request federal law enforcement assistance will normally be made by the Chief of Police. In an emergency, the Village President or Village Manager may call upon the National Guard for assistance. Procedures are set forth in the Village of Oak Park Emergency Operation Plan. (**CALEA 2.1.4**)

V. RESPONDING TO REQUESTS FOR MUTUAL AID:

- A. Upon notification of a request for mutual aid, the on-duty Watch Commander will determine the scope of the obligations by weighing the nature of the request against existing staffing requirements and caseload. In all but the most extreme circumstances, requests for mutual aid will be honored. If necessary, the on-duty Watch Commander may call back off-duty personnel to fill staffing needs after assigning officers to the mutual aid request.
- B. After assigning responding units, the Watch Commander will notify WSCDC and request that a case number be assigned to the incident for reporting purposes.
- C. Upon resolution of the incident, the Watch Commander will assign one of the responding officers to prepare a written report of the incident on an Incident Report Form. This report should document the incident, the specific roles assigned to Oak Park police officers and any actions taken by those officers during the incident.

VI. ADMINISTRATION:

- A. The Deputy Chief, Field Services Bureau, will be responsible for maintaining and distributing all ILEAS protocol manuals.
- B. ILEAS protocol manuals will be kept accessible in the following locations:
 1. Watch Commander's office

2. Field Supervisor's vehicles

- C. The Illinois Law Enforcement Alarm System Mutual Aid Plan Agreement includes provisions for: **(CALEA 2.1.3 [a,b,c,d,e,f,g,h])**
1. The legal status of the Department and Department personnel responding to mutual aid requests.
 2. Vesting provider agency personnel with the legal authority to act within the receiver agency's jurisdiction.
 3. Procedures for requesting mutual aid.
 4. Identifying persons authorized to request mutual aid.
 5. Identifying persons to whom outside personnel are to report.
 6. Procedures for maintaining radio communications with outside personnel.
 7. Expenditures, if any, which should be borne by the receiver agency to compensate for the use of the provider agency's resources.
 8. Provisions for periodic review and revision if prescribed in the agreement.



Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 21 FEB 2005	EFFECTIVE DATE 21 FEB 2005	DISTRIBUTION C	NUMBER 4.44
SUBJECT			
USE OF ELECTRONIC MESSAGING DEVICES			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES	6
CALEA STANDARDS: 82.1.6; 82.1.7; 82.1.8; 82.1.9			

I. PURPOSE:

The purpose of this policy is to provide officers with guidance on the proper use of computers and related electronic messaging systems utilized in the Oak Park Police Department for purposes of disseminating electronic mail, utilizing services of the Internet and related electronic message transmission, recording, and storage devices.

II. POLICY:

The availability and use of computers within the work environment has provided many opportunities for enhancement of productivity and effectiveness. These technologies also entail the opportunity for rapid transfer and broad distribution of sensitive information that can also have damaging effects on the department, its members, and the public if not managed properly. Therefore, it is the policy of this agency that all members abide by the guidelines set forth herein when using computers and the services of both internal and external databases and information exchange networks, and where applicable, voice mail, mobile data terminals (MDT), and related electronic messaging devices.

III. DEFINITIONS:

- A. **ELECTRONIC MESSAGING DEVICE (EMD)** - For purposes of this policy, electronic messaging devices include computers, electronic mail systems, voice mail systems, paging systems, electronic bulletin boards and Internet services, mobile data computers (MDC), and facsimile transmissions.

SYSTEM ADMINISTRATOR - For purposes of this policy, the members of the Village of Oak Park Information Technology Department are designated with responsibility for managing all aspects of electronic messaging through individual computers and computer networks within the department.

IV. PROCEDURES:

A. Transmission of Messages:

Transmission of electronic messages and information on communications media provided for employees of the department shall be treated with the same degree of propriety, professionalism, and confidentiality as official written correspondence. The department encourages authorized and trained personnel with access to EMDs to utilize these devices whenever necessary. However, use of any of these devices is a privilege that is subject to revocation.

B. Software and Passwords

1. All EMDs and their contents are the property of the Oak Park Police Department and intended for use in conducting official business with limited exceptions noted elsewhere in this policy.
2. Importing/Downloading Information and Software (**CALEA 82.1.7**)
 - a. Members shall not download or install on any department computer or network terminal any file, including sound and video files and files attached to e-mail messages, software, or other materials from the Internet or other external sources without taking prescribed steps to preclude infection by computer viruses.
 - b. Material shall be downloaded to a local hard drive and scanned for viruses prior to being entered into any personal or shared system. In no case shall external materials or applications be downloaded directly to any shared (network) drive. When in doubt, members shall consult the Information Technology Department for guidance.

- c. Members shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized.
 - d. Any software for which proof of licensing (original disks, original manuals and/or license) cannot be provided is subject to removal by authorized Information Technology Department personnel. Privately owned software may never be loaded on department computers.
 - .
 - e. Members shall observe copyright restrictions of any documents, images, or sounds sent through or stored on electronic mail.
- 3. Members are advised that they do not maintain any right to privacy in EMD equipment or its contents.
 - 4. The Oak Park Police Department reserves the right to access any information contained in EMDs without prior notice and may require members to provide passwords to files that have been encrypted or password protected.
 - 5. The Oak Park Police Department reserves the right to access, for quality control purposes and/or for violations of this policy, electronic and voice transmissions of members conducting business of this agency.

C. Inappropriate Material:

Accessing or transmitting materials, other than that required for police business, that involves the use of obscene language, images, jokes, sexually explicit materials, or messages that disparage any person, group, or classification of individuals is prohibited whether or not a recipient has consented to or requested such material.

D. Sensitive or Personnel Material:

- 1. Confidential, proprietary, or sensitive information may be disseminated, or made available through shared directories or networked systems, only to individuals with a need and a right to

know and when there is sufficient assurance that appropriate security of such information will be maintained. Such information includes:

- a. Transmittal of personnel information, such as salary, performance reviews, complaints, grievances, misconduct, disciplinary information, medical records, or related employee information.
 - b. Criminal history information and confidential informant master files, identification files, or related information. **(CALEA 82.1.9)**
 - c. Intelligence files and information containing sensitive tactical and undercover information.
2. No member shall access or allow others to access any file or database unless that person has a need and a right to such information. Additionally, personal identification and access codes shall not be revealed to any unauthorized source.
 3. An EMD is designed and intended to conduct business of the department and is restricted to that purpose. Installation of or access to software for purely entertainment purposes is prohibited.

E. Personal Use of Equipment

1. Members are not permitted to use the department computers for personal use. Example:
 - a. School work.
 - b. On-line Shopping.
 - c. Game playing.

F. Compliance with Village-wide or External Agency Policies

In addition, members shall be subject to all policies and/or procedures established by the Village of Oak Park regarding the use of EMD, see administrative Policy, titled E-Mail Use, Computer System Use and Internet Web Browsing policies.

1. Should access to an external database be governed by additional regulations other than as outlined in this order, members shall abide by the regulations of the governing agency as well.

G. Modifications to Equipment/Software

Any hardware or software enhancements, deletions, or additions to department-owned equipment or software must be approved and authorized by the Information Technology Department. The Information Technology Department is responsible for determining proper installation procedures.

H. Security Precautions

1. Members shall not permit unauthorized persons to use the department's electronic mail system. To avoid breaches of security, members shall log off any computer that has access to the department's computer network, electronic mail system, the Internet, or sensitive information whenever they leave their workstation. Members shall ensure their personally assigned account and password is not shared with unauthorized persons. When deemed appropriate to maintain security and accountability, the members shall change their password. Should members suspect a breach or potential breach of security, they shall notify their commander and the Information Technology Department immediately. Workstations shall automatically prohibit access, or lock out, after 20 minutes of non-activity. Members are to shut down MDCs once they have concluded their work. Departmental computer shall never be turned off after they have been logged off.
2. Backup & Storage – Information stored on the network drives of department computers shall be backed up and such backups maintained in accordance with the prevailing policy of the Information Technology Department. At minimum, such backups shall be performed on a daily basis and maintained for a period of 30 days, with weekly backups maintained off site. **(CALEA 82.1.8)**
3. The Chief of Police shall order a monthly audit of the Department's computer system for verification of all passwords,

access codes, and access violations on a Information Technology Service Request Form. (**CALEA 82.1.6**)

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 24 FEB 2009	EFFECTIVE DATE 03 MAR 2009	DISTRIBUTION C	NUMBER 4.45
SUBJECT			
VIENNA CONVENTION REQUIREMENTS ARREST AND DETENTION OF FOREIGN NATIONALS			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM 5	
AMENDS	RESCINDS 4.45 DATED 24 APR 06	NO. PAGES 4	
CALEA STANDARDS: 1.1.4			

I. PURPOSE:

The purpose of this General Order is to inform and establish procedures for compliance with Article 36 of the Vienna Convention, informing foreign nationals of their right to contact their embassy or consulate.

II. POLICY:

It is the policy of the Oak Park Police Department to comply with all laws governing the arrest and detention of all persons.

III. ARRESTING OFFICER RESPONSIBILITIES:

A. Local law enforcement agencies have a duty under the Vienna Convention, Article 36, to inform foreign nationals of their right to contact their embassy or consulate. The requirement can be met by:

1. Informing the foreign national of his right to communicate with his consular officials without delay. Listed below is a suggested statement to arrested or detained foreign nationals:

a. **For all foreign nationals except those from list countries:** As a non-U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular representatives here in the United States.

A consular official from your country may be able to help you obtain legal counsel, and may contact your family and visit you in detention, among other things. If you want us to notify your country's consular officials, you can request this notification now, or at any time in the future. After your consular officials are notified, they may call or visit you.

Do you want us to notify your country's consular officials?

2. If the foreign national is NOT from a mandatory notification country, the detainee has the option of contacting or not contacting a representative.
3. If the detainee requests notification, then the local authorities must see that such notification is done without delay. The Department of State expects notification to be made within 24 hours of detention.
4. A detainee may change his mind about whether or not he desires his/her consulate or embassy be notified.
5. If the detainee is from a mandatory reporting country, the police officer must make the notification regardless of the detainee's desires or wishes. Listed below is a suggested statement to arrested or detained foreign nationals on the mandatory reporting list. (Attachment B)
 - a. **For foreign nationals from list countries:** Because of your nationality, we are required to notify your country's consular representatives here in the United States that you have been arrested or detained. After your consular officials are notified, they may call or visit you. You are not required to accept their assistance, but they may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things.
We will be notifying your country's consular officials as soon as possible.
6. When interviewing or booking offenders, make inquiry of a detainee's place of birth, citizenship or current status inside of

the United States. As you are also aware, there is a space on the fingerprint form for an arrestee's place of birth. This place must be filled in.

7. Complete the appropriate report documenting the notification and be sure to include the completed notification form (Attachment C). Any confirmation or receipt (i.e. fax receipt) of notification will be attached to the report
8. Foreign consular officers must be given access to their nationals and permitted to communicate with them. Such officers have the right to visit their nationals, to converse and correspond with them, and to arrange for their legal representation. The Foreign National under arrest may refuse the assistance of the officer and consular officers may not act as attorneys for their nationals.
9. A list of foreign embassy and consulate phone numbers can be found in Attachment E of this order.

IV. ISSUANCE OF TRAFFIC OR LOCAL ORDINANCE CITATIONS.

- A. Consular notification is not required when the Foreign National is being issued traffic or local ordinance citations and will be immediately released.
- B. The U.S. Department of State must be notified when citations are written to Foreign Nationals who carry driver's licenses issued by the Department of State. Attachment D contains a list of phone numbers for reporting information regarding contact with Foreign Nationals.

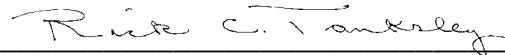
V. FOREIGN NATIONALS AND IMMIGRATION LAWS.

- A. The U.S. Attorney General has designated officers of the Immigration and Naturalization Service (INS) the sole authority to interrogate any alien or person believed to be an alien as to that individual's right to be in the U.S. They also have the exclusive power to arrest any Foreign National in violation of any law or regulation regarding the admission, expulsion or exclusion of aliens.
- B. If a person is arrested and detained by this Department for any violation other than immigration laws, and in the course of the investigation it is learned the subject is an illegal alien, this information will be forwarded to the INS.

1. The Watch Commander must first approve notification to INS.
2. Notification will be documented in an Arrest or Offense Report.
- C. No person will be held on immigration charges unless written authorization is received from the INS.

VI. DOCUMENTS:

- A. A Vienna Convention Notification form is attached to this General Order as Attachment A.
 1. One form shall be completed for each foreign national arrested/detained. Following the officer(s) completion of the form, it shall become part of the official police department file.
 2. A copy of the Vienna Convention Notification form shall be made part of the case reports sent on to the Office of the State's Attorney.
 3. Vienna Notification forms will be kept in the Report Writing Room.
- B. A list of "Legal Aspects of Diplomatic Immunity and Privileges" (Attachment A), a list of "Mandatory Notification Countries and Jurisdictions" (Attachment B), Consular Notification Form with Statement (Attachment C), a list of phone numbers for reporting information regarding contact with Foreign Nationals (Attachment D), and a list of local contact numbers for embassies and consulates (Attachment E), are attached for your assistance. Additionally, an instruction guide from the United States Department of State will be provided to you for additional information on this subject.



Rick C. Tanksley
Chief of Police

Attachment A

Legal Aspects of Diplomatic Immunity and Privileges

Category	May Be Arrested or Detained	Residence May be Entered Subject to Ordinary Procedure s	May Be Issued Traffic Citation	May Be Subpoenaed as Witness	May Be Prosecuted	Recognized Family Member
Diplomatic						
Diplomatic Agent	No ¹	No	Yes	No	No	Same as sponsor (full immunity and inviolability).
Member of Administrative and Technical Staff	No ¹	No	Yes	No	No	Same as sponsor (full immunity and inviolability).
Service Staff	Yes	Yes	Yes	Yes	Yes	No immunity or inviolability. ²
Consular						
Career Consular Officers	Yes, if for a felony and pursuant to a warrant. ²	Yes ⁴	Yes	No--for official acts. Testimony may not be compelled in any case.	No--for official acts. Otherwise, yes. ²	No immunity or inviolability. ²
Honorary Consular Officers	Yes	Yes	Yes	No--for official acts. Yes, in all other cases.	No--for official acts. Otherwise, yes.	No immunity or inviolability.
Consular Employees	Yes ²	Yes	Yes	No--for official acts. Yes, in all other cases.	No--for official acts. Otherwise, yes. ²	No immunity or inviolability. ²

Attachment A (Cont'd.)

Category	May Be Arrested or Detained	Residence May be Entered Subject to Ordinary Procedures	May Be Issued Traffic Citation	May Be Subpoenaed as Witness	May Be Prosecuted	Recognized Family Member
<i>International Organizations</i>						
International Organizations Staff ³	Yes ³	Yes ³	Yes	No--for official acts. Yes, in all other cases.	No--for official acts. Otherwise, yes. ³	No immunity or inviolability.
Diplomatic-Level Staff of Missions to International Organizations	No ¹	No	Yes	No	No	Same as sponsor (full immunity and inviolability).
Support Staff of Missions to International Organizations	Yes	Yes	Yes	No--for official acts. Yes, in all other cases.	No--for official acts. Otherwise, yes.	No immunity or inviolability.

¹Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or the prevention of serious criminal acts.

²This table presents general rules. Particularly in the cases indicated, the employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

³A small number of senior officers are entitled to be treated identically to "diplomatic agents."

⁴Note that consular residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry

Attachment B

Mandatory Notification Countries and Jurisdictions

Antigua and Barbuda.....	Malta
Armenia.....	Mauritius
Azerbaijan.....	Moldova
Bahamas.....	Mongolia
Barbados.....	Nigeria
Belarus.....	Philippines
Belize.....	Poland (non-permanent residents only)
Brunei.....	Romania
Bulgaria.....	Russia
China ¹	Saint Kitts and Nevis
Costa Rica.....	Saint Lucia
Cyprus.....	Saint Vincent and the Grenadines
Czech Republic.....	Seychelles
Dominica.....	Sierra Leone
Fiji.....	Singapore
Gambia.....	Slovakia
Georgia.....	Tajikistan
Ghana.....	Tanzania
Grenada.....	Tonga
Guyana.....	Trinidad and Tobago
Hong Kong ²	Turkmenistan
Hungary.....	Tuvalu
Jamaica.....	Ukraine
Kazakhstan.....	United Kingdom ³
Kiribati.....	U.S.S.R. ⁴
Kuwait.....	Uzbekistan
Kyrgyzstan.....	Zambia
Malaysia.....	Zimbabwe

¹Notification is mandatory for persons carrying “Republic of China” passports issued by Taiwan.

²Hong Kong is now the Hong Kong Special Administrative Region (SAR). Notification must be made to Chinese officials in the same manner as Chinese passports.

³British dependencies also covered are: Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. These persons carry British passports.

⁴Although the U.S.S.R. is no longer in existence, some of the nationalist successors may still be traveling on these passports. Notification should be made to the Successor State.

Attachment C

Consular Notification Form

Date: _____

Time: _____

To: Embassy of _____, Washington, D.C.

or

Consulate of _____, _____, _____
(Country) (City) (State)

From: Officer _____
(Printed First and Last Name and Star#)

Oak Park Police Department
123 Madison Street
Oak Park, Illinois 60302
Phone – (708) 386-3800 Fax – (708) 386-4364

Subject: Notification of Arrest/Detention of a National of Your Country

This department has arrested/detained the following foreign national, whom we understand to be a national of your country on _____, _____.

This person is identified as:

Mr./Ms.: _____

Date of Birth: _____

Place of Birth: _____

Passport Number: _____

Date of Passport Issuance: _____

Place of Passport Issuance: _____

To arrange for consular access, please call the Oak Park Police Department at 708-386-3800.

Please refer to case file number: _____ when you call.

Statement to Arrested or Detained Foreign Nationals Notification Request

- 1) As a non-U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular representatives here in the United States. A consular official from your country may be able to help you obtain legal counsel, and may contact your family and visit you in detention, among other things. If you want us to notify your country's consular officials, you can request this notification now, or at any time in the future. After your consular officials are notified, they may call or visit you.

Do you want us to notify your country's consular officials?

Arrestee/Detainee Reply: YES NO

(Signature of Arrestee/Detainee)

(Signature and Star# of Advising Officer)

Date / Time / Place of Notification Entitlement Advisement

Statement for When Consular Notification is Required

- 2) Because of your nationality, we are required to notify your country's consular representatives here in the United States that you have been arrested or detained. We will do this as soon as possible. In addition, you are entitled to communicate with your consular official. You are not required to accept their assistance, but your consular officials may be able to help you obtain legal representation, and may contact your family and visit you in detention, among other things. We will be notifying your country's consular officials as soon as possible.

(Signature of Arrestee/Detainee)

(Signature and Star# of Advising Officer)

Date / Time / Place of Mandatory Notification Advisement

Attachment D

Immunity Issues: Telephone Numbers

State Department representatives are available 24-hours daily to assist in emergency situations and when immediate confirmation of a person's diplomatic or consular immunity status is required.

For information on diplomatic and consular personnel and personnel of international organizations other than the United Nations:

During Normal Business Hours:

U.S. Department of State federal license tags, registrations, or other motor vehicle information **Fax:** 202 / 895-3532
202 / 895-3646

U.S. Department of State drivers licenses and general licensing information 202 / 895-3521

For reporting traffic incidents or accidents, issuance of citations, etc., involving foreign missions personnel 202 / 895-3521

Diplomatic agents and family members 202 / 647-1664

Embassy administrative, technical, and service staff and families 202 / 647-1405

Consular personnel and families 202 / 647-1404

International Organizations 202 / 647-1402

Please send copies of incident reports and citations to:
Diplomatic Security Service, Protective Liaison Division **Fax:** 202 / 895-3613

After Normal Business Hours:

All inquiries should be made to the Diplomatic Security Coordination Center, Department of State (operates 24 hours daily) 202 / 647-7277
1-800-979-9331

Attachment D (Cont'd.)

For information on United Nations personnel only:

During Normal Business Hours:

Diplomatic agents and family members	212 / 415-4131
U.N. Mission staff and family members	212 / 415-4168
U.N. Secretariat employees	212 / 415-4131 or 212 / 415-4168
U.S. Department of State license tags, registration, or other motor vehicle information	212 / 826-4500

After Normal Business Hours:

Information is available from the Communications Section of the U.S. United Nations (operates 24 hours daily) 212 / 415-4444

Please send copies of police reports to:
USUN Host Country

Fax: 212 / 415-4162

Attachment E

Foreign Embassies and Consulates in the United States Contact Numbers

The following information provides the short-form name of the country, followed by telephone and fax numbers as currently available to the Department of State. Consular notification should be made to the listed location nearest to the place of arrest or detention. Washington, DC information is generally for embassies to the United States; numbers for other locations are for consular offices outside of Washington or, in the case of some countries without embassies or consular offices in the United States, for the country's mission to the United Nations in New York. Corrections to the listed numbers may be provided to the Department of State's Office of Public Affairs and Policy Coordination for Consular Affairs, telephone 202-647-4415; facsimile 202-736-7559.

In a few instances an entity that is not recognized as a country is listed because aliens may be traveling in the United States on travel documents issued by that entity. In addition, some aliens may still be traveling in the United States on documents issued by the former Union of Soviet Socialist Republics (U.S.S.R.), the former Socialist Federal Republic of Yugoslavia, and the former Socialist Federal Republic of Czechoslovakia. The successor states or entities of these three former countries are as follows:

Former U.S.S.R:

Armenia
Azerbaijan
Belarus
Georgia
Kazakhstan
Kyrgyzstan
Moldova
Russia
Tajikistan
Turkmenistan
Ukraine
Uzbekistan

Former Yugoslavia:

Bosnia and Herzegovina

Croatia

Macedonia

Serbia and Montenegro (Passports may indicate "Federal Republic of Yugoslavia.")

Slovenia

Former Czechoslovakia:

Czech Republic

Slovakia

Phone and Fax Numbers for Foreign Embassies and Consulates in the U.S.

For more detailed information about consulates, see *Foreign Consular Offices in the United States*.

Select a letter for the country you are inquiring about.

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#)

[Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [Mexico](#)]

Verifying numbers prior to calling or faxing is recommended using the following link.

[Consular phone numbers](#)

Afghanistan

Washington, DC (202) 298-9125; fax (202) 298-9126

Albania

Washington, DC (202) 223-4942; fax (202) 628-7342

Algeria

Washington, DC (202) 265-2800; fax (202) 213-5134

Andorra

New York, NY (212) 750-8064; fax (212) 750-6630

Angola

Washington, DC (202) 785-1156; fax (202) 822-9049 / 785-1258

Antigua and Barbuda

Washington, DC (202) 362-5211; fax (202) 362-5225

Argentina

*Washington, DC (202) 238-6460; fax (202) 332-3171
Chicago, IL (312) 819-2620; fax (312) 819-2626*

Armenia

Washington, DC (202) 319-1976; fax (202) 319-2982

Australia

*Washington, DC (202) 797-3000; fax (202) 797-3331
Chicago, IL (312) 419-1480; fax (312) 419-1499*

Austria

*Washington, DC (202) 895-6767; fax (202) 895-6750
Chicago, IL (312) 222-1515; fax (312) 222-4113*

Azerbaijan

Washington, DC (202) 337-5912; fax (202) 337-5913

Bahamas

Washington, DC (202) 342-0741; fax (202) 362-2192

Bahrain

*Washington, DC (202) 342-111; fax (202) 362-2192
Washington, DC (202) 342-0741; fax (202) 362-2192*

Bangladesh

Washington, DC (202) 244-0183; fax (202) 244-5366

Barbados

Washington, DC (202) 939-9200; fax (202) 332-7467

Belarus

Washington, DC 202-986-1606; fax (202) 986-1805

Belgium

Washington, DC (202) 333-6900; fax (202) 338-4960

Belize

Washington, DC (202) 332-9636; fax (202) 332-6888

Benin

Washington, DC (202) 232-6656; fax (202) 265-1996

Bhutan

New York, NY (212) 826-1919; fax (212) 826-2998

Bolivia

*Washington, DC (202) 332-9636; fax (202) 332-6888
Chicago, IL (708) 343-1234; fax (708) 343-4290
St. Louis, MO (314) 725-9466; fax (314) 725-9103*

Bosnia and Herzegovina

*Washington, DC (202) 337-1500; fax (202) 337-1502
Chicago, IL (312) 951-1245; fax (312) 951-1043*

Botswana

Washington, DC (202) 244-4990; fax (202) 244-4164

Brazil

*Washington, DC (202) 238-2839/2823/2828/8002; fax (202) 238-2818
Chicago, IL (312) 464-0244/213-0293; fax (312) 464-0299*

Brunei

Washington, DC (202) 237-1838; fax (202) 885-0560

Bulgaria

*Washington, DC (202) 387-7969; fax (202) 234-7973
Chicago, IL (312) 867-1904/1905; fax (312) 867-1906*

Burkina Faso

Washington, DC (202) 332-5577; fax (202) 667-1882

Burma (also known as Myanmar)

Washington, DC (202) 332-3044; fax (202) 332-4352

Burundi

Washington, DC (202) 332-3344/4350/4352; fax (202) 332-4351

Cambodia

Washington, DC (202) 726-7742; fax (202) 726-8381

Cameroon

Washington, DC (202) 265-8790; fax (202) 387-3826

Canada

Chicago, IL (312) 616-1860; fax (312) 616-1878

Cape Verde

Washington, DC (202) 965-6820; fax (202) 965-1207

Central African Republic

Washington, DC. (202) 483-7800; fax: (202) 332-9893

Chad

Washington, DC (202) 462-4009; fax (202) 265-1937

Chile

*Washington, DC (202) 785-1746; fax (202) 887-5579
Chicago, IL (312) 654-8780; fax (312) 654-8948*

China

*Washington, DC (202) 328-2500/02; fax (202) 328-2582
Chicago, IL (312) 803-0095; fax (312) 803-0110*

Colombia

*Washington, DC (202) 387-8338; fax (202) 232-8643
Chicago, IL (312) 923-1196; fax (312) 923-1197*

Comoros

New York, NY (212) 972-8010; fax (212) 983-4712
Congo, Republic of (Brazzaville)
Washington, DC. (202) 726-5500; fax (202) 726-1860

Congo, Democratic Republic of (Kinshasa)

Washington, DC (202) 234-7690; fax (202) 234-2609

Costa Rica

*Washington, DC (202) 328-6628; fax (202) 265-4795
Chicago, IL (312) 263-2772; fax (312) 263-5807*

Cote D'Ivoire (Ivory Coast)

Washington, DC (202) 797-0300; fax (202) 462-9444

Croatia

*Washington, DC (202) 588-5899; fax (202) 588-8936
Chicago, IL (312) 482-9902; fax (312) 482-9987*

Cuba

Washington, DC (202) 797-8518; fax (202) 797-8521

Cyprus

Washington, DC (202) 462-5772; fax (202) 483-6710

Czech Republic

*Washington, DC (202) 274-9100; (202) 363-6319; fax (202) 363-6308
Chicago, IL (312) 861-1037; (312) 730-5179; fax (312) 861-1944*

Denmark

*Washington, DC (202) 234-4300; fax (202) 328-1470
Chicago, IL (312) 787-8780; fax (312) 787-8744*

Djibouti

Washington, DC (202) 331-0270; fax (202) 331-0302

Dominica

Washington, DC (202) 364-6781; fax (202) 364-6791

Dominican Republic

*Washington, DC (202) 332-6280; fax (202) 265-8057
Chicago, IL (847) 441-1831; fax (847) 441-1833*

Ecuador

*Washington, DC (202) 234-7166/3497; fax (202) 667-3482
Chicago, IL (312) 338-1002/03; fax (312) 338-1004*

Egypt

*Washington, DC (202) 966-6342; fax (202) 244-4319
Chicago, IL (312) 828-9162; fax (312) 828-9167*

El Salvador

*Washington, DC (202) 331-4032; fax (202) 331-4036
Chicago, IL (312) 332-1393/578-5390; fax (312) 332-4446*

Equatorial Guinea

Washington, DC (202) 518-5700; fax (202) 518-5252

Eritrea

Washington, DC (202) 319-1991; fax (202) 319-1304

Estonia

Washington, DC (202) 588-0101; fax (202) 588-0108

Ethiopia

Washington, D.C (202) 587-1683/1684/1685/1686; Fax (202) 587-0195

Fiji

Washington, DC (202) 337-8320; fax (202) 337-1996

Finland

Washington, DC (202) 298-5800; fax (202) 298-6030

France

*Washington, DC (202) 944-6000; fax (202) 944-6166
Chicago, IL (312) 787-5359; fax (312) 664-4196*

Gabon

Washington, DC (202) 797-1000; fax (202) 332-0668

Gambia, The

Washington, DC (202) 785-1399; fax (202) 785-1430

Georgia

Washington, DC (202) 387-9153; fax (202) 387-0864

Germany

*Washington, DC (202) 298-8140; fax (202) 298-4249
Chicago, IL (312) 580-1199; fax (312) 580-0099*

Ghana

Washington, DC (202) 686-4520; fax (202) 686-4527

Greece

*Washington, DC (202) 939-1300; fax (202) 939-1324
Chicago, IL (312) 335-3915; fax (312) 335-3958*

Grenada

Washington, DC (202) 265-2561; fax (202) 265-2468

Guatemala

*Washington, DC (202) 745-4952; fax (202) 745-1908
Chicago, IL (312) 332-1587/3170; fax (312) 332-4256*

Guinea

Washington, DC (202) 986-4300; fax (202) 986-4800

Guinea-Bissau

Washington, DC (301) 947-3958; fax (301) 947-3958

Guyana

Washington, DC (202) 265-6900; fax (202) 232-1297

Haiti

*Washington, DC (202) 332-4090/92; fax (202) 745- 7215
Chicago, IL (312) 922-4004; fax (312) 922-7122*

Holy See

Washington, D. C. (202) 333-7121; fax (202) 337-4036

Honduras

*Washington, DC (202) 737-2972; fax (202) 737-2907
Chicago, IL (773) 342-8289; fax (773) 342-8293*

Hong Kong (See China)**Hungary**

Washington, DC (202) 362-6730; fax (202) 966-8135/686-6412

Iceland

Washington, DC (202) 265-6653; fax (202) 265-6656

India

*Washington, DC (202) 939-7000; fax (202) 483-3972
Chicago, IL (312) 595-0405/1410; fax (312) 595-0416/17*

Indonesia

*Washington, DC (202) 775-5200; fax (202) 775-5365
Chicago, IL (312) 595-1777; fax (312) 595-9952*

Iran

Washington, DC (202) 965-4990; Fax (202) 965-1073

Iraq

Washington, D.C (202) 483-7500; F (202) 462-8815

Ireland

*Washington, DC (202) 462-3939; fax (202) 232-5993
Chicago, IL (312) 337-1868; (fax) (312) 337-1954*

Israel

*Washington, D.C. (202) 364-5500; fax (202) 364-5607
Chicago, IL (312) 565-3300; fax (312) 565-3871*

Italy

*Washington, DC (202) 612-4450; fax (202) 518-2151
Chicago, IL (312) 467-1550/01/02; fax (312) 467-1335*

Jamaica

Washington, DC (202) 452-0660; fax (202) 452-0036

Japan

*Washington, DC (202) 238-6700; fax (202) 328-2187
Chicago, IL (312) 280-0400; fax (312) 280-9568
Kansas City, MO (816) 471-0111; fax (816) 472-4248*

Jordan

Washington, DC (202) 966-2664; fax (202) 686-4491

Kazakhstan

Washington, DC (202) 232-5488; fax (202) 232-5845

Kenya

Washington, DC (202) 387-6101; fax (202) 462-3829

Kiribati

Honolulu, HI (808) 521-7703; fax (808) 542-5159 (honorary consul)

Korea, Democratic People's Republic Of (North Korea)

New York, NY (646) 674-6000; fax (212) 972-3154 (U.N. Mission)

Korea, Republic of (South Korea)

*Washington, DC (202) 939-5634; fax (202) 342-1597
Chicago, IL (312) 822-9485; fax (312) 822-9849*

Kuwait

Washington, DC (202) 966-0702; fax (202) 966-8468

Kyrgyzstan

Washington, DC (202) 449-9822; fax (202) 386-7550

Laos

Washington, DC (202) 332-6416/17; fax (202) 332-4923

Latvia

Washington, DC (202) 328-2840; fax (202) 328-2860

Lebanon

Washington, DC (202) 939-6300; fax (202) 939-6324

Lesotho

Washington, DC (202) 797-5533; fax (202) 234-6815

Liberia

Washington, DC (202) 723-0437; fax (202) 723-0436

Libya

Washington, DC (202) 994-9601; fax (202) 944-9603

Liechtenstein

Washington, DC (202) 331-0590; fax (202) 331-3221

Lithuania

*Washington, DC (202) 234-5860; fax (202) 328-0466
Chicago, IL (312) 397-0382; fax (312) 397-0885*

Luxembourg

Washington, DC (202) 265-4171; fax (202) 328-8270

Macedonia

Washington, DC (202) 667-0501; fax (202) 667-2131

Madagascar

Washington, DC (202) 265-5525; fax (202) 265-3034

Malawi

Washington, DC (202) 721-0270/2; fax (202) 721-0288

Malaysia

Washington, DC (202) 572-9755; fax (202) 572-9786

Maldives

New York, NY (212) 599-6195; fax (212) 972-3970 (UN Mission)

Mali

Washington, DC (202) 332-2249; fax (202) 332-6603

Malta

Washington, DC (202) 462-3611/12; fax (202) 387-5470

Marshall Islands

Washington, DC (202) 234-5414; fax (202) 232-3236

Mauritania

Washington, DC (202) 232-5700; fax (202) 319-2623

Mauritius

Washington, DC (202) 244-1491/92; fax (202) 966-0983

Mexico

*Washington, DC (202) 728-1600; fax (202) 728-1698
Chicago, IL (312) 738-2383 (312) 855-1380; Fax (312) 491-9072
Kansas City, MO (816) 556-0800/0801/0802/0803; fax (816) 556-0900*

Micronesia, Federated States of

Washington, DC (202) 223-4383; fax 202-223-4391

Moldova

Washington, DC (202) 667-1130; fax (202) 667-1204

Monaco

New York, NY (212) 286-0500; fax (212) 286-1574

Mongolia

Washington, DC (202) 333-7117; fax (202) 298-9227

Morocco

Washington, DC (202) 462-7982; fax (202) 265-0161

Mozambique

Washington, DC (202) 293-7146; fax (202) 835-0245

Namibia

Washington, DC (202) 986-0540; fax (202) 986-0443

Nauru

New York, NY (212) 937-0074; fax (212) 937-0079

Nepal

Washington, DC (202) 667-4550; fax (202) 667-5534

Netherlands

Washington, DC (202) 244-5300; fax (202) 364-2410

Chicago, IL (312) 856-0110; fax (312) 856-9218

New Zealand

Washington, D. C. (202) 328-4800; fax (202) 667-5227

Nicaragua

Washington, DC (202) 939-6570; fax (202) 939-6545

Niger

Washington, DC (202) 483-4224-27; fax (202) 483-3169

Nigeria

Washington, DC (202) 986-8400; (202) 822-1557; fax (202) 362-5684

Norway

Washington, DC (202) 944-8939; fax (202) 337-0870

Oman

Washington, DC (202) 387-1980; fax (202) 745-4933

Pakistan

*Washington, DC (202) 243-6500; fax (202) 686-1534
Chicago, IL (312)-781-1831/1833 fax; (312)-781-1839*

Palau

Washington, DC (202) 452-6814; fax (202) 452-6281

Panama

Washington, DC (202) 483-1407; fax (202) 387-6141

Papua New Guinea

Washington, DC (202) 745-3680; fax (202) 745-3679

Paraguay

Washington, DC (202) 483-6960-62; fax (202) 234-4508

Peru

*Washington, DC (202) 230-9992; fax (202) 462-1088
Chicago, IL (312) 853-6173; fax (312) 704-6969*

Philippines

*Washington, DC (202) 467-9319/9312, fax (202) 467-9417
Chicago, IL (312) 332-6458/ 6459, fax (312) 332-3657*

Poland

*Washington, DC (202) 232-4517; fax (202) 328-2152
Chicago, IL (312) 337-8166; fax (312) 337-7841*

Portugal

Washington, DC (202) 232-7632; fax (202) 462-3726

Qatar

Washington, DC (202) 274-1600; fax (202) 237-0061

Romania

Washington, DC (202) 232-4747; fax (202) 387-6902

Russia

Washington, DC (202) 939-8907; fax (202) 939-8919

Rwanda

Washington, DC (202) 232-2882; fax (202) 232-4544

Saint Kitts and Nevis

Washington, DC (202) 686-2636; fax (202) 686-5740

Saint Lucia

Washington, DC (202) 232-4747; fax (202) 232-4748

Saint Vincent and the Grenadines
Washington, DC (202) 364-6730; fax (202) 364-6736

Samoa
New York, NY (212) 599-6196; fax (212) 599-0797

San Marino
New York, NY (212) 465-1012 (UN Mission)

Sao Tome and Principe
New York, NY (212) 697-4211; fax (212) 687-8389 (UN Mission)

Saudi Arabia
Washington, DC (202) 342-3800; fax (202) 944-3113

Senegal
Washington, DC (202) 234-0540; fax (202) 332-6315

Serbia and Montenegro
Washington, DC (202) 332-0333; fax (202) 332-5974
Chicago, IL (312) 670-6707; fax (312) 670 6787

Seychelles
New York, NY (212) 972-1785; fax (212) 972-1786

Sierra Leone
Washington, DC (202) 939-9261 fax (202) 483-1793

Singapore
Washington, DC (202) 537-3100; fax (202) 537-0876

Slovakia
Washington, DC (202) 237-1054; fax (202) 237-6438

Slovenia
Washington, DC (202) 667-5363; fax (202) 667-4563

Solomon Islands
New York, NY (212) 599-6192; fax (212) 661-8925 (UN Mission)

Somalia
New York, NY (212) 688-9410 or 688-5046 (UN Mission); fax (212) 759-0651

South Africa
Washington, DC (202) 232-4400; fax (202) 265-1607
Chicago, IL (312) 939-7929; fax (312) 939-2588

Spain
Washington, DC (202) 452-0100; (202) 728-2330; fax (202) 728-2302
Chicago, IL (312) 782-4588; fax (312) 782-1635

Sri Lanka

Washington, DC (202) 483-4025/4028; fax (202) 232-7181

Sudan

Washington, DC (202) 338-8565; fax (202) 667-2406

Suriname

Washington, D. C. (202) 244-7488; fax (202) 244-5878

Swaziland

Washington, DC (202) 234-5002; fax (202) 234-8254

Sweden

Washington, DC (202) 467-2600; fax (202) 467-2699

Switzerland

Washington, DC (202) 745-7900; fax (202) 387-2564

Chicago, IL (312) 915-0061; fax (312) 915-0388

Syria

Washington, DC (202) 232-6313; fax (202) 234-9548

Taiwan — Taipei Economic and Cultural Representative Office (TECRO)

Washington, DC (202) 895-1800; fax (202) 363-0999

Chicago, IL (312) 616-0100; fax (312) 616-1490

Tajikistan

Washington, DC (202) 223-6090; fax (202) 223-6091

Tanzania

Washington, DC (202) 939-6125; fax (202) 797-7408

Thailand

Washington, DC (202) 944-3600; fax (202) 944-3611

Chicago, IL (312) 664-3129; fax (312) 664-3230

Timor-Leste

Washington, DC (202) 721-1555; fax (301) 608-3567

Togo

Washington, DC (202) 234-4212; fax (202) 232-3190

Tonga

New York, NY (917) 369-1025; fax (917) 369-1024

Trinidad and Tobago

Washington, DC (202) 467-6490; fax (202) 785-3130

Tunisia

Washington, DC (202) 862-1850; fax (202) 862-1858

Turkey

*Washington, DC (202) 612-6700; fax (202) 612-6744
Chicago, IL (312) 263-0644/1295; fax (312) 263-1449*

Turkmenistan

Washington, DC (202) 588-1500; fax (202) 588-0697

Tuvalu

(See Listing for United Kingdom)

Uganda

Washington, DC (202) 726-7100/02

Ukraine

*Washington, DC (202) 333-0606; fax (202) 333-0817
Chicago, IL (312) 642-4388; fax (312) 642-4385*

United Arab Emirates

Washington, DC (202) 243-2400; fax (202) 243-2432

United Kingdom

*Washington, DC (202) 588-6500; fax (202) 588-7850
Chicago, IL (312) 970-3800; fax (312) 970-3852*

Uruguay

*Washington, DC (202) 331-4219/1313; fax (202) 331-8142
Chicago, IL (312) 642-3430; fax (312) 642-3470*

Uzbekistan

Washington, DC (202) 230-7291/7286; (202) 887-5300; fax (202) 293-6804/9633

Vanuatu

New York, NY (212) 593-0144; fax (212) 593-0219 (UN Mission)

Venezuela

*Washington, DC (202) 342-2214; fax (202) 342-6820
Chicago, IL (312) 236-9658*

Vietnam

Washington, DC (202) 861-0737; fax (202) 861-0917

Yemen

Washington, D. C. (202) 965-4760; fax (202) 337-2017

Zambia

Washington, DC (202) 265-9717/19; fax (202) 332-0826

Zimbabwe

Washington, DC (202) 332-7100; fax (202) 483-9326

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 24 APR 2006	EFFECTIVE DATE 24 APR 2006	DISTRIBUTION C	NUMBER 4.46
SUBJECT ORDER OF PROTECTION SHORT FORM NOTIFICATION			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES 5	

I. PURPOSE:

This General Order establishes procedures for the issuance of Order of Protection “short form notification” documents to respondents who have not yet been served by the County Sheriff or Law Enforcement Official.

II. POLICY:

It is the policy of the Oak Park Police Department to provide a set of guidelines for the completion and service of the Domestic Violence “short form.”

III. DEFINITIONS:

SHORT FORM LAW – 725 ILCS 5/112A-22(c):

The sheriff, or other law enforcement official, or special process server may serve a respondent with a short form notification. The short form notification must include the following:

1. The respondent’s name.
2. The respondent’s date of birth, if known.
3. The petitioner’s name.
4. The names of other protected parties.
5. The date and county in which the order of protection was filed.
6. The court file number.
7. The hearing date and time, if known.

8. The conditions that apply to the respondent, either in a checklist or handwritten.
9. The name of the Judge who signed the order.

ILLINOIS DOMESTIC VIOLENCE ACT

The Illinois Domestic Violence Act protects victims of domestic violence from abusers who are “family or household members.”

- Related by blood, or by current or former marriage
- Share or formerly shared a common dwelling (home)
- Have or allegedly have a child in common
- Have or allegedly have a relationship through a child
- Have or had a dating or engagement relationship
- High risk adult with disabilities who is abused by a family member or care-giver

POLICE LIABILITY IN ILLINOIS DOMESTIC VIOLENCE ACT

Any act of omission or commission by any law enforcement officer acting in good faith in rendering emergency assistance or otherwise enforcing of this Act shall not impose civil liability upon the law enforcement officer or his/her supervisor or employer, unless the act is a result of willful or wanton misconduct.

Willful or wanton conduct is defined as “action” which if not intentional, shows an utter indifference to or conscious disregard for “the safety of oneself or others.”

ORDER OF PROTECTION CASE LAW – PEOPLE V. RAMOS

Illinois Appellate Court held that respondent could be charged with violating order, even though he wasn’t served, when victim and officer told him about order prohibiting him from victim’s residence.

Short form gives respondent actual knowledge of Order of Protection, and allows law enforcement to document that notification, ultimately protecting victims of domestic violence and their children.

IV. PROCEDURE:

A. General Information

1. All elements of the Illinois Domestic Violence Act apply to the issuance of the “short form.”
2. Law enforcement’s responsibilities, in accordance with Illinois Domestic Violence Act of 1986 and Oak Park Police Department’s General Order 4.10, Domestic Dispute Intervention, remain unchanged.
3. The short form is completed and served only on respondents who have not received a full order of protection.
4. Short form does not replace service of the full order by the County Sheriff.
5. Short form notification consists of a carbonless 4-part form consisting of four (4) different colored sheets (Attachment A).
 - a. White: Respondent’s copy
 - b. Yellow: Law enforcement agency’s copy
 - c. Pink: Sheriff’s office copy
 - d. Goldenrod: Court copy

Note: The back of each sheet identifies who that copy is distributed to and contains special instructions and information to those recipients.

B. Procedure

1. Officer makes contact with an unserved respondent of an active order of protection during a traffic stop or other routine contact. A LEADS inquiry will identify those individuals against whom an order of protection has been issued, but remains unserved. The service date remains blank until the order is served.
2. An on-duty supervisor will be notified without delay.
3. Upon verification of the identity of the respondent and the existence of an unserved order of protection, law enforcement may detain the respondent for a reasonable time necessary to complete and serve the short form.
4. Ensure the forms are lined up.

5. Use information from LEADS to complete the information in the first box.
6. Complete county, judge and hearing information. If information is available then complete the section. If judge's name and/or hearing information is not available, check box which states "Officer unable to provide this information" box.
7. Check all remedies/restrictions applicable to the respondent from the information provided in LEADS. The remedies/restrictions on the short form correspond to the numbers in the LEADS information.
8. Complete the affidavit of service. It is not necessary to have this affidavit notarized.
9. In order to facilitate the respondent's obtaining a full copy of the order, complete the address information for issuing county on the reverse of the top (white) copy, if available.
10. Serve the short form and explain what the respondent is required to do or must refrain from doing. THE LAW REQUIRES YOU READ ALOUD the "Notice to Respondent" section. Explain to the respondent that there is important additional information on the back of the form.

Once the short form is served, the Order of Protection is enforceable. The respondent must report to the office of the sheriff or circuit court, of the county that issued the order, to obtain a copy of the full order.

V. RESPONSIBILITIES:

- A. Case Officer (supervisor will ensure compliance)
 1. Distribution of copies
 - a. White copy given to the respondent
 - b. Yellow copy retained for agency case file. Appropriate documentation (report) generated to accompany this copy.
 2. Notification to LEADS

- a. Notify WSCDC of service to ensure that LEADS is updated to reflect the short form service. They must submit an "add on" record indicating service. WSCDC must also notify the originating agency of the short form service. The served date field can only be completed by the originating law enforcement agency.
- b. Copy of LEADS entry to be attached to case report upon completion.

B. Record Division

1. Pink and goldenrod copies sent to Sheriff's Office in the county that issued the order of protection. The sheriff will send the goldenrod copy to the court for inclusion into the court file.

C. LEADS Operator (WSCDC)

1. Follow outlined protocol in LEADS 2000 "Orders of Protection-Short Form Notification LEADS Policy and Procedure Addendum B1-B8.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 24 APR 2006	EFFECTIVE DATE 24 APR 2006	DISTRIBUTION C	NUMBER 4.47
SUBJECT I-PASS TRANSPONDER USE			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES 2	

I. PURPOSE:

The purpose of this General Order is to establish guidelines for the use of I-Pass Transponder obtained for use in Oak Park Police Department vehicles.

II. POLICY:

Police vehicle operation upon the Illinois Toll and Highway system while utilizing I-Pass transponders will be used for travel and transportation circumstances deemed as "official Village business."

III. PROCEDURE:

A. I-Pass Use

1. The use of Police Department I-Pass transponders is limited to authorized emergency and non-emergency travel to and from locations to conduct official Village business.
2. At no time is the I-Pass transponder to be used for personal business.
3. I-Pass transponders issued to the Police Department are to be used in official police vehicles only.
4. Officers requesting the use of an I-Pass transponder will forward a memorandum to the on-duty Watch Commander listing the reason, the vehicle number, plate information and case number if

applicable. The Watch Commander will forward the memorandum to the Deputy Chief, Administrative Services Bureau.

B. I-Pass Monitoring

1. Monitoring the usage of Police Department issued I-Pass transponders is the responsibility of the Deputy Chief, Administrative Services Bureau.
2. Procedures for monitoring usage of I-Pass transponders include the following:
 - a. Examining invoice statements and comparing to former periods.
 - b. Comparing I-Pass issuance and usage history with on-duty schedules and assigned vehicles.
 - c. Reporting any discrepancies and remitting any associated payments to the Toll and Highway Authority.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 13 MARCH 2007	EFFECTIVE DATE 13 MARCH 2007	DISTRIBUTION C	NUMBER 4.48
SUBJECT			
DETECTIVE DIVISION – TEMPORARY ASSIGNMENT			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES	4
CALEA STANDARDS: 16.2.3.			

I. PURPOSE:

The purpose of this order is to establish guidelines for temporary assignment into the Detective Division.

II. POLICY:

It is the policy of the Oak Park Police Department to encourage career development through education and on the job training.

III. DEFINITIONS:

Detective Division Temporary Assignment: A two (2) police period (56 day) assignment into the Detective Division during which time the officer will learn the fundamentals of criminal investigations. At the end of the assignment the officer should be familiar with and have a basic understanding of case management, interview and interrogation, rules of evidence, line-up and photo spread procedures, crime scene management as well as note taking and report preparation. (CALEA 16.2.3 [a, b])

IV. QUALIFICATIONS:

In order to be considered for temporary assignment into the Detective Division the member must be a sworn police officer and have a minimum of three (3) years of service with the Oak Park Police Department.

V. APPLICATION:

- A. Any officer with at least three (3) years of service with the Oak Park Police Department may submit an application for temporary assignment into the Detective Division. The application must be submitted to the Chief of Police through the chain of command, and must contain the following:
 1. The officer's name, rank, star number and years of service.
 2. Previous assignments and dates of promotion, if applicable.
 3. Training record.
 4. Previous two (2) evaluations.
 5. Explanation as to why the applicant feels he/she is qualified for the assignment.
 6. Recommendation from two (2) supervisors at least one (1) of which will be of exempt rank.

VI. INTERVIEWS:

The Deputy Chiefs of the Support Services and Field Services Bureaus will receive from the Chief of Police the names of those applicants who meet the above qualifications and are being considered for the temporary assignment. The Deputy Chiefs or their designees will then schedule interviews with the applicant, Detective Division Commander and Detective Division Sergeant.

VII. SELECTION: (CALEA 16.2.3 [c, d])

- A. After all applicants have been interviewed, the Deputy Chiefs of the Support Services and Field Services Bureaus will provide to the Chief of Police the names of the three (3) applicants best qualified for temporary assignment into the Detective Division.
- B. The Chief of Police will review the recommendations of the Deputy Chiefs, make the final selection for the temporary assignment and notify the Deputy Chief of the Support Services Bureau of his selection.

VIII. TEMPORARY TRANSFER:

In order to facilitate a smooth transfer, the Deputy Chiefs of the Support Services and Field Services Bureaus will notify the Detective Division Commander, as well as the applicant's Commander, of the Chief's decision.

The Detective Division Commander, in accord with the applicant's Commander, will be responsible for selecting a transfer date and notifying the Deputy Chief of the Field Services Bureau, the applicant as well as Training Coordinator of said date.

IX. ASSIGNMENT TERMINATION:

Prior to the termination of the temporary assignment the Detective Division Commander will notify applicant's Commander and the Training Coordinator of said ending date.

X. EVALUATION:

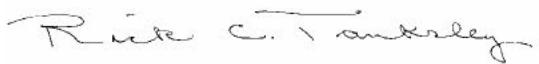
- A. Within ten (10) days of completing the temporary assignment, the applicant will submit to the Detective Division Commander a detailed report evaluating his temporary assignment. The report will include, but not be limited to, areas in which the applicant felt his/her investigative experience was enhanced and those areas where he/she felt the program may need bolstering.
- B. The Detective Division Commander will discuss the report with the Deputy Chief of Support Services. The Detective Division Commander will then submit to the Chief of Police a report detailing the temporary assignment and any changes he/she may wish to make in any future temporary assignments.

XI. MULTIPLE ASSIGNMENTS:

Officers may make multiple applications for temporary assignment however once chosen an officer may not serve more than one such assignment within a calendar year.

XII. TERMINATION:

This order may be rescinded by the Chief of Police if in his/her opinion staffing this assignment would be detrimental to the overall goals of the Oak Park Police Department.



Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 1 June 2007	EFFECTIVE DATE 1 June 2007	DISTRIBUTION C	NUMBER 4.49
SUBJECT	OPERATION OF THE SEGWAY		
RELATED DIRECTIVES	RE-EVALUATION DATE 1 JUNE 2009	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES	3

I. PURPOSE

This order defines the procedure for the use of the Segway as a highly visible means of patrol by members of the department.

II. POLICY

It is the policy of the Oak Park Police Department to use the Segway as a way to enhance our patrol capabilities. Only officers trained in the approved method of operating the Segway will be authorized to use the Segway.

III. DEFINITION

- A. Segway – An electric personal assistive mobility device that is a self-balancing, non-tandem two wheeled device designed to transport only one person with an electric propulsion system that limits the maximum speed of the device to fifteen miles an hour or less.

IV. RELATIVE STATE STATUES

- A. **625ILCS 5/1-117.7** – Electric personal assistive mobility device. A self-balancing 2 non-tandem wheeled device designed to transport only one person with an electric propulsion system that limits the maximum speed of the device to 15 miles per hour or less.

- B. **625ILCS 5/11-1005.1** – Electric personal assistive mobility devices. Every person operating an electric personal assistive mobility device upon a sidewalk or roadway has all the rights and is subject to all the duties applicable to a pedestrian. Nothing in this section shall be deemed to limit or preempt the authority of any home rule or non-home rule unit of local government from regulating or prohibiting the use of electric personal assistive mobility devices.
- C. **625ILCS 5/11-1412.2** – Operating an electric personal assistive mobility device on a public sidewalk. A person may not operate an electric personal assistive mobility device upon a public sidewalk at a speed greater than 8 miles per hour. Nothing in this section shall be deemed to limit or preempt the authority of any home rule or non-home rule unit of local government from regulating or prohibiting the use of electric personal assistive mobility devices.

V. PROCEDURE

- A. Segway operators must be trained and certified in the “Segway Train the Trainer Course.” or “Segway Police Course” prior to using a department issued electric personal assistive mobility device.
- B. Segway operators are required to wear the approved helmet when using the electric personal assistive mobility device.
- C. Department members who are assigned to use a Segway during their tour of duty will operate the electric personal assistive mobility device as they were trained, within the confines of the applicable state statutes and relative department general orders, rules and regulations.

VI. RESPONSIBILITIES

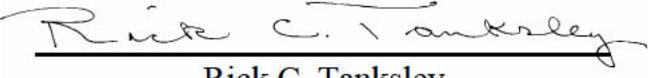
- A. The Commander of the Community Policing Division will ensure that department members assigned to use a Segway have received the required training and are provided with the authorized helmet.
- B. The Commander of the Community Policing Division will conduct an inspection of all Segways on a bi-weekly basis to

ensure that they are being properly maintained and cared for by the personnel assigned to use them.

- C. Department members assigned to use a Segway will ensure that the unit is locked when not in use by using the attached locking mechanism.
- D. Department members assigned to use a Segway will ensure that the unit is clean, plugged into a power source to recharge the batteries and stored in an authorized location before ending their tour of duty.
- E. The Segway will be transported by use of the authorized hitch which will be affixed to designated police vehicles.

VII. RESTRICTIONS

- A. The Segway will only be used from April through December, weather permitting. (The Segway will not be used when there is snow and/or ice on the pavement.)
- B. The Segway will not be used to pursue an offender.
- C. Only department authorized equipment may be carried in the compartments attached to the Segway.



Rick C. Tanksley
Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 15 JUNE 2007	EFFECTIVE DATE 15 JUNE 2007	DISTRIBUTION C	NUMBER 4.50
SUBJECT	BICYCLE PATROL		
RELATED DIRECTIVES 1.23	RE-EVALUATION DATE 15 JUNE 2009	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES	3

I. PURPOSE

This order defines the procedure for the use of the bicycle as a means of patrol by members of the department.

II. POLICY

It is the policy of the Oak Park Police Department to use the bicycle as a way to enhance our patrol capabilities through increasing opportunities for police/citizen interaction and by employing an energy saving method of mobility.

III. DEFINITION

- A. Bicycle – A vehicle consisting of a frame mounted on two wheels, one behind the other and having a seat, handlebar for steering, and two pedals by which it is driven when propelled by human power.

IV. RELATIVE VILLAGE ORDINANCE

- A. 15-2-3: Traffic laws to apply to persons riding bicycles – every person riding a bicycle upon a roadway shall be subject to all of the duties applicable to the driver of a vehicle by the laws of this state declaring rules of the road applicable to vehicles, or by the traffic ordinances of this Village applicable to the driver of a vehicle, except as to those provisions of laws and ordinances which by their nature can have no application.

V. PROCEDURE

A. MISSION

1. Officers assigned to bicycle patrol will:
 - a. Perform mobile patrol of an assigned area for the purpose of law enforcement, community policing, surveillance and calls for service.
 - b. Assist with patrol of special events.
 - c. Complete bicycle registrations for residents.
 - d. Perform other duties as directed by a supervisor.

B. REQUIREMENTS

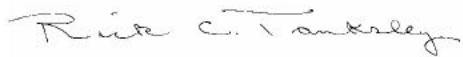
1. Officers assigned to bicycle patrol:
 - a. Must have attended an approved police bicycle patrol training program.
 - b. Will only patrol on a department issued bicycle.
 - c. Must wear a department issued bicycle helmet.
 - d. Must wear the department approved utility uniform along with standard utility belt, tactical radio, weapon and required personal equipment.

C. RESTRICTIONS

1. The Police bicycle will only be used from April through October, weather permitting. (The Police bicycle will not be used when there is snow and/or ice on the pavement.)
2. The Police bicycle will not be used to pursue an offender.
3. Only department authorized equipment may be carried while riding the police bicycle.

D. RESPONSIBILITIES

1. The Commander of the Community Policing Division will ensure that department members assigned to use a police bicycle have received the required training and are provided with the authorized helmet.
2. The Community Policing Supervisor, or, in his/her absence, an on-duty patrol supervisor will ensure that any officer on bicycle patrol is properly equipped and in the authorized uniform.
3. Department members assigned to use a police bicycle will ensure that the unit is locked when not in use.



Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 30 OCT 2007	EFFECTIVE DATE 30 OCT 2007	DISTRIBUTION C	NUMBER 4.51
SUBJECT MOTOR VEHICLE PURSUITS			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES	10
CALEA STANDARDS: 41.2.2			

I. PURPOSE:

The purpose of this Order is to define the procedures governing the operation of police vehicles, with special attention to motor vehicle pursuits.

NOTE: This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

II. POLICY:

All personnel operating Department vehicles shall exercise due regard for the safety of all persons. Refer to General Order #4.27 (Operation of Police Vehicles). No task, call or incident justifies disregard of public safety. Further, the public expects its police officers to demonstrate exemplary driving behavior. All Department personnel who operate police vehicles will comply with safe-driving procedures outlined herein, with particular attention to responding to calls for service or engaging in pursuits. Emergency warning devices shall ordinarily be used, consistent with both legal requirements and the safety of the public and police personnel.

III. DEFINITION:

NORMAL OR ROUTINE DRIVING - That driving which dictates vehicle speed consistent with the normal flow of traffic, obedience to vehicle laws and posted signs, adherence to commonly-understood "rules of the road" and courtesy.

PURSUIT DRIVING - An active attempt by an officer operating a Department motor vehicle to apprehend any driver or operator of a motor vehicle who, having been given a visual or audible signal by the officer directing such driver or operator to bring his/her vehicle to a stop, willfully fails or refuses to obey such direction, increases his/her speed, extinguishes his/her lights, or otherwise flees or attempts to elude the officer.

EMERGENCY DRIVING - That driving in response to a life-threatening or other serious incident (based on available information) which requires emergency equipment in operation. (Illinois Vehicle Code, Chapter 625 ILCS 5/11-205) governing emergency responses).

EMERGENCY EQUIPMENT - Flickering, blinking, oscillating or alternating emergency lights and a siren, whistle or air horn designed to give intermittent signals automatically, and a spotlight.

MARKED POLICE VEHICLE - A four-wheel police patrol vehicle equipped with emergency equipment and police identification decal.

UNMARKED POLICE VEHICLE - A four-wheel police vehicle used normally by administrative or investigative personnel. It is not intended to be distinctive as a police vehicle.

MOTORCYCLE - A two- or three-wheeled police patrol vehicle equipped with a siren, oscillating, flashing or rotating light, and distinctively marked as a police vehicle.

ALL TERRAIN POLICE VEHICLE - A four-wheel police patrol vehicle equipped with a siren, oscillating, flashing or rotating light, and distinctly marked as a police vehicle.

IV. MOTOR VEHICLE PURSUITS : (CALEA 41.2.2 [a])

A. Policy

1. Members will engage in a motor vehicle pursuit only when the necessity of immediate apprehension outweighs the level of inherent danger created by a pursuit.
2. Members will not participate in or continue any pursuit when it is determined that the level of danger created by the pursuit exceeds the necessity of immediate apprehension.
3. Members operating Department vehicles will, at all times, exercise due regard for the safety of all persons. Under no circumstances will a member operate a motor vehicle with disregard for the safety of any person.
4. While supervisors and telecommunicators have specific responsibilities associated with motor vehicle pursuits, the ultimate responsibility for operating a Department vehicle with due regard for the safety of all persons remains with the drivers who will be required to justify their actions.

B. Definition

Motor Vehicle Pursuit - an active attempt by an officer operating a Department motor vehicle to apprehend any driver or operator of a motor vehicle who, having been given a visual or audible signal by the officer directing such driver or operator to bring his/her vehicle to a stop, willfully fails or refuses to obey such direction, increases his/her speed, extinguishes his/her lights, or otherwise flees or attempts to elude the officer.

Primary Unit - the police vehicle that initiates a pursuit or any unit that assumes control of the pursuit as the lead vehicle (the first police vehicle immediately behind the fleeing suspect).

Secondary Unit - The police vehicle which becomes involved as a backup to the primary unit and follows the primary unit at a safe distance. In the event of mechanical failure or accident resulting in the primary unit being unable to continue or maintain immediate pursuit, the secondary unit shall assume the position of primary unit and request that another marked unit (Support Unit) be assigned as secondary. In the event a suspect in the pursued vehicle exits/flees the vehicle prior to the termination of pursuit, it shall be the responsibility of the secondary unit to attempt apprehension of that suspect on foot. A support unit will then take the position of the secondary unit. (**CALEA 41.2.2 [c]**)

Support Unit - Support units are those units that are not directly involved in the pursuit, but remain alert to its progress and location in the event they are needed to assist with traffic direction, accident investigation, foot pursuit, perimeter security, etc. Support units are authorized to use emergency equipment to warn the public.

NOTE: A routine traffic stop or other action during which an officer activates his/her emergency lights and/or siren and the citizen responds by coming to a stop in a reasonably short distance will not be considered a motor vehicle pursuit.

It is also not considered a pursuit if the officer terminates all attempts to stop a vehicle once the officer has realized that the driver of said vehicle is attempting to flee.

C. Restrictions (CALEA 41.2.2 [d])

1. Motorcycles or ATVs will not be used for motor vehicle pursuits.
2. Officers will not engage in a motor vehicle pursuit while there is a citizen occupant in the Department vehicle, including but not limited to arrestees, victims, witnesses or non-sworn members of the Department.
3. Officers operating unmarked Department vehicles may only engage in a motor vehicle pursuit in the event of an extreme emergency.
4. In all pursuits involving an unmarked Department vehicle, whenever a marked Department vehicle is present to take over a pursuit, the operator of the unmarked Department vehicle will withdraw from active pursuit.
5. Officers shall not, under any circumstances, pursue at a speed so great as to render the motor vehicle uncontrollable.
6. Officers are prohibited from attempting to forcibly stop pursued vehicles by blocking or heading off said vehicle with a police vehicle, nor shall officers attempt to stop, slow down, box in or

force from the roadway a fleeing vehicle by passing, or attempting to pass, said vehicle during pursuits. **Roadblocks are prohibited.**

7. In case of pursuit, should the violator enter a one-way street against the flow of traffic, or enter a major highway or interstate freeway by proceeding along an exit ramp, the pursuing officer shall not follow the violator but, instead, transmit via radio detailed observations about the suspect vehicles location, speed and direction of travel.
 8. Police vehicle spotlights shall not be used to blind the suspect driver's vision.
 9. Officers are strictly prohibited from becoming involved in police pursuits while off duty and traveling in privately-owned vehicles.
 10. Pursuits shall be limited [REDACTED], a primary and a secondary. Other police vehicles shall not leave their assignments to join the pursuit. Additional units may participate but only under the order of a supervisor.
- D. All motor vehicle pursuits will be conducted in strict accordance with existing State statutes.
1. The Illinois Vehicle Code extends special privileges to police officers operating Department vehicles. However, these privileges apply only when the vehicle is readily identifiable as an authorized emergency vehicle which is responding to an emergency call, is in pursuit of an actual or suspected violator of the law or when responding to but not returning from a fire alarm.
- NOTE:** **Only uniformed officers in official police vehicles are authorized to charge persons with a violation of Illinois Vehicle Code, Chapter 625 ILCS 5/11-204, "Fleeing or Attempting to Elude Police Officer" or Chapter 625 ILCS 5/11-204.1, "Aggravated Fleeing or Attempt to Elude a Police Officer".**
2. The driver of an authorized emergency vehicle may:

- a. proceed past a red or stop signal or stop sign, but only after slowing down as may be required and necessary for safe operation.
 - b. exceed the maximum speed limit, so long as he/she does not endanger life or property.
 - c. disregard regulations governing direction of movement or turning in specified directions.
 - d. park or stand, irrespective of the provisions of the Illinois Vehicle Code.
3. **THE FOREGOING PROVISIONS DO NOT RELIEVE THE DRIVER OF AN AUTHORIZED EMERGENCY VEHICLE FROM THE DUTY OF DRIVING WITH DUE REGARD FOR THE SAFETY OF ALL PERSONS, NOR DO SUCH PROVISIONS PROTECT THE DRIVER FROM THE CONSEQUENCES OF HIS/HER RECKLESS DISREGARD FOR THE SAFETY OF OTHERS (Illinois Vehicle Code, Chapter 625 ILCS 5/11-205).**

E. Procedures

1. When engaged in a motor vehicle pursuit, the driver of a marked or unmarked Department vehicle will:
 - a. operate the vehicle at a speed and in a manner which is in accord with weather and local conditions so that complete control of the vehicle is maintained at all times.
 - b. proceed through intersections or traffic signals only after all vehicular traffic has yielded the right-of-way.
 - c. yield the right-of-way to all pedestrian traffic.
2. Immediately upon the initiation of a motor vehicle pursuit, officers will: **(CALEA 41.2.2 [b])**
 - a. activate the emergency roof lights (or interior emergency lights) and siren, if in a marked vehicle, or the visor-mounted emergency lights, high-beam oscillating headlights and siren, if in an unmarked vehicle.

- b. notify the WSCDC telecommunicators that they are engaged in a motor vehicle pursuit, the reason for the pursuit, their present location and direction of travel and provide a license number, if possible, and a description of the fleeing vehicle and any occupant information.
3. An officer engaged in a motor vehicle pursuit will, at all times, drive with due regard for the safety of all persons. When the pursued driver operates at speeds or engages in maneuvers which make it reasonably foreseeable to the pursuing officer that a real and substantial threat to the lives and safety of innocent parties is being created, the pursuing officer will terminate the pursuit, unless he/she has reasonable grounds to believe:
 - a. the pursued vehicle is being operated in a manner which presents a clear and present danger to the lives and safety of others, and the pursuit itself did not precipitate that driving conduct.
 - b. a pursuit is necessary to apprehend a suspect whom the officer reasonably believes has committed or attempted to commit a felony which involves the use or threatened use of force likely to cause death or serious physical injury.
 - c. after considering the speed, maneuvers and other driving of the pursued driver, that the pursuit can be conducted safely.
4. Officers who leave the Village limits while in fresh pursuit of a fleeing vehicle or while assisting a law enforcement agency of another jurisdiction will adhere to the requirements of this directive at all times. **(CALEA 41.2.2 [h])**
5. Non-initiating or assist personnel will:
 - a. engage in a pursuit only after notifying the WSCDC telecommunicator and receiving permission from an supervisory member.
 - b. Officers may also assist in another jurisdiction's pursuit if assistance is requested from that jurisdiction and the request is honored by a supervisor.

- c. immediately withdraw from a pursuit when so ordered by any supervisory member.

F. Termination (**CALEA 41.2.2 [g]**)

1. Officers engaged in a motor vehicle pursuit will terminate the pursuit when:

- a. in their opinion, further pursuit would be more dangerous to the public and/or Department members than permitting the offender to escape.

NOTE: In making such decisions, personnel will consider such factors as the speeds involved, the volume of pedestrian and/or vehicular traffic, road and weather conditions, distance between vehicles, type of offense (if known).

- b. the suspect's identity has been established to the point that later apprehension can be accomplished and there is no longer a need for immediate apprehension.

- c. ordered to do so by any supervisory member.

- d. the pursued vehicle's location is no longer known.

2. Once a motor vehicle pursuit has been terminated, participating personnel will return to normal duties, except the member(s) required to process the incident.

3. Discontinuing a pursuit does not mean that the officer cannot follow the vehicle at a safe speed, or remain in the area ready to resume the pursuit if the opportunity presents and circumstances warrant. Officers, when pursuing, should maintain an adequate distance between the suspect vehicle and the police vehicle. No disciplinary action will be taken against an officer when, acting in good faith, the officer makes the decision to terminate the pursuit.

G. Communications (**CALEA 41.2.2 [e]**)

1. WSCDC Telecommunicators will:

- a. advise all other units of the pursuit and the information given by the pursuing officer.
- b. order the police radio cleared of all but emergency traffic.
- c. alert all other nearby law enforcement agencies of the pursuit and relay information given by pursuing officer(s) when continuing beyond the Village limits.
- d. notify the Watch Commander or Acting Watch Commander of the pursuit.

H. Field Supervisors (CALEA 41.2.2 [f])

1. Any supervisors who become aware of a motor vehicle pursuit, regardless of rank or unit of assignment, must contact the WSCDC telecommunicators and order the pursuit terminated if they have information which gives them reason to believe that continuation of the pursuit creates a clear and present danger of death or injury to others.
2. Field supervisors will:
 - a. monitor the pursuit via the radio and determine whether or not the seriousness of the offense and other conditions justify continuation of the pursuit.
 - b. limit the number of units permitted to engage in a pursuit.
 - c. order a pursuit terminated whenever it is determined, from available information, that the hazards involved do not justify further pursuit.
 - d. order members involved in a pursuit, except the member(s) required to process the incident, to return to normal duties when the pursuit has ended.
 - e. Respond to the termination point and/or crash scene and take control.

I. Pursuit Reporting (CALEA 41.2.2 [I, j])

- a. All pursuits involving Oak Park Officers shall be documented by completing an Department Memorandum incident report even if the pursuit was terminated prior to apprehension of the pursued subject. As soon as possible after the pursuit, the Watch Commander shall conduct a administrative review to critique the pursuit. Following the critique, the Watch Commander will report in writing to the Deputy Chief of Field Services a summary of the critique including any significant findings. The Deputy Chief, Field Services Bureau shall conduct an annual analysis of all pursuits to determine if there are any trends requiring additional training or directive changes. The analysis will be submitted to the training coordinator and the Chief of Police

Rick C. Tanksley
Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 14 SEPT 2007	EFFECTIVE DATE 14 SEPT 2007	DISTRIBUTION C	NUMBER 4.52
SUBJECT RECORDS ADMINISTRATION			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES 15	
CALEA STANDARDS: 82.1.1; 82.1.2; 82.1.3; 82.1.4; 82.1.5; 82.1.6; 82.1.7; 82.2.1; 82.2.2; 82.2.3; 82.2.4; 82.3.1; 82.3.2; 82.3.3; 82.3.4; 82.3.5; 82.3.6; 1.2.5; 74.1.3; 11.4.4			

I. PURPOSE:

The purpose of this policy is to establish guidelines for department records, including the submitting and processing of field reports. It also sets forth guidelines encompassing the identification, organization, processing, retrieval, and retention of department reports.

II. POLICY:

It is the policy of the Oak Park Police Department to outline for its members the guidelines to be followed in submitting and processing field reports. This will allow the department to accurately depict the activity levels of the organization and justify staffing levels. The completion of reports on activities undertaken is necessary and desirable. The Department must also review, control, maintain and process records used to document departmental activity. The Records Division shall be considered the Department repository and is responsible for the storage maintenance of all department reports, including offense, arrest, incident and traffic accident reports.

It is also the policy of the Oak Park Police Department to maintain files on persons coming into contact with the Department, as well as property stolen, found, recovered and held for evidentiary purposes. The Department shall maintain records of traffic accidents and hazards, enforcement data, analysis reports, arrests, citations, citation books (and who they are issued to), criminal histories and wanted persons.

III. PROCEDURES:

- A. The Records Division shall be responsible for:
 1. Report Control.
 2. Records Maintenance.
 3. Records Retrieval.
- B. The Records Division Supervisor shall be responsible for the overall operation of the Records Division. The Records Division Supervisor will be under the direct supervision of the Deputy Chief of Administrative Services.
- C. All juvenile arrest information including arrest reports and photographs will be maintained by the Juvenile Division. Fingerprints of juveniles will be maintained by the Records Division and shall be kept separate from those of adults. Once a juvenile has reached the age of 17, the Juvenile Division shall forward the files of all juveniles that have been adjudicated as a delinquent to the Records Division. These files shall be kept separate from adult files. All other juvenile files shall be purged by the Juvenile Division within one year of the juvenile's seventeenth birthday. **(CALEA 82.1.1 [a] & 82.1.2 [a, b, c, d, e])**
 1. Identifying information about juveniles shall not be released to the media or general public. **(CALEA 82.1.1 [a])**
 2. The dissemination of juvenile records shall conform to the State of Illinois Juvenile Courts Act. **(CALEA 82.1.1 [a])**
- D. Orders to Expunge
 1. It is the responsibility of the Records Division to fully comply with all Court Orders of Expungement.
 2. All records of arrest of the defendant, together with case reports, supplemental reports, lockup reports, evidence sheets, photographs, fingerprints and other records of identification taken as a result of the arrest will be removed from all Department files and records.
 3. The Records Division will forward a copy of the court order to the Illinois Bureau of Identification. (Illinois State Police)

4. All records shall be returned to the defendant or the attorney representing him/her in accordance with the court ordered expungement. Arrests requiring the sealing of records will be sealed.
5. Juvenile expungements will be handled by the Juvenile Division.

E. Records Data Base

1. Any person who comes into contact with the Department as a victim, witness, complainant, arrestee or suspect shall be entered into the Oak Park Police Records Database as defined in the Police Records Division Procedure Manual.
2. Department personnel involved in any incident, including citations, shall also be entered.

F. Records Maintenance

1. All original reports shall be stored in the Records Division. **(CALEA 82.1.1 [a])**

G. Release of Information Outside of the Department

1. Information, reports or other Department records maintained or gathered by the Department shall only be disseminated outside of the Department as follows: **(CALEA 82.1.1 [a, c])**
 - a. To another law enforcement agency for a specific law enforcement purpose.
 - b. In compliance with a properly issued subpoena by a court of law.
 - c. In compliance with the Freedom of Information Act.
 - d. Upon the approval of the Chief of Police or his/her designee.
2. Redacted reports released to the media or public shall withhold information as follows: **(CALEA 82.1.1[a, c])**

- a. Information that would directly reveal the identity of a confidential informant.
 - b. Information that would directly and clearly endanger the physical safety of any person.
 - c. Identity or specific street address of any witness to or victim of a violent or gang related felony, and no charges have yet been authorized and filed by the State's Attorney office.
 - d. Information that would compromise an ongoing investigation.
 - e. Any information that would directly and clearly compromise the computer security of the Police Department or which is directly and specifically prohibited from release by law.
 - f. Records that relate to a juvenile who has been arrested or taken into custody or who is identified as an offender.
 - g. All records concerning reports of child abuse or neglect.
 - h. Information that would directly reveal the identity of any juvenile victim in non-traffic cases.
- H. Fingerprints and photographs shall be taken of all arrestees on class A and B misdemeanors and felonies.
- I. RETENTION SCHEDULE
1. All Department records shall be retained and destroyed according to guidelines set forth by the Illinois State Archives Local Records Commission. Dispositions shall be maintained in the Department's arrest jacket and are also maintained by the Cook County Circuit Clerk's office. **(CALEA 82.1.3)**
 2. Disposition records on all felony and misdemeanor cases are also sent by the Circuit Clerk to the Illinois State Police and the FBI.
- J. CRIME DATA SUBMISSION **(CALEA 82.1.4)**

1. All reportable incidents shall be submitted to the State (IUCR) and National Uniform Crime Reporting System (NUCR).
2. The Records Supervisor will continually audit this information to assure accurate data is being transmitted.

K. RECORDS ACCESSIBILITY (CALEA 82.1.1 [b])

1. Access to the Records Division shall be available to Operations personnel at all times.
2. The Records Division shall be locked and secured after normal work hours. After normal working hours or during weekends and holidays, access to the Records Division is available to Supervisors by using the key located in the Watch Commanders Office.
3. All authorized department members shall have access to the Oak Park Police Records Database which provides the Department with 24 hour centralized data access and is a resource for searching records information.
4. All reports, supplements, court documentation and arrest information are scanned. The scanned information is saved in the appropriate department computer network. All reports and supplements saved in the database are accessible to Department personnel. Juvenile, investigative action, and confidential reports will have restricted access.

L. RECORDS ACCOUNTABILITY (CALEA 82.1.5 & 82.2.1 [e])

1. All written reports shall be forwarded to the shift Supervisor for review to ensure their accuracy, completeness and legibility. Officers shall be responsible for legibly and accurately completing all field reports and arrest documentation.
2. All reports shall be reviewed by a Supervisor prior to being scanned and forwarded to the Records Division. After the supervisor reviews a report, it shall either be returned to the reporting officer for corrections or signed by the supervisor, scanned and then forwarded to the records division. The signature of the reviewing supervisor indicates that he/she has read the report and has verified it has been completed in

accordance with department policy and proper reporting practices.

3. All reports are to be turned in by the end of the officer's tour of duty. Generally, no report shall be held beyond an officer's tour of duty, however, a report may be held for correction or completion with the permission of a supervisor. Any reports not completed immediately are to be left at the front desk.
4. The Records Division is responsible for ensuring that all reports have been completed by comparing the reports turned in with an Incident Listing Report through the Computer Aided Dispatch System.
5. The records division shall forward copies of the reports to the appropriate divisions or department members as needed.
6. All incidents shall be assigned a unique incident number that is issued in sequential order by West Suburban Consolidated Dispatch Center (WSCDC).
7. Report information shall be disseminated via daily shift summary which includes case number, date and time of occurrence, location and incident type.
8. All original reports shall be maintained by the Records Division for at least one year after occurrence.
9. Once received by the Records Division, original reports will not leave the department without the permission of the Chief of Police or Deputy Chief of Administrative Services.
10. Follow-up investigative reports shall be submitted within 14 day upon completion.

**M. ANNUAL AUDIT CENTRAL RECORDS COMPUTER (CALEA
82.1.6 [c, d])**

The Information Technology Department shall ensure the integrity of security systems in place for the central records computer system. On an annual basis, the Information Technology Department shall conduct an audit of the central computer network to verify all access user names and passwords are valid. Administrative access codes shall be changed

at least yearly. See General Order 4.44 (Use of Electronic Messaging Devices).

N. INTRODUCTION OF OUTSIDE SOFTWARE (CALEA 11.4.4)

Privately owned software may never be loaded on department computers. See General Order 4.44 (Use of Electronic Messaging Devices).

O. COMPUTER FILE BACKUP AND STORAGE (CALEA 82.1.6 [a, b])

1. Information stored on the network drives of department computers shall be backed up and such backups maintained in accordance with the prevailing policy of the Information Technology Department. See General Order 4.44 (Use of Electronic Messaging Devices).

P. COMPUTERIZED CRIMINAL HISTORIES (CALEA 82.1.7)

1. State and federal criminal history transcripts may be obtained through the National Crime Information Center (NCIC). A criminal history transcript may be requested for the purposes of criminal investigations, criminal justice employment background checks, village employment background checks, or for licensing. Members receiving printed copies of this information will ensure that it is kept secure and not accessible to unauthorized persons. The information contained in these files may be shared with other law enforcement agencies and are not to be released to the public.

2. The dissemination of computerized criminal history information will conform to the rules and regulations of the Illinois Law Enforcement Data System (LEADS) user's agreement. Also see General Order 7.01 (Law Enforcement Agencies Data System).

3. A dissemination log will be kept to record all secondary dissemination of criminal histories provided by the Illinois State Police (ISP). The log, which will be maintained in the Records Division and in the Booking Room by the Livescan equipment, will include the following:

- a. Identities of persons or agencies to whom the information is released.
- b. Name of the requestor.

- c. Authority of the requestor.
 - d. Purpose of the request.
 - e. Identity of the individual to whom the information relates.
 - f. Date of the dissemination.
4. A similar dissemination log, although not required by ISP, will be maintained by Youth Services to record dissemination of Juvenile criminal history to other agencies.

Q. REPORTING REQUIREMENTS

1. Reports and records that document police activity shall include the following information: **(CALEA 82.2.1[c])**
 - a. Date and time of the initial incident.
 - b. Name, if available, of the citizen requesting the service, and/or the victim and/or complainant's name.
 - c. Nature of the incident.
 - d. Nature, date and time of action taken, if any, by the Department member.
2. The specific type of report which is outlined in the Report Writing Manual. **(CALEA 82.2.1 [a])**
3. Department members shall refer to the Report Writing Manual for procedures on properly completing report forms. **(CALEA 82.2.1[d, e])**
4. Reports shall only be written on Department approved forms. **(CALEA 82.2.1[b])**

R. FIELD REPORTING SYSTEM

1. If alleged to have occurred within the Village of Oak Park, every incident in one or more of the following categories, shall be reported:
 - a. Citizens reports of crime. **(CALEA 82.2.2[a])**
 - b. Citizen complaints which may lead to criminal charges.

(CALEA 82.2.2[b])

- c. Citizen requests for service when an Officer is dispatched and an employee is assigned to investigate or take action at a later time. **(CALEA 82.2.2[c])**
- d. Criminal and non-criminal cases initiated by Officers. **(CALEA 82.2.2[d])**
- e. Traffic Crashes.
- f. Incidents involving arrests, citations or summonses, except non-misdemeanor traffic offenses. **(CALEA 82.2.2[e])**

S. CASE NUMBERING SYSTEM (CALEA 82.2.3)

- 1. All incidents requiring reports shall be assigned a unique incident number issued in sequential order starting with the year of origination as the first two digits.
- 2. Traffic, parking, warning and compliance citations; except those classified as misdemeanors or above, shall not require the assignment of an incident number.

T. SUPERVISORY REVIEW

- 1. Shift supervisors shall be responsible for reviewing all submitted reports and citations. Inaccurate, incomplete or illegible reports, citations, etc. shall be returned to the member for necessary revision.

U. REPORT DISTRIBUTION (CALEA 82.2.4)

- 1. The Records Division shall be responsible for report distribution after all necessary review has been completed. All reports will be distributed in accordance with the report distribution list in the Police Records Division Procedure Manual.
- 2. Original documents, except for traffic citations, property evidence sheets, juvenile arrest documents, and confidential source information, shall be submitted to the Records Division for filing.

3. Traffic citations shall be filed by the Records Division. Copies of accident reports required for submission to the Illinois Department of Transportation shall be made by the Records Bureau.
4. Front desk personnel will copy reports for investigative follow up and scan all reports into PDF format for computerized storage.

V. MASTER NAME INDEX (CALEA 82.3.1)

1. Any person listed on an accident or incident report as a victim, witness, complainant, suspect, or citation issued shall be listed into the master name index. Officers or Department members involved in any incident or accident shall also be listed into the master name index.

W. INDEX FILES - GENERAL

1. The Department shall maintain index files to include the following:
 - a. Service calls and incidents by type/classification. **(CALEA 82.3.2 [a])**
 - b. Service calls and incidents by location. **(CALEA 82.3.2 [b])**
 - c. Stolen, found, recovered and evidentiary property. **(CALEA 82.3.2 [c])**
 1. A key component for recovering stolen property is the acquisition of serial numbers and entry of unique serial numbers into the LEADS and NCIC systems.
 2. Manual property files describing non-serialized stolen items or descriptive information on property with unknown serial numbers shall also be maintained.
 3. Manual property files of recovered items, serialized and non-serialized shall be maintained by the

Department.

X. TRAFFIC RECORDS

1. The Department shall maintain a Traffic records system to include the following:
 - a. Accident reports specific to a location. **(CALEA 82.3.3 [a])**
 - b. Investigations conducted at specific locations.
 - c. Traffic Enforcement data. **(CALEA 82.3.3 [b])**
 - d. Roadway hazard reports. **(CALEA 82.3.3 [c])**
 - e. Selective enforcement data.
 - f. Intersection analysis.
2. The maintenance of the Traffic records system is the responsibility of the Records Division.
 - a. These records are available to any Department member that requires access to the data.
 - b. The data base contains both electronic and paper files.
 - c. The records retained are used to develop the following information and reports when required:
 1. Selective enforcement locations.
 2. Traffic accident patterns.
 3. Traffic control improvements.
 4. Reports of activity to other law enforcement, governmental and media organizations.
 - d. The normal processing and distribution of all traffic reports are as follows:

1. Initial reports are completed by the Investigating officer.
 2. Shift Supervisor approves reports.
 3. Original reports are filed in the Records Division.
- e. Traffic records shall be released as follows:
1. Citizen requests when proper fees are paid.
 2. Insurance carrier requests when proper fees are paid.
 3. Media requests.
 4. State and local agencies as mandated or authorized by law.

Y. CITATION RECORDS

1. The on duty desk officer shall be responsible for the issuance of the following citation books: parking citations, compliance citations, local ordinance citations, and traffic citations. Citations shall be secured at the front desk so they are available at all times of the day.
2. Traffic citation book numbers shall be recorded and officers shall sign when receiving a book. (**CALEA 82.3.4 [a]**)
3. The Records Division shall be responsible for the accounting of all issued and non-issued citation booklets. Non-Suit citations shall be turned into the Watch Commander by the Officer and not destroyed. A memo will be prepared stating the reason for non-suiting the citation and forwarded to the Records Division. Traffic Citations will be forwarded to the court on a court transmittal sheet with a copy of the memo. See General Order 4.29 (**CALEA 82.3.4 [b]**)
4. In cases involving custodial arrests where traffic citations are issued; the original copy of the traffic citation shall be forwarded to the Records Division. The Records Division shall forward the traffic citation to the County Circuit Clerk's Office after being

logged on the transmittal sheet.

5. Department copy of all citations will be filed by the Records Division after being entered into the Police Records Database. **(CALEA 82.3.4 [c])**

Z. OTHER FILES (CALEA 82.3.5)

1. Murder files are to be secured in the Records Division Supervisors office.
2. Files that are not kept in the Records Division are:
 - a. Major Investigations, Special Investigations and confidential source case files are kept in the Investigations Divisions while the investigation is ongoing.
 - b. Personnel training records are kept by the Training Coordinator in the Training Coordinator's office.
 - c. Personnel files are kept in the Human Resources Department.
 - d. Internal investigation files are kept in the Internal Affairs Division.
 - e. Juvenile arrest records are kept in the Juvenile Division.
3. Release of any information from these files shall be in accordance with the law or pursuant to court order.

AA. CRIMINAL IDENTIFICATION NUMBERS (CALEA 82.3.6)

1. Arrested individuals are issued a State of Illinois ID number (SID) and an FBI number based upon those agencies having internal identification systems. Such numbers may also be used to inquire on arrested individuals.
2. If a criminal history check reveals that an arrested individual has been previously assigned a State of Illinois and/or FBI number, those numbers shall be included on all arrest reports, to ensure positive identification and verification of the arrestee.

BB. FINGERPRINTS AND PHOTOGRAPHS REQUIRED (CALEA 1.2.5 [b, c])

1. All persons arrested for Felonies, and Class A and B Misdemeanors will be photographed and fingerprinted. See General Order 5.18 (Processing Misdemeanor and Felony Arrests)

CC. WARRANT AND WANTED PERSONS FILES

1. The Department shall maintain a control file containing all warrants issued by the Cook County Circuit Court for persons residing in and outside of Oak Park.
2. All warrants shall be entered in LEADS and / or NCIC in accordance with the policies. (**CALEA 74.1.3 [a]**)
3. Warrants received from other jurisdictions shall be served when possible by members of the Department. Refer to General Order 5.02. (**CALEA 74.1.3 [b]**)
4. Each Arrest warrant shall have a Warrant Control Card attached. The Card will contain the following information: (**CALEA 74.1.3 [c]**)
 - a. The LEADS number.
 - b. All descriptive information on the subject, including name, date of birth, sex, race, height and weight and other physical characteristics useful in identifying the individual.
 - c. The offense.
 - d. Bond amount.
 - e. Special instructions.
5. When an individual is arrested pursuant to a warrant, it shall be the responsibility of the arresting officer to verify the validity of the warrant and to positively ensure that the individual in custody is the same person named on the arrest warrant. (**CALEA 74.1.3 [d]**)

6. Warrants originating from Oak Park, once served, shall be promptly canceled in LEADS and NCIC and the local data base. A copy of the cancellation notice shall be attached to the case report. **(CALEA 74.1.3 [e])**

7. The warrant file shall be accessible to all Department members at all times. Warrants shall be processed and included in the file as rapidly as possible. **(CALEA 74.1.3 [f])**



Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 14 SEPT 2007	EFFECTIVE DATE 14 SEPT 2007	DISTRIBUTION C	NUMBER 4.53
SUBJECT	TRAFFIC ENFORCEMENT		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	4
AMENDS	RESCINDS	NO. PAGES	34
CALEA STANDARDS: 61.1.1; 61.1.2; 61.1.3; 61.1.4; 61.1.5; 61.1.6; 61.1.7; 61.1.8; 61.1.9; 61.1.10; 61.1.11; 61.1.12; 61.1.13			

I. PURPOSE:

The purpose of this General Order is to establish guidelines for the enforcement of traffic related laws.

II. POLICY:

It is the policy of the Oak Park Police Department to provide for the safe and efficient movement of traffic within the Village of Oak Park. The prevention of traffic crashes of any type, but especially those involving death or serious injury shall be a high priority for the Department. An effective traffic enforcement program using warnings, citations, and in some cases physical arrests, can have a substantial impact on hazardous violations.

III. DEFINITIONS:

- A. Line Patrol -Patrol between two specific points on a given street.
- B. Area Patrol -Moving patrol within a defined area.
- C. Stationary Patrol - Visible or Concealed, in a stationary location.
- D. Directed Patrol - Assigned Patrol to a specific area based on analysis of accurate and timely information regarding traffic violations, crashes, and other related incidents.
- E. Saturation Patrol- Directed patrol assigned to multiple units.

IV. PROCEDURES:

A. Selective Traffic Enforcement.

1. The Department's Selective Traffic Enforcement Program shall be based upon analysis and review of the traffic crash data compiled from Department crash reports, Public Works surveys, enforcement data, traffic volume and traffic conditions, and the deployment of personnel to enforcement efforts aimed at detecting violations when illegal driving behaviors are prevalent. Analysis shall take into consideration such factors as location, time, day of the week, and seasonal factors that may influence traffic volume and/or collisions. Analysis shall compare and contrast available data to determine if there are specific locations, areas, days, or times that have high incidents of collision or unlawful driving behavior. (CALEA 61.1.1[a], [b], [c])
2. In some cases, selective traffic enforcement may be based upon community concerns, in an effort to determine the existence of reported conditions or violations, and to discover ways in which to deter any violations detected from recurring in the future. (CALEA 61.1.1[b])
3. The Special Operations Coordinator is responsible for the Department's selective traffic enforcement functions. This shall include overall responsibility for the analysis and comparison of traffic crashes and enforcement activities, the implementation of selective enforcement techniques, and the evaluation of traffic enforcement activities. The Special Operations Coordinator shall submit an evaluation in February of each year to the Chief of police regarding the Departments' selective traffic enforcement activities for the preceding calendar year. (CALEA 61.1.1[c], [d], [e] [f])
4. Shift Supervisors shall be responsible for the deployment of Patrol personnel for the purpose of engaging in selective traffic enforcement activities. The Special Operations Coordinator shall be responsible for the deployment of the Traffic and Truck Enforcement Officer (See General Order 1.35), Resident Beat Officer, and School Resource Officer, as appropriate for the purpose of engaging in selective traffic enforcement activities. Deployment of personnel from Patrol or Community Policing Divisions will be given specific locations of town and times in response to problems noted in the analysis of data, observations by police personnel of problem areas, or input of information by

citizens on locations or unlawful driving behavior of concern. Personnel may be directed to use the techniques of Line, Area, Stationary, Directed, or Saturation Patrol as warranted by circumstances. Officers may be directed to make visual observation of driving behaviors, utilize speed detection devices such as portable or squad mounted radar units, placement of the speed trailer, roadside safety checks, or other activities in the accomplishment of the assignment. When not assigned to a specific assignment or call for service, all Sworn Officers will be aware of traffic violations and unsafe traffic conditions and provide general preventive patrol taking appropriate enforcement action as necessary to promote safe driving and reduce traffic collisions. (CALEA 61.1.1[e], [d])

B. Uniform Enforcement

1. The role of the Officer is to observe and deter traffic violations. When violations occur, the appropriate enforcement action shall be taken by the Officer. Department policies shall not be written or enforced in a manner to supplant an Officer's discretion, based on their training, experience and professional judgment. All Officers shall take proper enforcement action for each traffic violation observed or reported to them. All enforcement actions shall be accomplished in a firm, fair, impartial and courteous manner in accordance with General Order 2.17 (Bias Based Profiling). Officers shall fill out the "Traffic Stop Data Sheet" (see Attachment 2) on all traffic enforcement actions and turn in the white copy (page one) with their worksheet at the completion of their tour of duty. These enforcement actions include:
 - a. Written or Verbal Warnings
 1. May be used for minor traffic offenses when the Officer is convinced that it's appropriate and compliance in the future is likely. The motorist shall be given the yellow copy (page two) of the Traffic Stop Data Sheet which is titled "Traffic Violation Warning Notice" on the top of the sheet. (CALEA 61.1.2[e])
 - b. Ordinance Citations
 1. Shall be used for violations as prescribed in the Village Ordinance Code of Oak Park. Reference General Order 4.29 (Personal Service & Related

Citations). (CALEA 61.1.2[b])

c. Traffic Citations

1. Shall be used for traffic offenses where the Officer believes that a verbal or written warning would not be effective to gain the violators future compliance, or where otherwise suitable and conformity with the mission of the department. Reference General Order 4.29 (Personal Service & Related Citations) & General Order 4.36 (Traffic Crash Investigation). (CALEA 61.1.2[b])

d. Physical Arrest

1. Enforcement action where taking the offender into custody is warranted in order to best serve the safety of the community. (CALEA 61.1.2[a])
2. The Department does not encourage, condone, or allow the practice of issuing multiple citations for the purpose of generating statistics or enhancing activity records. The fair, accurate and justified application of enforcement measures shall be expected and required from all Officers. Enforcement measures shall be for the purpose of promoting the safe and efficient movement of traffic, and not for the purpose of generating revenue.

C. Traffic Law Violators

1. Non-Residents (CALEA 61.1.3[a])

- a. When a traffic violation is committed by a motorist from a member State of the non-resident violator compact and the person is going to receive a citation, the rules of the compact apply.
- b. The officer, when possible, shall inform the violator of their bond options to include posting cash bond or an approved bail bond certificate. The Officer shall not take possession of the violator's driver's license and shall request that the violator sign the citation when unable to post a cash bond or post an approved bail bond certificate. The arresting officer shall follow the procedures as set forth in 625 ILCS 5/6-306.4, see Attachment I.

- c. If the violator resides in a state that is not a compact member, the arresting Officer shall have the violator follow him/her into the Police Station to post the appropriate bond or the violator can present an approved bail bond certificate at the scene. The non-Illinois driver's license is not acceptable as bond. The violator may also be released on recognizance in cases of a non-jailable offense.
2. Juvenile Violators (CALEA 61.1.3[b])
 - a. Juvenile traffic offenders will be released on an "I" bond if he/she is unable to post an acceptable bond for a "Y" citation, pursuant to Chapter 735 ILCS, Supreme Court Rule 553d.
 - b. Officers issuing a "Y" citation to a juvenile traffic offender (16 years old or under) shall advise the offender that he/she must appear in court with a parent or guardian, check the "Must Appear" box at the bottom of the citation, and write "With Parent" next to the box.
3. United States Congressional Immunity (CALEA 61.1.3[c])
 - a. Members of the United States Congress may not be detained for the issuance of a traffic citation while they are in transit to, from, or on official business for the Congress of the United States. If a member of Congress is stopped for a traffic violation other than alcohol related, they should produce their official identification and the Officer shall immediately release them. The Officer may then obtain a summons for the member of Congress and make arrangements to serve the summons at a time when the member is not in transit to or from Congress, or on official business.
 - b. Electors shall, in all cases except treason, felony or breach of the peace, be privileged from arrest during their attendance at election, and in going to and returning from the same. 725 ILCS 5/107-7(a)
 - c. State of Illinois Senators and Representatives going to and returning from the State of Illinois Assembly are privileged from arrest, except for treason, felony or breach

- of peace arrests. 725 ILCS 5/107-7(b)
- d. Military members shall be privileged from arrest during their attendance at musters and elections and in going to and returning from same, except for treason, felony or breach of peace arrests. 725 ILCS 5/107-7(c). (CALEA 61.1.3[e])
 - e. Judges, Attorneys, clerks, sheriffs, and other court officers shall be privileged from arrest while attending court and while going to and returning from the same. 725 ILCS 5/107-7(d)
4. **Diplomatic Immunity (CALEA 61.1.3[d])**
- a. The Federal law governing immunity is 22 USC 254, otherwise known as the Diplomatic Relations Act of 1978. This act was to bring the United States into compliance with the provisions of the Vienna Convention of 1961. Immunity in itself does not mean pardon, total exoneration or total release from the responsibility to obey the law. Immunity is a barrier which precludes U.S. courts from exercising jurisdiction over the case involving diplomatic personnel.
 - b. Diplomatic officers and members of their immediate family enjoy full immunity.
 - c. Diplomatic staff enjoys the same privileges except for civil liability.
 - d. The burden is upon the Diplomat to claim immunity through the presentation of valid credentials (U.S. Department of State Identification Cards).
 - e. Diplomatic status may be verified through the State Department Diplomat Security Services 571-345-3146 or DSS Command Center 202-647-7277.
 - f. Consular officials have limited immunity for criminal matters while engaged in official business. Members of their immediate family do not have immunity.
 - 1. Consular employees enjoy limited immunity when

on official business.

2. Consular Service Staff enjoy no immunity.
3. Most of the diplomatic post personnel enjoy immunity from the obligation to provide evidence as a witness regarding matters of official business.

g. Traffic enforcement by stopping a diplomatic or consular officer and issuing a traffic citation does not constitute an arrest and is permissible although signature on the citation by such individual may not be required. Officers should never hesitate to follow normal procedures when a violation is observed even if immunity bars any further action at the scene. Persons committing violations of traffic laws should be stopped.

1. If a diplomatic officer is stopped while under the influence of alcohol or drugs, the Officer has several options.
 - (a) Take the person to the police station to regain sobriety.
 - (b) Have them use a phone to contact a friend.
 - (c) Call a taxi or take the person to his or her residence.
2. Unless the consular officer is considered a serious danger to him/herself or others, they should not be physically restrained. Sobriety tests may be offered, but shall not be compelled.
3. The Officer should impress upon the consular officer that it is the Department's primary responsibility to care for their safety and the safety of others as well.
4. Any incident involving consular officers should be fully documented to include the name of the individual(s) and all relevant information and shall be forwarded to the office of the Chief by the reviewing supervisor. The Chief of Police, in all cases, shall forward a copy of the incident to the

State Department or call 571-345-3146. The State Department shall be responsible for the continuance or suspension of the driving privileges of the individual.

5. The burden is upon the diplomat to claim immunity by presenting valid credentials. Status of the diplomat should be verified through the United States Department of State.

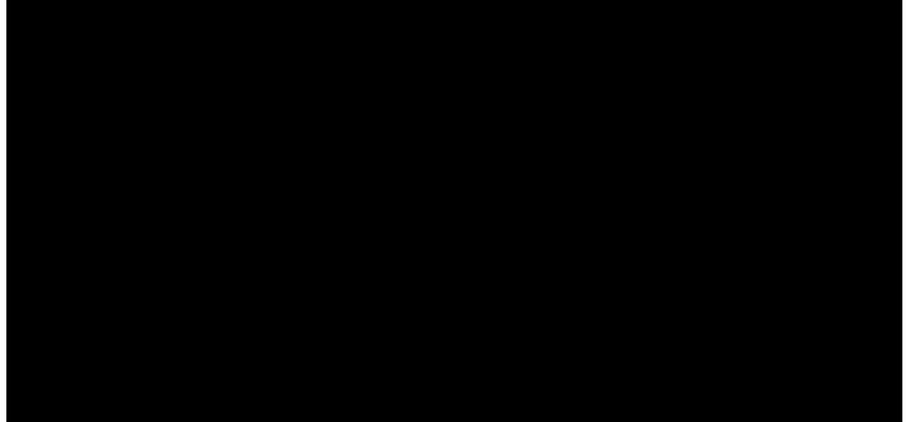
D. Court Appearance

1. At the time the violator is stopped and cited for a violation, the Officer shall provide the violator with the following information in accordance with General Order 4.29 (Personal Service & Related Citations):
 - a. The specific charges outlined in any citation(s) issued.
 - b. The means in which the citation(s) can be satisfied without a court appearance, if a court appearance is not mandatory. (**CALEA 61.1.4[b]**),
 - c. The need to appear in court on those citations issued requiring a mandatory appearance by the violator, along with the date, time and location of the court hearing. (**CALEA 61.1.4[a]**)
 - d. Other information that may be pertinent to the motorist prior to release. (**CALEA 61.1.4[d]**)
2. Those violations allowing for payment by mail without the need for a court appearance should be adequately explained and the appropriate mailing envelope given to the violator. (**CALEA 61.1.4[c]**)

E. Enforcement of Violations

1. Uniform enforcement of all violations in the Illinois Vehicle Code and Village of Oak Park Ordinances are expected by all sworn members of the Department. In all enforcement actions the officer has the discretion to use any or all of the applicable enforcement options as outlined in section IV, B of this directive.
2. Speed violations.

- a. There is no affirmative defense for exceeding the posted speed limit or for driving faster than conditions permit. However, strict adherence to a set policy should not be substituted for common sense and human understanding. Officers should consider factors such as traffic volume, weather conditions, and location, and should exercise discretion in determining whether to issue a warning or a citation.



3. Enforcement of other violations of the Illinois Vehicle Code including driving while suspended or revoked and other hazardous moving violations shall be aggressively pursued. **(CALEA 61.1.5[b], [d])**
4. Enforcement of non-hazardous violations, commercial and common carrier violations shall be enforced by officers based on training and experience. **(CALEA 61.1.5[g,h])**
5. Multiple citations may be issued as necessary, and the Illinois Supreme Court rules governing bonding procedures for multiple citations shall be followed. Additional citations shall never be issued because of the violator's demeanor or because he/she disagrees with an enforcement action taken by the issuing Officer. **(CALEA 61.1.5[i])**
6. Enforcement action need not be taken in type A crashes. However, if there is an apparent license and/or insurance violation or a driver(s) is under the influence of alcohol, other drugs, or a combination thereof, or a driver(s) involved in the crash insists that the other driver(s) committed a traffic violation and the allegation is supported by physical evidence and/or witnesses,

appropriate enforcement action will be taken. See General Order 4.36 (Traffic Crash Investigation). (**CALEA 61.1.5[k]**)

7. As newly enacted laws are received from the Illinois Secretary of State, they are added to the enforcement system and training is provided when necessary. (**CALEA 61.1.5[j]**)
8. **Bicycle and Pedestrian Traffic Enforcement (CALEA 61.1.5[l])**
 - a. Pedestrian enforcement shall be based on officer discretion with a focus on violations in areas where pedestrian accidents have been frequent and severe.
 - b. Bicycle, skateboard, and roller skate enforcement shall be in accordance with General Order 4.34 (Skateboard, Roller Skate and Bicycle Policy) with a focus on violations in areas where bicycle, skateboard, or roller skate accidents have been frequent and severe.
9. **Off-Road Vehicle Enforcement (CALEA 61.1.5[e])**
 - a. Off-Road vehicle includes, but is not limited to, the following:
 1. Snowmobiles,
 2. Motorized dirt bikes / scooters,
 3. Mini-bikes, and
 4. Four wheel drive vehicles
 - b. Off-Road Vehicle enforcement shall be based on officer discretion which may include, but not be limited to:
 1. Verbal or written warnings.
 2. Citations are issued for illegal use on public roadways, driver's license classification, equipment and registration violations, driving off the roadway, and excessive noise violations. The driver/owner shall be responsible for removal of the vehicle from the roadway. (**CALEA 61.1.5[e]**)
 3. Complaints should be used for violation of criminal

trespass, damage to property, or use on prohibited property. Officers shall cause the removal of the vehicle in these cases, unless the violator has the means to transport the vehicle legally from the location.

10. Equipment violation (CALEA 61.1.5[f])

a. When a vehicle is found to be in violation of several equipment regulations, a citation should be issued for the most serious of the violations. This action would be taken even when each violation independently is worthy of only a warning. Only one citation will be issued for such multiple equipment violations unless each warrants enforcement action separately. Lighting violations during daylight hours, except stoplights and directional lights, will not be included in determining whether several violations requiring a citation are present. Whenever a fixture is missing and it is obvious that the owner is aware of the defective equipment, a citation should generally be issued even though this may be the only violation on the vehicle. An example of this would be: horn removal, parking brake disconnected, light fixture removed, etc.

11. DUI Enforcement (CALEA 61.1.10) (CALEA 61.1.5[a])

- a. Officers shall be trained and equipped to apprehend and process alcohol or drug-impaired operators.
- b. When any Officer of the Department observes or otherwise receives information of a suspected alcohol impaired driver, the officer shall take appropriate actions in the investigation of the situation.
- c. Officers shall make every effort to promote public awareness in the area of impaired driving.
- d. All Watch Commanders and the Community Policing Commander shall ensure that their Officers are made aware of specific times and locations where there is a high incidence of DUI-related accidents.
- e. Officers may be assigned to special details or task forces for enhanced enforcement programs as directed by the Watch Commander or Community Policing Commander

depending on unit of assignment.

12. DUI Arrestee Handling (CALEA 61.1.11)

- a. Officers must be aware of the following basic elements involved in DUI arrests:
 1. Physical control of a vehicle by a subject that is alcohol or drug impaired (operator).
 2. Probable cause by the Officer to believe the operator is alcohol or drug impaired.
 3. Officers shall pay attention to detail while observing the operator and the operator's surroundings at the time of contact to establish probable cause for the arrest as the operator may refuse cooperation at any time following the initial contact.
- b. The following guidelines will be followed when the Officer has a reasonable belief that the operator is under the influence of an intoxicant:
 1. Whenever possible, have the operator turn off the ignition and remove the keys from the vehicle.
 2. Have the operator exit the vehicle.
 3. Request that the operator perform a series of field sobriety tests, which may include, but are not limited to:
 - (a) Horizontal Gaze Nystagmus (HGN)
 - (b) Walk and Turn
 - (c) One Leg Stand

If not trained in HGN, optional tests include:

- (d) Finger to Nose
- (e) Finger Count

4. Tests may be terminated at any time if the Officer believes that the operator is:
 - (a) Not under the influence.
 - (b) Under the influence and incapable of safely completing the tests.
 - c. It shall be up to the individual Officer's discretion as to what action shall be taken based on all information available. If the operator is arrested for driving under the influence of intoxicants, the Officer shall clearly articulate the probable cause for the arrest based upon observations made. If an arrest is made, the officer shall advise the operator of the charge, (625 ILCS 5/11-501(a)), at the time of custody.
 - d. Custody and transportation of the arrested driver shall be in compliance with existing Transporting Prisoners General Order.
13. The Officer shall advise the arrestee of the disposition of the vehicle which shall be towed and impounded for 12 hours per 625 ILCS 5/4-203(e)..
 14. Arrest Process
 - a. Arrest processing will be conducted in accordance with standard prisoner processing (i.e., search, inventory, medical health inquiries). See G.O. 5.18 (Processing Misdemeanor and Felony Arrest)
 - b. Once the basic inquiries are completed, the arresting Officer will begin the DUI processing.
 15. DUI Processing
 - a. Evidence gathering and report writing are crucial in any DUI arrest. In addition, the officer must be prepared to articulate the following for courtroom testimony:
 1. A detailed reason for the stop
 2. The extent of the traffic violation

3. Driving impairment
4. The time of observation of physical control of the vehicle
5. Observations of the initial contact including:
 - (a) Odor of alcoholic beverage on the driver's breath
 - (b) Pertinent parts of any conversation
 - (c) The stability of the driver exiting the vehicle
 - (d) The manner in which the driver produced his/her driver's license
 - (e) Physical appearance (clothing)
 - (f) Any other reasons why the driver was requested to take sobriety tests.
6. Observations of the sobriety tests include:
 - (a) The time and location the tests were administered
 - (b) The results should be noted on the alcoholic influence report
 - (c) The weather and traffic conditions
 - (d) Lighting and roadway conditions (i.e. hill, curve, flat, etc.).
7. Observations of the arrest include:
 - (a) The time of the violation(s)
 - (b) The time of the arrest
 - (c) The time of the arrival at the station
 - (d) The restraints used on the arrestee (handcuffs, D-ring, etc.).

8. Observations of issuance of the Implied Consent Warnings include:
 - (a) Complete the Uniform Traffic Citation.
 - (b) The time and place that the "Warning to Motorist" is read and a copy given to the arrestee.
 - (1) The "Warning to Motorist" must be read to the arrestee
 - (2) The "Warning to Motorist" must be given before and not in conjunction with Miranda.
 - (c) After the "Warning to Motorist" is given, the arrestee should be afforded a reasonable period of time to contact an attorney, if requested. The officer will determine the time period that is reasonable based upon existing circumstances.
 - (d) If the arrestee consents to take a breath test, the Licensed Breath Operator must continually observe the arrestee for at least 20 minutes before the test can be administered. The arrestee must not be allowed to do any of the following during the 20-minute observation period:
 - (1) Smoke or use any form of tobacco
 - (2) Drink any form of liquid
 - (3) Take any food by mouth including candy, gum, cough drops, medication or breath products,
 - (4) Use the washroom unattended.
 - (e) If the arrestee refuses to take any of the chemical tests requested by the police officer, the officer should note the time, the

number and type of requests made and the words or actions of refusal.

- (f) If the arrestee regurgitates, burps, hiccups or vomits, the 20-minute observation period reinitiates.
 - (g) The officer making the 20-minute observation should not write reports or citations during this time.
- b. After the 20 minute observation period, the arrestee will be requested to submit to a breath test or other tests to determine his/her blood alcohol content.
- c. If the arrestee agrees to submit to alcohol and/or drug tests, the Officer will make arrangements for the appropriate test(s).
16. DUI testing shall be conducted as follows:
- a. Breath Test - Breath tests shall only be conducted by breath analyzer operators licensed by the Illinois State Police.
 - 1. If the arrestee's test result is below 0.08 BAC and there is an indication that the arrestee is under the influence of drugs or a combination of alcohol and drugs, the Officer will request blood and urine samples. If the arrestee consents to the tests, he/she will be transported to a local hospital.
 - 2. If the arrestee submits to the test and the results show a level of 0.08 BAC or higher, the arrestee shall be charged with a second count of DUI for violation of Illinois Vehicle Code, Illinois Compiled Statutes 625 ILCS 5/11-501(a)(1).
 - 3. For an arrestee with a test result of 0.08 BAC or higher, the Officer shall complete the "Law Enforcement Sworn Report", which includes the "Notice of Summary Suspension".
 - 4. If the arrestee submits to the test and the results show a level of 0.30 BAC or higher, the Officer

shall immediately notify the Watch Commander and arrange for transport to a local hospital.

- b. Blood tests - Under normal circumstances, a blood test will not be used as an alternative to a breath test. A blood sample will be requested only if the breath test is inconclusive, intoxication from other than alcohol is suspected, or if some injury, possible injury or deformity prevents the arrestee from taking the breath test.
 1. Before being asked to submit to a blood test, the individual must be under arrest, charged with DUI, and be read the "Warning to Motorist".
 2. The arrestee shall be taken to a local hospital, where the blood sample will be taken.
 3. With the consent of the arrestee, the blood sample will be drawn by a licensed physician, a registered nurse, or other professional authorized by the Illinois Department of Public Health. The hospital may require the arrestee to sign a waiver. This shall be explained to the arrestee before taking the test. Refusal to submit to the blood test will constitute a refusal under the statute. If the arrestee is not capable of refusal, Illinois statute provides that the person be deemed not to have withdrawn consent and the blood sample will be drawn as indicated above.
 4. The Officer shall be present during the drawing of the blood sample. The only blood sample kits to be used are those provided to hospitals by the Illinois Department of Public Health.
 5. The Officer shall witness the blood samples being placed into the kit. The forms in the kit shall be filled out completely, the kit sealed with the supplied materials, and submitted as evidence.
 6. In the case of blood or blood and urine tests, the Officer shall wait until the test results have been returned to fill out the "Law Enforcement Sworn Report" and "Notice of Summary Suspension". If applicable, the Officer shall then serve the arrestee

with his/her copies, either in person (court) or via the United States Postal Service.

- c. Urine test - Urine tests shall be requested in addition to the blood test if drugs are suspected, or when a breath or blood test is not possible. A specimen of urine, when collected, shall be collected in a manner to preserve the dignity of the individual and to ensure the integrity of the sample.
 - 1. Before being asked to submit to a urine test, the individual must be under arrest, charged with DUI, and be read the "Warning to Motorist".
 - 2. The arrestee shall be taken to a local hospital, where the urine sample will be taken.
 - 3. With the consent of the arrestee, urine samples shall be collected by hospital staff in the presence of the Officer or a representative of the Officer's agency who can authenticate the sample. The Officer or representative shall be of the same sex as the subject undergoing testing.
 - 4. A urine specimen of approximately 30 ml should accompany the blood sample, but shall not be submitted in lieu of the blood sample.
 - 5. The urine sample shall be collected from the arrestee's first emptying of the bladder in a clean, dry container.
 - 6. Approximately equal volumes shall be dispensed directly into two identical containers. No preservatives shall be used. The containers shall be closed with inert stoppers.
 - 7. Each of the containers shall be labeled and provide the following information:
 - (a) Name of accused.
 - (b) Date and Time of collection.
 - (c) Collecting attendant.

- (d) Authorizing Officer's signature or initials and star number.
- 8. The Officer shall witness the samples being placed into the kit. The forms in the kit shall be filled out completely, the kit sealed with the supplied materials, and submitted into evidence.
- d. Refusal of Tests - The "Notice of Summary Suspension" will be completed if the arrestee refuses or fails to complete any of the chemical tests.
 - 1. It shall be considered a REFUSAL to submit when any of the following occurs:
 - (a) The arrestee refuses to submit within a reasonable period of time and/or does not express any desire to alter their initial decision.
 - (b) The arrestee refuses to submit to a test at the time of arrest; subsequently expresses a desire to submit, and then refuses to complete the test. In such cases, no additional consideration to alter their decision will be given.
 - (c) The arrestee refuses to submit to a blood or urine test as required.
 - 2. An arrestee reversing his/her refusal upon the initial request may, at the Officer's discretion, be allowed to reverse their initial refusal and submit to testing. Such requests must be made within a reasonable time and comply with all other provisions of this directive.
 - 3. Refusals shall be logged in the breathalyzer log book.
 - 4. Following a refusal by the arrestee, the Officer shall advise the person of their rights using the MIRANDA Warning in accordance with procedures requiring both understanding and

waiver of rights. The Officer should then attempt to complete the interview format of the Alcohol Influence Report if the arrestee is willing to answer questions.

e. Law Enforcement Sworn Report

1. If an arrestee submits to a test after receiving the Warning to Motorist and the test results are 0.08 BAC or above or refuses to submit to any tests after being advised of the consequences, the Officer must take the following steps:
 - (a) Immediately complete the Law Enforcement Sworn Report and indicate the arrestee's refusal or if the test resulted in 0.08 BAC or higher.
 - (b) Confiscate the Illinois Drivers License or Permit in possession of the arrestee at the time of arrest, if the license is valid.
 - (c) Issue a receipt to the arrestee that will allow the arrestee to drive until the Statutory Summary Suspension becomes effective. The license, class, endorsements and restrictions will be added to the receipt and authenticated by the Officer's signature and Star number. If the arrestee has a valid Illinois Driver's License, whether it is in the arrestee's possession or not, the Officer shall issue a receipt to drive.
 - (d) The Officer will write VOID across the signature on the rear of the Notice of Summary Suspension notice if the arrestee is not entitled to the receipt to drive form. The arrestee is not entitled to drive if he/she does not have a valid Illinois Drivers License or if he/she has a suspended, revoked license or is driving on a judicial driving permit.
 - (e) The Officer will immediately forward a copy of the Law Enforcement Sworn Report marked "Secretary of State" to that office

via a pre-printed envelope. The Officer will maintain a copy of the Law Enforcement Sworn Report. All other copies including the confiscated driver's license will remain with the arrest paperwork and included in the case file.

- (f) If the arrestee submits to blood or urine testing, the Officer is not required to complete a Law Enforcement Sworn Report until the test results are known.
- (g) If the results from blood or urine testing are received and the driver is not in custody, the Officer shall deposit a certified letter in the U.S. Mail, postage prepaid, and addressed to the driver at the address shown on the traffic citation, along with a copy of the results.
- (h) If the arrestee submits to any tests, and the results are less than 0.08 BAC, the Officer shall, if the driver is already driving on a Judicial Driving Permit, complete a notice to the issuing court of a citation being issued to a Judicial Driving Permit holder and attached it to the case report. The Judicial Driving Permit shall not be confiscated.
- (i) The arresting Officer will not confiscate a driver's license if a person submits to a blood or urine test. The arrestee must surrender his/her driver's license if the results of the blood or urine test indicate 0.08 BAC or higher.
- (j) The arrestee may, at the Officer's discretion, contact an attorney or other person before agreeing or refusing to submit to any DUI testing. The arrestee will be allowed to decide during the 20 minute observation period.
- (k) Any arrestee wishing further testing shall be advised of the location of nearby facilities for conducting such testing, and, that the

costs for additional testing shall be the responsibility of the arrestee.

f. Zero Tolerance

1. Violation of the zero tolerance law is an administrative offense, not a criminal one. If, during the course of a traffic stop of an operator under the age of 21 years, it becomes apparent that the operator has been consuming alcoholic beverages, the following steps should be taken:
 - (a) Field sobriety tests should be conducted.
 - (b) If there is probable cause to believe that the operator is under the influence of alcohol, as defined in Illinois Compiled Statutes 625 ILCS 5/11-501, enforcement of the regular DUI statute as specified in the preceding paragraphs may be used in place of the zero tolerance law.
 - (c) If there is evidence of consumption of alcohol without impairment meeting the standards of a DUI:
 - (1) The offender can be taken into custody and transported to the detention center. The charge will be for Illegal Possession/transportation and/or consumption of an alcoholic beverage/ operation of a motor vehicle by an operator under 21 years of age with any amount of alcohol content in the blood. A report will be filed and the operator will be charged with the violation which prompted the initial stop in addition to the above cited violation.
 - (2) The Officer will complete and serve the operator with the Zero Tolerance Sworn Report form.
 - (3) If the operator cooperates, a breath

test will be conducted.

- (4) At the scene, the vehicle should be handled in accordance with Driving Under the Influence procedures.
- (d) If there is evidence of consumption of alcohol in conjunction with other criminal or delinquent offenses, the minor should be processed as would normally be done for the criminal or delinquent offense, and the breath test can simply be completed incidentally to the other processing.
- (e) When minors are brought into the detention area, they will be separate from any adult detainees, during the period of time they are in the processing area. There should be no unnecessary delay in completing the breath test.
- (f) The Officer is responsible for completing all necessary reports as well as all citations and/or complaints.

F Traffic Patrol

1. Marked patrol units shall generally be used for traffic law enforcement. Unmarked or unconventional vehicles will not normally be used for traffic patrol unless approved by the Watch Commander. When any unmarked unit is utilized, Officers must realize that the motorist may not recognize them as a police officer, especially if they are not in uniform. (CALEA 61.1.6[e])
2. Refer to the Illinois Vehicle Code (625 ILCS 5/11-204) and General Order #4.51 (Motor vehicle pursuits) regarding motor vehicle pursuits and enforcement limitations where unmarked cars are utilized.
3. In situations or areas where stationary observation (either visible or concealed) is necessary to maximize the effectiveness of a selective enforcement effort, Officers shall park in a location and in such a manner that traffic flow is not impeded. (CALEA 61.1.6[b])

4. Traffic patrol techniques include line, area, stationary, saturation, and directed patrol. Shift Supervisors should determine and assign the type of traffic patrol that may be needed for a particular problem. (CALEA 61.1.6[a])
 - a. Line Patrol -Patrol between two specific points on a given street.
 - b. Area Patrol -Moving patrol within a defined area.
 - c. Stationary Patrol - Visible or Concealed.
 - d. Directed Patrol - Assigned Patrol to a specific area based on analysis of accurate and timely information regarding traffic violations, crashes, and other related incidents.
 - e. Saturation Patrol- Directed patrol assigned to multiple units.
 - f. Roadside safety checks. The Special Operations Coordinator shall be responsible for planning, coordinating and approving roadside safety checks with the following minimum requirements (CALEA 61.1.6[d]):
 1. A supervisor must be assigned to the safety check.
 2. The safety check must be adequately staffed.
 3. The personnel involved must have training in safety check techniques.
 4. Personnel assigned shall wear high-visibility reflective vests.
 5. The public must have prior notice of planned safety checks.

G. Stopping Violators (CALEA 61.1.7[a])

1. Communications.
 - a. The officer shall advise Communications, by radio, of all traffic stops and advise license plate number and location of the stop. If the vehicle has no license plates, the officer

will advise the make, model, color and description of the vehicle, as well as the number of occupants if known.

2. Vehicle Positioning

- a. The traffic stop is controlled by the actions of the officer and should be done in an area that will afford security for the officer, as well as provide for the continued safe and expeditious movement of other motorists.
 - b. If the violator stops in an unsafe location, the officer should direct him/her to a safer location.
 - c. The officer's vehicle should be positioned at least 10-15 feet to the rear of the violator's vehicle, and offset 2-4 feet to the left of the violator's vehicle as well.
 - d. When approaching the vehicle, the following procedures apply:
 1. The officer's approach should be cautious, watching for sudden or suspicious movement.
 2. If two (2) officers are approaching, one should be on either side of the violator's vehicle.
 3. The primary officer should take position behind the driver's door, with their duty weapon away from the driver.
 4. The officer should survey the interior of the violator's vehicle upon approach. On vehicles equipped with a trunk, the officer should push the trunk lid making sure it is locked as they pass the rear of the vehicle.
3. High Risk and Unknown Risk Traffic Stops. (CALEA 61.1.7[b, c])
 - a. High risk and unknown risk traffic stops include, but are not limited to felony crimes against persons, crimes involving the use of weapons, and stolen vehicles.
 - b. It is discouraged to conduct a high-risk stop alone as a one-officer unit; without a cover officer, you are at a

distinct disadvantage. Officers shall notify West Suburban Consolidated Dispatch Center (WSCDC) of the intent to effect a high-risk traffic stop. Make radio contact with backup units and communicate the following: Location and direction of travel, description of suspect vehicle, including vehicle registration, description of suspects, and high-risk factors.

- c. When a backup unit is in position to provide cover, communicate to the backup unit and WSCDC the intended location for the high-risk stop. Location should be chosen carefully. Every effort should be made to choose a location that provides ample space and sufficient lighting needed to conduct a high-risk stop.
- d. As the suspect vehicle stops, exercise care in positioning your police vehicle for maximum advantage and safety. The primary unit should be positioned two car lengths to the rear and one-half car width to the left of the subject vehicle. Backup units should be positioned behind and to the left of the primary unit (recommended) or to the immediate right of the primary unit as circumstances allow.
- e. Spotlight and high beam headlights should be used to illuminate the suspect vehicle and protect the officers. Backup units positioned behind the primary unit should turn off headlights and spotlight to avoid silhouetting of primary unit officers.
- f. Once primary and backup officers are in position, suspects should be controlled through the use of verbal commands. Easily understood voice commands are very important and only one officer at a time should give verbal commands.
- g. Give verbal commands to the vehicle occupants. The officer shall announce they are with the Oak Park Police Department. The Officer shall order all vehicle occupants to put their hands on the interior roof of the vehicle and to remain still until ordered otherwise.
- h. Give verbal commands to the vehicle driver. The officer should order the driver to shut off the vehicle ignition, open the driver's door and place the vehicle keys on the ground or on the roof of the vehicle. The officer should

order the driver to put both hands out the door in view, and to open the driver's side door from the outside with his left hand. The officer should order the driver to exit the vehicle and face the officer with his hands and arms up. Visually inspect the suspect for any weapons on his person. Give commands to the driver to step away from the vehicle and step to the location to the rear and to the right of the suspect vehicle. Give commands to open any other door that would allow better visibility into the vehicle (i.e. rear doors) Choose a location based on vehicle positioning and other environmental factors so that backup officers have a clear view of the suspect. Order the driver to assume a prone position.

- i. Continue clearing the vehicle of occupants in this manner, one at a time, ordering them out from the front seat first and then from the rear seat. All passengers should exit from the passenger side of the suspect vehicle. Order the suspects to assume a prone position, either in a diagonal row or side by side, depending on how they can best be observed by backup officers.
- j. When all visible occupants have been removed, the primary officer should exercise great care in inspecting and clearing the suspect vehicle. Backup officers will provide cover and continue to observe suspects. Remain aware of the potential for crossfire between officers if a shooting situation occurs.
- k. When the suspect vehicle is clear, the primary officer should advise other officers. If the suspects are to be taken into custody, officers shall exercise great care in securing the suspects with handcuffs and conducting a thorough search. Backup officers will provide cover and additional handcuffs, if needed.

H. Officer / Violator Contact (CALEA 61.1.8)

1. The Officer should greet the violator in a courteous and professional manner, explain the reason for the stop and request the violator's driver's license, insurance, and any other required documents applicable to the stop.
2. When the Officer returns to the violator, a ~~complete~~ explanation of what action is being taken shall be given. If a citation is

issued and/or a court appearance is necessary, the specific details shall be given. Any payment by mail options shall also be clearly explained, as well as bond options and non-resident violator compact information.

3. Cash bond shall only be accepted at the Oak Park Police Department.
4. At all times the Officer shall conduct himself/herself in a calm, courteous and professional demeanor.
5. Upon completion of the traffic stop, the Officer should assist the violator in safely re-entering the traffic flow.
6. WSCDC shall be notified of the disposition of the traffic stop.

I. Speed Detection Devices

1. The use of speed measuring devices can be an effective means of reducing speed related traffic violations. Supervisors will assign the use of Phantom Patrol, Genesis-VPD, and Golden Eagle radar speed detection devices to trained operators. **(CALEA 61.1.9[a])**
2. Radar and laser equipment shall be used at the discretion of the Officer with emphasis in areas where accidents occur and speed is a factor, where speed violations are prevalent, and in school zones. Radar and laser equipment should also be used in response to citizen complaints for speeding, traffic missions, and when conducting traffic volume and speed studies.
3. Department radar and laser equipment shall be manufactured to meet the specifications of the National Highway Traffic Safety Administration. Officers operating such equipment shall: **(CALEA 61.1.9[b], [c], [e])**,
 - a. Inspect the unit for visible damage and proper internal functioning prior to utilizing the equipment
 - b. Officers using radar or laser equipment shall be responsible for reporting to their supervisor any damage or malfunctions which shall be forwarded to the Special Operations Coordinator's attention.
 - c. All speed detection devices shall be inspected and certified annually. Inspections and all records of

certification and repairs shall be maintained and arranged for by the Special Operations Coordinator. (CALEA 61.1.9[d], [e])

- d. The Department will provide training, as necessary, for all Department personnel who operate speed detection devices. (CALEA 61.1.9[e])
4. Field tests are to be conducted on radar units as follows:
 - a. The Light test is to be performed whenever the radar unit has been off for one hour or more.
 - b. The Tuning Fork and Internal Calibration tests are to be conducted at the beginning of each speed monitoring assignment and the Internal Calibration test after each speeding citation is issued.
5. The Department utilizes a speed trailer to assist in neighborhood speed monitoring. This device assists both the Department and the Citizens in understanding the traffic flow in a given area. This program is administered by the Special Operations Coordinator.
6. The speed trailer speed detection device shall not be used as a sole justification for issuing speed citations unless the unit has been properly calibrated and inspected prior to its use.
7. Use of Pace for Speed Measuring
 - a. The Department will equip marked vehicles with certified, calibrated speedometers and insure the accuracy of the speedometers through a procedure of periodic testing and maintenance of records of such testing.
 - b. Pacing: The speed of a vehicle may be measured by following a vehicle at an interval sufficiently close so as to maintain a constant interval, while allowing a sufficient interval for safe stopping.
 - c. When an Officer has followed a vehicle at a constant interval for a sufficient distance to obtain an accurate pace, the squad car's speedometer or radar unit will indicate the speed of the vehicle being followed.

- d. If, while following a vehicle, the vehicle increases speed and pulls away from the squad car, the squad car's speedometer or radar unit will indicate the minimum speed of the vehicle.
- e. Enforcement action may be taken when the speed of the vehicle being followed exceeds the speed limit at the location where measurement took place.
- f. Any Officer suspecting inaccuracy of a certified calibrated speedometer will indicate the problem on the Driver Defect Report, and will not utilize the speedometer for pacing.
- g. Speedometer repairs will be made only by technicians possessing the necessary qualifications. Officers shall not attempt to repair speedometers.
- h. The Evidence Custodian is responsible for the annual testing and reporting of squad car speedometer accuracy as part of our squad maintenance program.

J. Incompetent / Incapable Drivers (CALEA 61.1.12)

- 1. Routine enforcement, accident reporting and investigation activities frequently lead to the discovery of drivers who have a physical or mental condition which might prevent the person from operating a motor vehicle in a safe and reasonable manner.
- 2. Officers detecting such a person who appears to be physically or mentally disabled, or suffers from a disease or other condition that prevent the operator from exercising reasonable and ordinary care over a motor vehicle, will request a re-examination by the Illinois Secretary of State's Office, in accordance with the procedures set forth in the Illinois Compiled Statutes.
- 3. When requesting a retest, the Officer must be specific and relate the circumstances which provide the basis for such request.

K. Truck Enforcement

- 1. Indications of an Overweight Vehicle.
 - a. The following observations may establish the reasonable belief upon which the request for a scale test is made:

- i. Compressed coil springs or leveled leaf-springs.
 - ii. Compressed suspension air bags.
 - iii. Tire bulges or tires which appear to put more than the normal amount of tread in contact with the roadway (i.e., flattened tires).
 - iv. Tandem tires rubbing against each other.
 - v. Hard pulling and laboring engines from a stopped position or on an upgrade.
 - vi. Bowed trailer frame.
 - vii. Unusual load location or exposure, for example:
 1. A heavy mass cargo (e.g., steel, broken concrete, etc.) loaded over a single axel.
 2. A load piled high above the sides of a trailer (usually a heavy mass load like demolition material or wet earth or stone).
2. Enforcement.
- a. After determining the truck is overweight, the initiating officer will (if not trained), call for a trained Traffic/Truck Enforcement Officer who will:
 - i. Have the driver stop the vehicle in a safe, suitable location.
 - ii. Remove all foreign objects from the portable scales, zero the scale and verify internal calibrations are true.
 - iii. Weigh each axle separately (tandem axle is considered one axle). Instruct driver to drive slowly onto and off of the scale.
 - iv. Zero scale; and verify internal calibration after weighing. Enter the truck weighed on the log sheet.

- v. The truck should be measured for its overall length (center of extreme axles) and the distance between the axles of a tandem (center to center) if present. This should be done to determine if an overweight violation exists or after an arrest has been made. The measurements shall be documented on the Overweight Truck Case Report when an arrest is made.
- vi. If possible, the driver should be required to shift or remove the load until the vehicle is within legal guidelines.
 - 1. This is the driver's responsibility, including any additional cost incurred.
 - 2. Loads that cannot be divided will require a permit from the Illinois Department of Transportation.
 - 3. Per 625 ILCS 5/15-112(b), whenever a 3 or 4 axle vehicle with a tandem axle greater than 72 inches but less than 96 inches, and is registered as a special hauling vehicle, is transporting concrete or asphalt in a plastic state, that exceeds weight limits by less than 4000 lbs., the owner or operator shall accept the citation(s) and be allowed to proceed without shifting or reducing the load. The Illinois Department of Transportation also allows the following loads to continue without unloading:
 - a. Live Stock
 - b. Hazardous Materials
 - c. Garbage
- b. Citations and Reporting:
 - i. If an overweight truck arrest is made, WSCDC shall generate a dispatch ticket.
 - ii. "Y" citations issued for truck overweight violations shall be written for the arresting officer's traffic court date if needed, unless there is an accompanying

misdemeanor charge.

- iii. The bond posted may be cash, Cashier's Check, Money Order, EFS Check, T-Check or a Com Check made out to the "Clerk of the Circuit Court of Cook County" Directions for Com check are on the checkbook. Trucks that are awaiting cash bond will be processed at the station.
- iv. When a truck overweight arrest is made, by the issuance of a "Y" citation, the Oak Park Police Department Overweight Truck Case Report shall be completed. See Attachment #3.
- v. Trucks that are awaiting bond will be parked on either Lombard Ave or Taylor Ave south of Adams St. WSCDC will be notified of the truck's location. Trucks that are required to legalize the load will be accommodated at the Public Works facility if necessary.

L. Parking Enforcement (CALEA 61.1.13)

1. All existing parking regulations shall be enforced with reasonableness and impartiality in all areas of the Village.
2. Street parking is restricted as posted, to ensure fair access to parking and to expedite the flow of traffic, snow plowing operations, school hours, etc.
3. Special restrictions apply to weather emergencies.
4. Department members shall enforce parking violations with discretion, taking into account the seriousness of the violation.
5. Special attention shall be given to the following areas:
 - a. Handicapped parking violations.
 - b. Fire hydrant violations.
 - c. Primary snow route violations.
 - d. Fire lanes.

6. When vehicles are parked in such a manner as to necessitate their immediate removal, Officers shall make a reasonable attempt to locate the owner prior to towing. If unsuccessful, the vehicle shall be towed in accordance with General Order 4.39.
7. Permission may be granted to park in violation of certain ordinances in certain situations. The Chief of Police or his/her designee must approve all major requests for violation of ordinances in special circumstances. The Shift Supervisor may approve minor deviations in situations limited to a given 24-hour period. Such changes shall be forwarded to all affected shifts and Parking Enforcement.
8. Parking regulations may be enforced in private parking areas, provided there has been a contractual agreement as provided by ordinance in accordance with the Illinois Vehicle Code. A list of contractual agreements shall be kept at WSCDC.

Rick C. Tanksley
Rick C. Tanksley
Chief of Police

ATTACHMENT 1

(625 ILCS 5/6-306.4) (from Ch. 95 1/2, par. 6-306.4)

Sec. 6-306.4. Procedures for residents of other states. (a) Except as provided in paragraph (b) of this Section, any resident of another state which is a member of the Nonresident Violator Compact of 1977, who is cited by a police officer for violating a traffic law or ordinance, shall have the option of (1) being taken without unnecessary delay before a court of jurisdiction or (2) executing a written promise to comply with the terms of the citation by signing at least one copy of a Uniform Traffic Ticket prepared by the police officer. The police officer may refuse to permit a nonresident violator to execute a written promise to comply with the terms of the citation if the nonresident violator cannot furnish satisfactory evidence of identity or if the officer has probable cause to believe the nonresident violator cited will disregard the written promise to comply with the citation.

If the person cited is a resident of another State which is not a member of the Nonresident Violator Compact of 1977, then the rules established by the Supreme Court for bail bond and appearance procedures apply.

(b) Any person cited for violating the following provisions of this Code or a similar provision of local ordinances shall be governed by the bail provisions of the Illinois Supreme Court Rules when it is not practical or feasible to take the person before a judge to have bail set or to avoid undue delay because of the hour or circumstances: Section 3-101, Section 3-702, Sections 3-707, 3-708 or 3-710, Chapter 4, Chapter 5, Section 6-101, Section 6-104, Section 6-113, Section 6-301, Section 6-303, Section 8-115, Section 11-204, Section 11-310, Section 11-311, Section 11-312, Section 11-401, Section 11-402, Section 11-403, Section 11-404, Section 11-409, Section 11-501, Section 11-503, Section 11-504, Section 11-601, when more than 30 m.p.h. over the posted limit, Section 11-1006, Section 11-1414, Section 15-102, Section 15-103, Section 15-107, Section 15-111, paragraph (f) of Section 15-112 or paragraph (j) of Section 15-301.

(c) If the person fails to comply with the executed written promise to comply with the original terms of the citation as indicated in paragraph (a) of this Section, the court shall continue the case for a minimum of 30 days and require that a notice of the continued court date be sent to the last known address of such person. If the person does not appear or otherwise satisfy the court on or before the continued court date, the court shall enter an order of failure to appear to answer such charge. The clerk of such court shall notify the Secretary of State of the court's order within 21 days.

(d) Upon receiving such notice, the Secretary of State shall comply with the provisions of Section 6-803 of this Code.
(Source: P.A. 86-149.)

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 13 SEPT 2007	EFFECTIVE DATE 13 SEPT 2007	DISTRIBUTION C	NUMBER 4.54
SUBJECT	TRAFFIC DIRECTION AND CONTROL		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES	9
CALEA STANDARDS: 61.3.1; 61.3.2; 61.3.3; 61.3.6			

I. PURPOSE:

The purpose of this General Order is to establish guidelines for the direction and control of traffic.

II. POLICY:

It is the policy of the Oak Park Police Department to provide for the safe and efficient movement of vehicular and pedestrian traffic and to utilize manual and automated traffic control as a means to accomplish the Department's objectives.

III. PROCEDURE:

- A. The Department utilizes a current edition of the Manual on Uniform Traffic Control Devices as a guide for engineering activities.
- B. Engineering functions will be conducted in conjunction or at the request of the Department of Public Works or the Village's Traffic Engineering Department or based upon official or citizen requests. All requests shall be directly related to the discovery and remedy of traffic crash and congestion hazards. It will be the responsibility of the Police Department to:
 1. Collect and compile traffic data.
 2. Conduct special traffic surveys and studies.

3. Analyze crash and enforcement data.
4. Prepare special reports and make recommendations concerning the efficient use of traffic control devices, new or revised laws or ordinances, and engineering improvements.
5. Participate in local and regional transportation system management planning as necessary.

C. Engineering Deficiencies

1. The Department will investigate citizen reports of actual or potential traffic related problems. An analysis will be generated through the Community Policing Division and reviewed by the Special Operations Coordinator, and, where appropriate, with the Neighborhood Services Committee before being reviewed by the Deputy Chief, Support Services Bureau. Recommendations shall be made to the Chief of Police for final consideration prior to the matter being submitted to the Traffic Engineering Department. **(CALEA 61.3.1 [a])**
2. The Village of Oak Park Board of Trustees is the legally constituted body for enacting ordinances for the control and regulation of traffic within the Village of Oak Park.
3. The preparation and maintenance of crash and condition diagrams provide a factual base upon which to base traffic engineering decisions or recommendations. The elements to be considered when preparing crash and condition diagrams include, at a minimum, the following data:
 - a. Type of crash.
 - b. Traffic control.
 - c. Roadway defects.
 - d. Road character.
 - e. Lighting conditions.
 - f. Weather conditions.

- g. Road surface conditions.
 - h. Vehicle maneuver.
 - i. Roadway lanes.
 - j. Vision obstructions.
 - k. Miscellaneous information.
4. All traffic engineering activities performed by the Village of Oak Park will comply with the guidelines established by the Manual on Uniform Traffic Control Devices (U.S. Dept. of Transportation).
- D. The Department will provide collected crash and enforcement data to the Traffic Engineering Department and the Village of Oak Park Board, as well as the Cook County Highway Departments and to the Illinois Department of Transportation. (**CALEA 61.3.1 [b]**)
- E. Crash Scene Traffic Direction (**CALEA 61.3.2 [a]**)
1. Officers performing traffic direction at crash scenes shall allow for the safe ingress and egress of emergency vehicles and provide alternative routes for other traffic.
 2. The following may be used by Officers to aid in protecting crash scenes:
 - a. Police vehicles with activated overhead lights.
 - b. Flares.
 - c. Traffic cones.
 - d. Barricades.
- F. Manual Traffic Direction Procedures (**CALEA 61.3.2 [b]**)
- Officers assigned to direct traffic should use the following uniform signals and gestures to perform traffic direction:
1. Stopping Traffic - To stop traffic, the Officer should first extend

the arm and index finger toward, and look directly at the driver to be stopped, until that driver is aware, or it can be reasonably inferred, that the driver is aware of the Officer's gesture. The pointing hand is then raised at the wrist so that the palm is toward the driver to be stopped. The palm is held in this position until the driver is observed to stop. To stop traffic from both directions, the procedure is then repeated for traffic coming from the other direction while continuing to maintain the raised arm and palm toward the previously stopped traffic.

2. Starting Traffic - To start traffic, the Officer should first stand with shoulder and side toward the traffic to be started, extend the arm and index finger toward, and look directly at the driver to be started, until that driver is aware of, or it can be reasonably inferred that the driver is aware of the Officer's gesture. With palm up, the pointing arm is swung from the elbow, through a vertical semicircle, until the hand is adjacent to the chin. If necessary, this gesture is repeated until traffic begins to move. To start traffic from both directions, the procedure is then repeated for traffic coming from the other direction.
3. Right or Left Turning - When directing a driver to make a turn, the extended arm and index finger and gaze are first directed toward the driver, followed by swinging the extended arm and index finger in the direction of the drivers intended turn.
4. Use of Flashlight - A flashlight can be used to stop traffic. To stop traffic, slowly swing the beam of light across the path of oncoming traffic. The beam from the flashlight strikes the pavement as an elongated spot of light. After the driver has stopped, arm signals may be given with the vehicle headlights providing illumination.

G. Fire / Critical Incident Scene Traffic Direction (CALEA 61.3.2 [c])

1. The primary task of Officers engaged in traffic direction at fire or critical incident scenes will be to maintain access avenues to and from the scene for emergency vehicles.
2. Officers will coordinate their efforts with the fire department's officer in charge at emergency scenes to provide crowd control and adequate safety measures for vehicular and pedestrian traffic.

H. Adverse Weather and Road Conditions (CALEA 61.3.2 [d])

1. Adverse weather and road conditions may include:
 - a. Crash hazards, such as debris.
 - b. Acts of nature. (fog, snow, flooding, ice etc.)
 - c. Engineering hazards. (exposed guardrail end, downed power lines, or other objects that may cause damage or injury should a vehicle impact with such objects)
2. Upon discovering an adverse weather or road condition, Officers shall take appropriate action which include, but are not limited to:
 - a. Notifying the appropriate agency through communications.
 - b. Providing traffic direction as needed.
 - c. Protecting the scene.
 - d. Immediately correct the situation if possible.

I. Operation of Traffic Control Signals (CALEA 61.3.2 [e])

1. Traffic signals shall not be manually controlled by Officers.
2. Officers may contact public works to have signals placed on four way flash, in emergency situations, to temporarily alleviate a traffic control problem. Officers shall notify WSCDC and, if necessary, request that notification be made for service or repair.

J. Temporary Control Devices (CALEA 61.3.2 [f])

1. Temporary traffic control devices include; moveable barriers, Tri-fold Stop signs, traffic cones, and other similar apparatus intended to assist in the safe and efficient movement of vehicular or pedestrian traffic.
 - a. When portable barricades, cones or signs are required, they will be delivered and removed by an officer(s) or by

Public Works.

- b. Every marked police vehicle shall contain flares for Officers' traffic control use.
2. Use of the Tri-Fold Stop Sign
 - a. When traffic control signals become inoperable at a controlled intersection, whether it is due to a power outage or other circumstances, personnel will use the temporary tri-fold stop signs located at each intersection to ensure the safe and efficient movement and control of both vehicular and pedestrian traffic.
 - b. West Suburban Consolidated Dispatch Center (WSCDC) will be notified of the intersection, if WSCDC did not assign the call. The on-duty Watch Commander will also be notified, and will be responsible for notifying Public Works either by telephone (708-358-5700) or e-mail of the location during normal business hours (0730-1600). After normal business hours, the on-duty Watch Commander will notify WSCDC and request that WSCDC call the Public Works emergency pager (708-718-8823). Upon arriving at the location, during normal business hours and after hours, the Public Works Department will reset the traffic control signals to the normal position and return the tri-fold stop signs to the locked position.
 - c. Personnel will be supplied with a key for the Traffic Control Box (the key fits all boxes), and a universal key for the tri-fold stop signs. The keys will be kept in the Watch Commander's office.
 - d. When the tri-fold stop signs are opened, the officer assigned to open them will also access the Traffic Control Box and turn the switch to the flash mode position (flashing red lights) on the police access panel.
 - e. Nothing in this order prevents the on-duty Watch Commander from contacting the Public Works Department, either during business or non-business hours at 358-5700 or paged after hours at 718-8823.

3. Temporary traffic control devices may be used for circumstances that include:
 - a. Sustained power outages which render traffic control signals inoperative.
 - b. Special events.
 - c. Traffic crashes.
 - d. Other situations as deemed appropriate by a supervisor.

K. High Visibility Clothing (CALEA 61.3.2 [g])

1. The Department shall provide high visibility reflective vests to its Officers who may be assigned to traffic direction. High visibility reflective vest are stored in the trunk of police vehicles.
2. Officers shall wear the high visibility reflective vest whenever performing traffic direction.
3. In emergency situations when an officer has no time to put on a high visibility reflective vest, the Officer shall make every reasonable effort to obtain one when time permits.
4. Each Officer, who may be assigned to traffic direction during duty hours, shall be responsible for having a high visibility reflective vest available.
5. The orange side of the black raincoat will qualify as high visibility clothing.

L. Escorts

Escort by Police Personnel, both routine and emergency may be provided under the following circumstances:

1. Law Enforcement Escort. (CALEA 61.3.3 [a])
 - a. Emergency escorts shall not be given unless authorized by a supervisor.

- b. Requests for non-emergency police escorts, such as funeral, public officials, or dignitaries shall be referred to the Watch Commander for authorization and assignment.
 - c. The Community Policing Commander or a Watch Commander may authorize non-emergency escorts in special circumstances, such as heavy equipment, oversized loads, and hazardous or unusual cargoes on local roads.
2. Emergency Civilian Vehicle Escort (**CALEA 61.3.3 [b]**)
 - a. Officers are not permitted to escort civilian vehicles to emergency health facilities.
 - b. Officers who encounter medical emergencies are expected to provide reasonable assistance, within their capability, to preserve life or protect property. Officers shall notify WSCDC to send paramedics to the scene of medical emergencies.

M. Roadblocks.

1. Emergency roadblocks may be used for the purpose of rerouting traffic away from or around a hazardous site. Roadblocks may be used with prior approval for community functions such as parades, festivals, block parties, etc. Supervisory approval is necessary on a per case basis for roadblocks. Roadblocks will not be utilized for the termination of vehicle pursuits.

N. Crossing Guards.

1. Adult Crossing Guards are organized and administered by the Department. They are assigned to the Field Services Bureau and ultimately responsible to the Deputy Chief, Field Services Bureau. See General Order #1.09.
2. Crossing Guards are primarily responsible for the safe crossing of school children. The Crossing Guard shall have full authority for directing pedestrian traffic at their respective locations. Although not given regulatory and enforcement powers, the Crossing Guard is trained to utilize the natural gaps that occur in moving traffic. This gap shall be used to cross the children. See

General Order #1.09.

O. Liaison with Traffic Safety Groups/Agencies (CALEA 61.3.6)

1. Regional Liaison - The Village of Oak Park employs an in-house Traffic Engineer who acts as the Village's liaison with other local, county, state and regional traffic engineers.
2. Police Department Liaison - The Community Policing Commander is the Department liaison with the Village Traffic Engineer and the Neighborhood Services Committee. The Community Policing Commander may also act as the liaison with any other organization or group that deals with traffic safety.
3. Transportation System Planning - The Department participates in local and regional transportation management planning on an "as needed" basis. Participation is intended to ensure proper consideration of enforcement needs and service demands prior to project implementation.

Rick C. Tanksley
Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 13 SEPT 2007	EFFECTIVE DATE 13 SEPT 2007	DISTRIBUTION C	NUMBER 4.55
SUBJECT PRISONER TRANSPORTATION			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES 8	
CALEA STANDARDS: 70.1.1, 70.1.2, 70.1.3, 70.1.4, 70.1.5, 70.1.6, 70.1.7, 70.1.8, 70.2.1, 70.3.1, 70.3.2, 70.3.3, 70.4.1, 70.4.2, 70.5.1			

I. PURPOSE:

The purpose of this policy is to establish guidelines for the transportation of persons in custody by the Oak Park Police Department.

II. POLICY:

A police agency is responsible for the welfare of its employees, persons in its custody and the safety of innocent citizens. This responsibility has been confirmed by Court rulings that agencies and individual officers are subject to civil and/or criminal liability if a prisoner or innocent person is injured as a result of negligence or excessive force. This responsibility shall not be viewed casually. Employees shall be alert and adhere to precautionary measures to reduce the probability of injury to employees, citizens and arrestees or escape of a person in custody.

III. DEFINITIONS:

- A. Prisoner – Any person in custody by a member of the Oak Park Police Department or another law enforcement agency.

IV. PROCEDURES:

- A. Searches:

1. Officers shall inspect vehicles at the beginning of each shift to ensure the vehicles are safe and equipped with appropriate items, (i.e., fire extinguisher, flares, traffic vest, flashlight, etc. Bio-hazard equipment in Pelican case, etc.). (See General Order 3.05 III. A. (Vehicle Equipment, Inspection Servicing & Maintenance) **(CALEA 70.1.2)**)
2. The officer shall search the transporting vehicle for any weapons, contraband or evidence prior to and immediately after transporting any prisoner. **(CALEA 70.1.2)**
3. Prisoners shall be searched and handcuffed each time they come into a transporting officer's custody. **(CALEA 70.1.1)**
4. When searching prisoner, the following shall apply:
 - a) Searches should be conducted by members of the same sex.
 - b) A male officer may conduct a search, only of the handbag and outer garments of a female, unless a REAL and PRESENT threat to the officer's safety is present.
 - c) Officers shall exercise caution during searches to avoid contracting communicable diseases, parasites or injury from secreted items such as needles, etc.
5. Strip or body cavity searches shall be conducted under the guidelines of Department General Order 5.20 (Strip Searches).

B. Restraints and Handcuffs: (CALEA 70.2.1)

1. Whenever an adult is placed under arrest, and is to be transported, that person shall be handcuffed. Handcuffs shall be applied with the prisoner's hands behind the back, and the keyhole facing opposite fingers.
 - a) Apply cuffs as tight as needed to restrain and not so tight as to cause injury.
 - b) The double lock mechanism shall be used to prevent tampering.

2. Juvenile arrestees shall be handcuffed as outlined above. Special consideration not to use handcuffs may be given by a supervisor, dependant on the juvenile's age and size, the offense committed, potential for escape, and the physical safety of the officer, public and juvenile. Juveniles shall not be handcuffed to adult prisoners.
3. Mental patients or sick, injured or handicapped prisoners shall be restrained when physically possible. Mentally ill persons shall be cuffed or restrained when behavior is unpredictable or past contact indicates a potential for violence. Use of restraints shall be tactfully explained to the person and/or family member whenever possible.
4. When transporting prisoners, handcuffs may be applied to the wrists with the hands positioned in the front only under the following circumstances:
 - a) The prisoner is physically incapable of placing his hands behind his back.
 - b) The prisoner is handicapped to the extent of placing the hands behind the back is unwarranted.
 - c) The prisoner is sick or injured to the extent that placing the hands behind the back would be impractical.
 - d) Long-term prisoner transports using a vehicle with a protective barrier.
5. When two prisoners are handcuffed together it will be done by cuffing right wrist to right wrist (or left to left) to limit mobility.
 - a) Male prisoners shall not be handcuffed to female prisoners except when immediate movement from the scene is of primary importance.
 - b) Adults shall not be cuffed to juveniles (except as above).
 - c) Prisoners shall not be handcuffed to any part of the vehicle.
 - d) Persons handcuffed shall be removed from public view in a safe and expeditious manner to reduce embarrassing exposure.

C. Prisoner Seating in Vehicle: (CALEA 70.1.3)

1. Whenever possible, adult prisoners shall be transported in a marked squad car, or prisoner van. Either type of vehicle used for transportation shall be equipped with a protective shield. (CALEA 70.4.1)
2. Provisions may be made for transportation in an ambulance of mental patients, sick, injured or handicapped prisoners.
3. It will be the policy of the Oak Park Police Department that when an officer is transporting a person in custody, the following steps shall be observed:
 - a) When there is only one officer, the prisoner shall be placed in the rear passenger seat opposite the driver, so that the prisoner can be observed. The prisoner shall be cuffed and seat belted in, so as to prevent injury to the individual.
 - b) If there are two officers, one officer may, depending on the circumstances, ride in the rear compartment with the prisoner.
 - c) If possible, no more than two prisoners shall be transported in one squad. If there are multiple prisoners, the prisoner van or additional vehicles shall be utilized. Prisoners transported in the prisoner van shall be secured in one of the rear compartments, separated from the driver.
 - d) The prisoner shall be placed in the passenger side of the rear seat and secured with the seat belt. The transporting officer(s) shall confirm that the rear doors are locked and that the inner door handles and window controls have either been removed or disabled. . (CALEA 70.4.2)
 - e) When possible, two officers shall transport prisoners of the opposite sex. The starting and ending mileage shall be transmitted via the radio to WSCDC.
 - f) Juvenile prisoners will not be transported in the same vehicle with adult prisoners.

4. Transporting prisoners in police vehicles not equipped with a shield or partition.
 - a) Only one (1) prisoner shall be transported in the back seat of a police vehicle not equipped with a shield or partition.
 - b) When transporting a prisoner in a police vehicle not equipped with a shield or partition, two officers are required. One officer shall sit in the back seat behind the driver's seat of the transport vehicle, with the prisoner seated in the back seat behind the front passenger seat, or in lieu of sitting in the back seat with the prisoner during transport, the other officer may follow directly behind the transport vehicle in another squad.
 - c) High risk prisoners shall not be transported in vehicles not equipped with a shield or partition.
 - d) Under no circumstances will a prisoner be transported in the front seat of a Department vehicle.

D. Transport Vehicle Operation:

1. Transporting officers shall not lose sight of the prisoners under their control.
2. Transporting officers shall not engage in pursuit, high speed, or erratic driving while transporting prisoners.
3. Transporting officers shall not stop or cause a delay in the transportation of prisoners, and shall only respond to law enforcement need for a life-threatening situation. (CALEA 70.1.4)
4. Requests by the prisoner to communicate with family, attorney, or use of a restroom while being transported shall be denied until the destination has been reached. (CALEA 70.1.5)
5. In the event of a need to transport a prisoner for an extended period of time, such as in an extradition, the officer shall: (CALEA 70.1.4)
 - a) Allow prisoners reasonable time to use toilet facilities without compromising security.

- b) Select meal facilities, if required, at random.

E. Prisoner Escape:

Should an escape occur during transport, officers shall:

1. Immediately notify WSCDC. (**CALEA 70.1.7 [a]**)
2. Directly notify, or cause to be notified, the agency of jurisdiction. (**CALEA 70.1.7 [a]**)
3. Notify local units if within the Village of Oak Park limits. (**CALEA 70.1.7 [a]**)
4. Broadcast a physical and clothing description of the escapee, advising the last known direction of travel and charges against the escapee. (**CALEA 70.1.7 [c]**)
5. Make an effort, when possible, to recapture the escapee. (**CALEA 70.1.7 [c]**)
6. Have all the information regarding the escapee entered into law enforcement communications networks as may be appropriate. (**CALEA 70.1.7 [c]**)
7. Submit a written report explaining the details of the escape with a copy given to the Field Services Bureau Deputy Chief. (**CALEA 70.1.7 [b]**)

F. Identification, Documentation and Transfer:

1. Officers transporting prisoners to court or another detention facility shall verify the identity of the prisoner. Booking records, photographs or fingerprint records of the prisoner shall be used to confirm the persons to be transported. (**CALEA 70.5.1 [a]**)
2. If a prisoner is to be transported to a jail or other lock-up facility, the transporting officer shall take copies of the complaints and/or warrants and the prisoner's personal property. In the case of interstate transports, the transporting officer shall have a properly executed warrant. (**CALEA 70.5.1 [b]**)
3. The transporting officer shall be made aware of the potential security problems, including escape or suicidal tendencies, and this information shall be related upon delivering the prisoner to

the proper security personnel or judge. (CALEA 70.1.6 [d], 70.1.8, and 70.5.1. [c])

4. When transporting a prisoner from one facility to another the officer shall, at the destination:
 - a) Secure his firearm. (CALEA 70.1.6 [a])
 - b) Remove restraints just prior to surrendering custody of the prisoner. (CALEA 70.1.6 [b])
 - c) Deliver all documents to receiving officer. (CALEA 70.1.6 [c])
 - d) Have receiving officer sign for prisoner. (CALEA 70.1.6 [e])
5. All rules in effect for security, at any facility, shall be adhered to by the transporting officer.

G. Special Transport Situations:

1. Sick or injured prisoners requiring medical attention shall, whenever possible, be transported by ambulance. At least one officer shall be assigned to ride with or follow the prisoner and provide security. (CALEA 70.3.1)
2. Whenever a prisoner is admitted to a hospital, the officer shall notify the Watch Commander. The Watch Commander shall determine the need for continuing security at the hospital, and implement a work schedule for the watching/guarding of the prisoner. Hospitalized prisoners shall be prohibited from receiving visitors and making telephone calls. Restraint devices shall be used unless they interfere with the medical treatment. (CALEA 70.3.2)
3. The Oak Park Police Department shall not transport a prisoner to funerals, to visit critically ill persons, to the reading of a will, etc. unless under order of the court. (CALEA 70.3.3)
4. Physically and mentally handicapped prisoner's present conditions for their transport that dictate special care and attention. The safety of the prisoner and transporting officer requires due care when transporting handicapped prisoners. (CALEA 70.3.1)

Rick C. Tanksley

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 27 NOV 2007	EFFECTIVE DATE 27 NOV 2007	DISTRIBUTION C	NUMBER 4.56
SUBJECT	ALL HAZARD		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES	24
CALEA STANDARDS: 46.1.1; 46.1.2; 46.1.3; 46.1.4; 46.1.5; 46.1.6; 46.1.7; 46.1.8; 46.1.9; 46.2.6; 46.2.7			

I. PURPOSE:

The purpose of this policy is to establish guidelines to be used in the event of an unusual occurrence affecting the Village of Oak Park, which is beyond the Department's normal daily operations.

II. POLICY:

It is the policy of the Oak Park Police Department to respond to man made and natural disasters as well as other unusual occurrences within the Village of Oak Park. The Department is committed to training and planning for such incidents in order to provide the best possible response.

III. DEFINITIONS:

CIVIL DISTURBANCE - Riots, general disorder, and violence that may arise from dissident gatherings, political gatherings, and/or labor disputes, etc.

DISASTER - Flood, tornado, adverse weather conditions, earthquake, explosion, chemical/ nuclear accident, man made, or other natural calamity.

LAW ENFORCEMENT CRITICAL INCIDENT - A situation, within the primary scope of law enforcement operations, which requires resources beyond that of first responders and investigators. This may include but is not limited to a hostage situation, barricaded subject, mass arrest, bomb

threats, active shooter or terrorist incident.

SPECIAL RESPONSE - A tactical response to an active shooter situation in which immediate entry into a structure is needed in order to save human lives.

SPECIAL EVENT - activities such as parades, athletic contests, public celebrations or festivals resulting in an increased need for police services because of traffic, crowds, or crime.

UNUSUAL OCCURRENCE - A situation that results from a disaster, civil disturbance, special event, critical incident, or other circumstances that require resources beyond the normal scope of operations.

IV. PROCEDURES: (CALEA 46.1.2)

A. CRITICAL INCIDENT PLANNING RESPONSIBILITY (CALEA 46.1.1)

1. The Watch Commander is tasked with planning a response to critical incidents and will be the principal advisor to the Chief of Police on critical incidents.

B. INCIDENT COMMAND SYSTEM (ICS)

1. The Department maintains written plans for responding to critical incidents such as natural and man-made disasters, civil disturbances, mass arrests, bomb threats, hostage/barricaded person situations, acts of terrorism, and other unusual occurrences. The plans follow the Federal Emergency Management Agency's Incident Command System (ICS) protocols. The Village of Oak Park Emergency / Disaster Plan encompass this directive as well as:

- a. The Village of Oak Park Emergency Operation Plan (EOP)
 - b. Other related directives, including #4.19 Hostage/Barricade/Terrorist (HBT) Incidents, and Bioterrorism Preparedness and Response Plan.
2. The system's organizational structure is able to adapt to any emergency or incident in which public safety agencies would

be expected to respond. The system is able to expand in a rapid manner from crisis phase to scene management phase and, if necessary, to the executive management phase (EOC). It is able to reduce its size, just as readily as the organizational needs to the situation decrease. The system is able to expand in a logical manner as the incident grows and accelerates.

C. COMMAND FUNCTION

1. Activating the Incident Command System (**CALEA 46.1.3 [a]**)

It is the responsibility of the supervisor in charge of the incident to verify the report of an incident, determine that it meets the criteria for a critical incident and notify the Watch Commander. The supervisor in charge of the incident will establish the ICS and remain the Incident Commander until relieved by the Watch Commander or a higher ranking officer.

a. Categories and Types of Critical Incidents include, but are not limited to:

1) Terrorist Activities and Weapons of Mass Destruction:

- a) Chemical
- b) Biological
- c) Radiological
- d) Nuclear
- e) Bombings/Explosions

2) Natural Disasters:

- a) Tornados
- b) Floods
- c) Ice Storms/Blizzards

3) Transportation Accidents:

- a) Serious motor vehicle accidents
- b) Plane crash
- c) Train derailment/collisions

4) Criminal Activities:

- a) Barricaded gunman (bomber, etc.)
- b) Hostage-taking incidents
- c) Arson causing major fire or explosion
- d) Civil disorder
- e) Criminal incidents where the public is at risk or where there is a threat to property or major property damage has occurred.

5) Fire/Hazardous Materials Accidents:

- a) Hazardous material spills or explosions
- b) Industrial fires/accidents
- c) High-rise, hotel, and multiple dwelling fires

2. Incident Command.

The ICS organizational structure develops in a modular fashion based upon the size and type of incident. The organization's staff builds from the top down with responsibility and performance placed initially with the Incident Commander. Specific organizational structure established for any given incident is based upon the management needs of the incident. If one or more of the areas requires management, an individual is named to be responsible for that area. The Incident Commander may activate specific staff positions based on the nature and type of incident. Command Staff positions reporting directly to the Incident Commander are:

- a. Public Information Officer
- b. Safety Officer
- c. Liaison Officer
- d. Operations Section Chief
- e. Planning Section Chief
- f. Logistics Section Chief
- g. Finance/Administration Section Chief

3. Unified Command Structure.

- a. The need for a Unified Command is brought about because incidents have no regard for jurisdictional boundaries. The concept of "Unified Command" simply means that all agencies that have a jurisdictional responsibility for a multi-jurisdictional incident will contribute to the process of:
 - 1) Determining overall Incident Action Plan.
 - 2) Selection of strategies.
 - 3) Ensuring that joint planning for tactical activities is accomplished.
 - 4) Ensuring that integrated tactical operations are conducted.
 - 5) Making maximum use of all assigned resources.
- b. A Unified Command structure consists of a key responsible official from each jurisdiction involved.
- c. Common objectives and strategies for major multi-jurisdictional incidents should be written. The objectives and strategies (Incident Action Plan) guide the mission of the ICS. The implementation of the Incident Action Plan will be accomplished under the direction of the Incident Commander.

4. Action Plan

- a. Every incident requires some form of an action plan. For small incidents of short duration, the plan need not be written. The following are examples of when written action plans should be used:
 - 1) Resources from multiple agencies are being used.
 - 2) Several jurisdictions are involved.
 - 3) The incident will require change in shifts of personnel and/or equipment.
- b. The Incident Commander will establish goals and determine strategies for the incident based upon the size, seriousness, and scope of the incident. When a Unified Command structure has been implemented, incident objectives must adequately reflect the policy

and requirements of all jurisdictional agencies. The action plan for the incident should cover all tactical and support activities for the operational period.

5. Resource Management

a. Incident Commander:

- 1) The Incident Commander is charged with the overall responsibility for all Incident activities, including the development and implementation of the Incident Action Plan and approval and release of resources.
- 2) Normally, the first responding Supervisor to the scene will assume the role of the Incident Commander and, if relieved, may be reassigned to another position.
- 3) The Incident Commander Checklist:

- a) Assume command of the scene.
- b) Establish a Command Post. **(CALEA 46.1.3 [b])**
- c) Direct the establishment of a perimeter, if not previously established.
- d) Initiate the notification and mobilization of additional Department personnel. Ensure that all notifications are made to the Chief of Police, Deputy Chiefs, and Detective Commander. **(CALEA 46.1.3 [c])**
- e) Assess the incident using all available information that is provided by members of the police and fire departments, the public, and other governmental officials that are available.
- f) Obtain support from other agencies, if needed. **(CALEA 46.1.3 [d])**
- g) Establish a Staging Area, if necessary. **(CALEA 46.1.3 [e])**
- h) Determine the need for mutual aid and request same. Also see General Order 4.22, Mutual Aid Between Oak Park, River Forest, Forest Park and General

- Order 4.43, Illinois Law Enforcement Alarm System (ILEAS). Determine the need for Special Response Team (SRT) personnel.
- i) Determine whether a unified Command structure with assisting agencies is necessary.
 - j) Appoint Command Officers, as needed, and conduct initial briefings of Command Officers.
 - k) Appoint Staff Officers, as needed, and conduct initial briefings of Staff Officers. Personnel assigned by the Incident Commander have the authority of their assigned positions regardless of the rank they hold within the Department or within their respective agencies.
 - l) Continually review and update the Incident Action Plan with staff.

b. Public Information Officer

- 1) The Detective Commander, or assigned designee, is designated as the Public Information Officer and is responsible for the formulation and release of information regarding the incident to the news media and other appropriate agencies and personnel. See also General Order 7.03, News Media Press Releases.
- 2) Public Information Officer Checklist: **(CALEA 46.1.3 [f])**
 - a) Obtain briefing from the Incident Commander.
 - b) Establish a single and separate incident information briefing center if possible.
 - c) Obtain copies of all media releases pertaining to the incident.
 - d) Prepare information summary on media coverage for specific Command Post personnel.

- e) Consult with the Incident Commander prior to the release of information to the news media.
- f) Provide press briefings and news releases as appropriate. Post all news releases in Command Post for review.
- g) Arrange for meetings between news media and incident personnel after consulting with the Incident Commander.
- h) Provide escort services to the media and other officials as necessary.
- i) Maintain a log of all activities.

c. Safety Officer (CALEA 46.1.3 [g])

- 1) The Safety Officer monitors safety conditions and develops measures for assuring the safety of all assigned personnel.
- 2) The Safety Officer is responsible for the safety function of the entire ICS organization and reports directly to the Incident Commander.

d. Liaison Officer

- 1) The Liaison Officer is a supervisor responsible for initiating Mutual Aid agreements. The Liaison Officer serves as the point of contact for assisting and cooperating agencies. This could include agency representatives and other jurisdictions in which Mutual Aid agreements are initiated; i.e., General Order #4.43 Illinois Law Enforcement Alarm System (ILEAS), and General Order #4.22 Mutual Aid Between Oak Park, River Forest, Forest Park, Fire Department, Public Works, etc.

2) Liaison Officer Checklist:

- a) Obtain briefing from the Incident Commander.

- b) Provide a point of contact for assisting Mutual Aid agency representatives.
 - c) Identify agency representatives from each jurisdiction including communications links and location of all personnel assigned to assist with the incident.
 - d) Handle requests from Command Post personnel for inter-organizational contacts.
 - e) Monitor incident operations to identify current or potential inter-organizational conflicts or problems.
 - f) Provide information to appropriate governmental agencies.
 - g) Maintain an activity log.
6. Command authority during critical incidents. To provide for unity of command during critical incidents within the Village of Oak Park, which may include personnel from different/neighboring agencies, the highest ranking department member on the scene shall exercise command and control over all civil law enforcement resources committed to the resolution of the incident until relieved of such responsibility by a higher ranking department authority.
7. The order of command precedence during critical incidents will be:
- a. Chief of Police
 - b. Deputy Chief
 - c. Investigations Division Commander.
 - d. Patrol Division Commander
 - e. Watch Commander
 - f. Acting Watch Commander
 - g. Senior Sworn Supervisor
8. After Action Report. (CALEA 46.1.3 [h])
- a. The required Offense/Incident Reports will be forwarded to the Incident Commander. The Incident Commander will prepare a documented after action report which will include at a minimum:

- 1) The first indications of impending disaster (if any).
 - 2) When required, departmental notifications were made.
 - 3) The number of department personnel required to handle the incident.
 - 4) The level of response required (if any) of mutual aid departments.
 - 5) The identification of assigned key personnel during the incident.
 - 6) What special equipment was required (if any).
 - 7) The identification of any special issues/problems.
 - 8) Cost calculations.
 - 9) Recommendations for any improvements to future events.
- b. The after action report will be forwarded by the Incident Commander to the Chief of Police.

D. OPERATIONS FUNCTION

1. The Incident Commander has direct control of tactical resources. The Incident Commander will determine the need for a separate Section at an incident. When the Incident Commander activates an Operations Section, an Operations Section Chief will be assigned. The Operations Section Chief will develop and manage the Operations Section to accomplish the incident objectives set by the Incident Commander. The Operations Section Chief is normally the person with the greatest technical and tactical expertise in dealing with the problem at hand.
2. Operations Responsibilities
 - a. Establish perimeters, if not previously established by the Incident Commander. (**CALEA 46.1.4 [a]**)
 - b. Conduct evacuations. (**CALEA 46.1.4 [b]**)
 - c. Maintain Command Post and scene security. (**CALEA 46.1.4 [c]**)
 - d. Provide for detainee transportation, processing, and confinement. (**CALEA 46.1.4 [d]**)

- e. Direct and control crowds and traffic. (CALEA 46.1.4 [e])
 - f. Conduct the post-incident investigation. (CALEA 46.1.4 [f])
3. The Operations Section Chief will expand the Section, as necessary, to deal with the situation. The Operations Section Chief may add supervisory levels to help manage the span of control:
 - a. Divisions are used to divide an incident geographically.
 - b. Groups are used to describe functional areas of operation.
 - c. Branches are used when the number of Divisions or Groups exceeds the span of control and can be either geographical or functional.

E. PLANNING FUNCTION

1. The Incident Commander will determine the need for a Planning Section and designate a Planning Section Chief. If no Planning Section is established, the Incident Commander will perform all planning functions. It is up to the Planning Section Chief to activate any needed additional staffing.
2. Planning Responsibilities
 - a. Preparing a documented Incident Action Plan. (CALEA 46.1.5 [a])
 - b. Gathering and disseminating information and intelligence. (CALEA 46.1.5 [b])
 - c. Planning post-incident demobilization. (CALEA 46.1.5 [c])
3. The Planning Section can be further staffed with four units, as needed:
 - a. Resources Unit- Conducts check-in activities and maintains status of resources.
 - b. Situation Unit- Collects and analyzes information on the situation, preparing displays, summaries, maps and projections.

- c. Documentation Unit- Provides duplication services, including the written Incident Action Plan. Maintains and archives all incident-related documentation.
- d. Demobilization Unit- Assists in ensuring that resources are released from the incident in an orderly, safe, and cost-effective manner.

F. LOGISTICS FUNCTION

- 1. The Incident Commander will determine the need for a Logistics Section and designate a Logistics Section Chief. If no Logistics Section is established, the Incident Commander will perform all logistics functions. It is up to the Logistics Section Chief to activate any needed additional staffing.
- 2. **Logistics Responsibilities**
Provide personnel, facilities, services and materials in support of the incident:
 - a. Communications. (CALEA 46.1.6 [a])
 - b. Transportation. (CALEA 46.1.6 [b])
 - c. Medical Support. (CALEA 46.1.6 [c])
 - d. Supplies. (CALEA 46.1.6 [d])
 - e. Specialized team and equipment needs. (CALEA 46.1.6 [e])
- 3. The Logistics Section can be further staffed by two branches and six units, as needed:
 - a. Service Branch- Encompassing:
 - 1) Communications Unit.
 - 2) Medical Unit.
 - 3) Food Unit.
 - b. Support Branch- Encompassing:
 - 1) Supply Unit.
 - 2) Facilities Unit.
 - 3) Ground Support Unit.

G. FINANCE/ADMINISTRATION FUNCTION

- 1. The Incident Commander will determine the need for a Finance/Administration Section and designate a Finance/

Administration Section Chief. If no Finance/Administration Section is established, the Incident Commander will perform all finance functions.

2. Finance/Administration Responsibilities

- a. Recording personnel time. (CALEA 46.1.7 [a])
- b. Procuring additional resources. (CALEA 46.1.7 [b])
- c. Recording expenses. (CALEA 46.1.7 [c])
- d. Documenting injuries and liability issues. (CALEA 46.1.7 [d])

H. CRITICAL INCIDENT EQUIPMENT/OPERATIONAL READINESS (CALEA 46.1.8)

- 1. The Department shall complete a documented quarterly inspection, for operational readiness, of equipment designated for use in support of its critical incident plan. This inspection shall be the responsibility of the Investigations Division Commander, who may designate supervisors to inspect the operational component for which they are responsible. This equipment includes gas masks, cartridges, riot gear (helmet and riot batons) and other CBRN PPE.

I. TRAINING ON ALL HAZARD PLAN (CALEA 46.1.9)

- 1. The Deputy Chief, Support Services Bureau or his designee will be responsible for conducting documented annual training, on the All Hazard Plan, for affected Department personnel. Training will draw from available personnel and will not deplete field personnel to have a significant negative effect on normal field operations. The annual training may include tabletop, actual exercises, and multiple agency involvement.

J. BOMB THREATS

1. Responsibility.

- a. Bomb threat calls are primarily the responsibility of the Oak Park Police Department. The Oak Park Fire Department and Cook County Bomb squad act in a

supporting role. See General Order #4.06 (Bomb Incidents).

2. Response Procedures.

- a. Due to the many variations of explosive devices and detonators, it is necessary to respond to bomb incidents with great caution. Because some explosive devices may be set off by radio waves, officers will advise WSCDC that they are in the area prior to arrival. At all times while within a building with a suspected explosive device and, otherwise, while within 500 feet of a suspected explosive device, officers should turn off their radios until the situation has been stabilized



- b. The responsibility for a decision to search and/or evacuate a building will generally fall to the person in charge of the property involved. Officers may give advice and limited assistance in the search of a building.
 - 1) Employees will be briefed that unusual items or those that seem out of place should be reported to the investigating officer.
 - 2) If a decision is made to evacuate a building, the officer will recommend that it be completed at least 30 minutes prior to the alleged detonation time, if known. The evacuation should remain in effect for at least 30 minutes after the alleged detonation time.
 - 3) If a responsible party is not available and there is a necessity to conduct a search of a building, officers may search with supervisory approval.
- c. If the officer has reason to believe an emergency situation exists, he or she will take action necessary to protect lives. When possible, a supervisor shall review the situation prior to any order to evacuate, and coordinate with Investigations and evidence personnel.

- d. All persons should be instructed not to touch or move any objects.
 - e. In the event a suspected or actual device is located, the officer will assume command of the scene until the arrival of a supervisor.
 - 1) Necessary evacuation will be undertaken and the item will be removed by the Cook County Bomb Squad
 - 2) A perimeter will be established until the nature of the device has been established. Persons will be kept at least 100 yards from the scene, if possible.
 - f. The investigating officer is responsible for completing the appropriate report describing the circumstances and actions taken.
3. Public schools and Private schools.
The Oak Park School Districts have established procedures to be used in the event of a bomb threat at a school. Officers will assist in the search only at the direction of a police supervisor. It will be the sole responsibility of the school administrator to evacuate the school.
 4. The Department does not provide bomb disposal services. Bomb disposal operations will be handled by requesting the services of the Cook County Bomb Squad.

K. RAPID DEPLOYMENT/ACTIVE SHOOTER

Rapid deployment (Contact Team) involves the swift and immediate deployment of law enforcement resources to on-going, life-threatening situations where delayed deployment could otherwise result in death or great bodily injury to innocent persons. By definition, this will not wait for the activation and deployment of the Special Response Team (though this will likely occur concurrently).

1. Appropriate Deployments

- a. The event is ongoing and the offender(s) are actively engaged in causing death or great bodily harm to persons, and
- b. The involved location is believed to contain multiple victims, or potential victims.

2. First Responding Officer Responsibilities

- a. Secure communications.

- d. Identify and request any needed additional resources, including but not limited to:

- 1) Special Response Team.
- 2) Fire Department
- 3) Bomb Squad

- e. Relay critical information

- 1) Location and number of offenders, if known.
- 2) Type of weapons or improvised explosive devices involved.
- 3) Type of location.
- 4) Safe approach route.
- 5) Identify entrance point for contact and rescue teams.

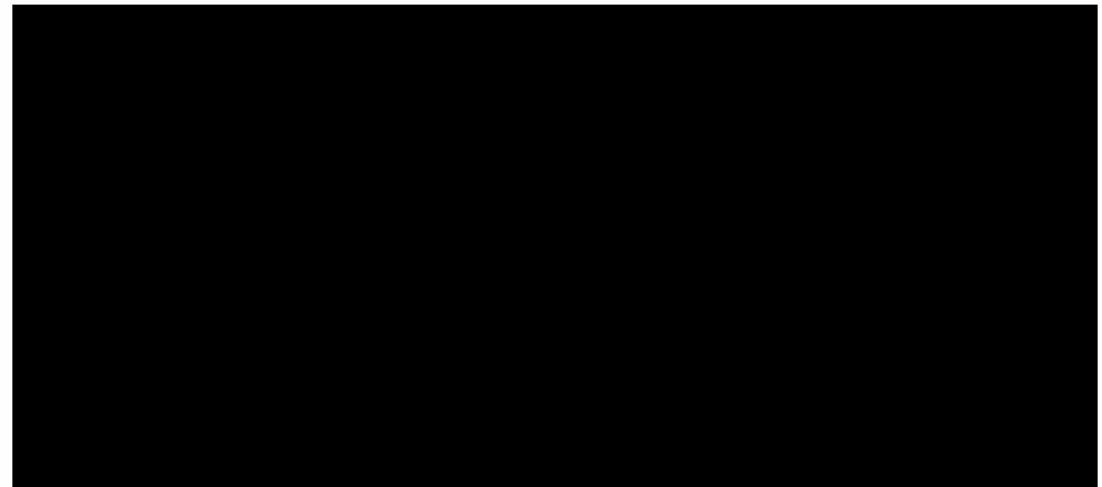
- d. Identify and request any further needed additional resources, including but not limited to:

- 1) Special Response Team.

- 2) Additional Patrol units, especially those with patrol rifles.
- 3) Bomb Squad.
- 4) Fire Department.

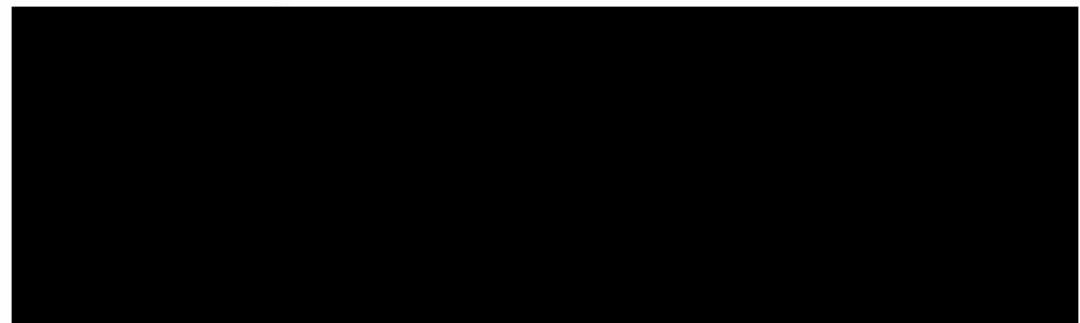
e. Continue to relay critical information

- 1) Location and number of offenders, if known.
- 2) Type of weapons or improvised explosive devices involved.
- 3) Type of location.
- 4) Safe approach route.
- 5) Identify entrance point for contact and rescue teams.



d. Communicate with other teams.

- 1) Progress/location.
- 2) Victim information, location, number, medical needs.
- 3) Offender information, description, location, weapons.
- 4) Explosives, if present, locations, types, sizes.



L. SUSPECTED BIOTERRORISM HAZARDS

There have been several incidents of suspected or actual bioterrorism events across the nation. Most of these events involved items that were received in the mail. The general public has been advised repeatedly to contact local law enforcement agencies if any suspicious package or substance is encountered. The Oak Park Police Department has reviewed information from the Illinois Department of Public Health, the Centers for Disease Control, the FBI and the Illinois State Police on how to respond to any known or suspected terrorist acts involving biological material.

When responding to a suspected bioterrorism incident, the following protocol shall be followed.

1. COMMUNICATIONS PROCEDURES:

- a. Upon receiving a call regarding suspicious materials or substances, WSCDC personnel will:
 - 1) Obtain the location of the caller and gather all pertinent information concerning the suspicious material. This information should be relayed to the assigned officer and a field supervisor.
 - 2) Ask why the caller believes the package/letter or substance is suspicious.
 - 3) Ask the caller to isolate the area where the material substance is and advise the caller not to have or anyone touch the material or substance. If possible, have the caller wait outside the building/residence for the responding units.

2. RESPONSE PROCEDURES:

- a. The assigned officer and field supervisor shall respond to the location of the call and conduct a preliminary investigation to determine if the incident presents a "credible threat". That is, that there are substantive and articulable facts and circumstances that indicate that the incident may be a bioterrorism event.
- b. Initial screening questions include, but are not limited to:

- 1) Is the reporting person or business associated with a government entity or high profile activity (news agency, professional sports, celebrity, political figure, etc.)?
- 2) Does the reporting person know someone or are they related to someone in the above category?
- 3) Does the reporting person have any ties to any foreign or domestic terrorist group or to any person or business that may be a target of such a group?
- 4) Did a direct threat accompany the package/letter (i.e. phone call, note, or letter attached)?
- 5) Did anyone become ill or injured as a result of having contact with the material or substance?
- 6) Why do you think you (or the business) would be a target?
- 7) Is the return address familiar to you?
- 8) Did you expect this package or letter?

3. ON-SCENE PROCEDURES/THREAT CREDIBILITY

- a. When a determination is made that the incident is not a credible threat, the field supervisor will call for an evidence technician and have the suspected article or substance recovered and inventoried.
 - 1) The assigned evidence technician will wear protective equipment (goggles, respirator and rubber gloves) when recovering this suspected article or substance. The suspected article or substance will be placed in double plastic bags, inventoried and placed in cage #350 in the underground garage. The protective equipment worn will be placed in a plastic bag, sealed and discarded.
 - 2) The assigned officer, field supervisor and evidence technician will thoroughly wash their hands with soap and water at the conclusion of the call.
- b. When a determination is made that the incident does represent a credible threat, the field supervisor will immediately notify the Watch Commander. The Watch Commander will:

- 1) immediately notify the Fire Department of the possible bioterrorism event.
- 2) immediately make administrative notifications.
- 3) immediately call for the FBI advising them of the possible bioterrorism event.
- 4) immediately call for the Health Department advising them of the possible bioterrorism event.
- 5) ensure that a perimeter is established around the location of the incident limiting access to and from the crime scene to essential personnel.
- 6) assign detectives to respond to the scene to interview witnesses and potential victims.
- 7) follow the protocol outlined in the Bioterrorism Preparedness and Response Plan of Oak Park.

4. REPORTING/DOCUMENTING THE INCIDENT

- a. If the call is determined not to be a credible threat, but there was genuine concern, an incident report shall be completed.
- b. If the call is determined to be a hoax or a prank, it will be classified as Disorderly Conduct, with a written report required.
- c. If the call is determined to be bona fide, it will be initially classified as a Reckless Conduct, with a written report required. This report will be forwarded to the Investigations Division for follow-up.

5. STATEWIDE PROTOCOL

- a. See "Handling Unknown Substance/Package and Biological Testing" Statewide Protocol published by the Illinois Terrorism Task Force (July 2004) for further.
- b. No substance should be submitted to the Illinois Department of Public Health for testing until telephonic screening with the FBI and hazard assessment including, but not limited to: radiation, corrosivity, flammability and volatility.

M. Mass Arrest Situations

1. When notified of a mass arrest, the Watch Commander shall determine if there is sufficient space to house the arrestees.
2. If ample space does not exist, the Watch Commander shall notify the Deputy Chief for Field Services.
3. The Deputy Chief for Field Services shall evaluate the situation and may authorize the Watch Commander to contact the county jail or surrounding towns for temporary use of their cells.
4. Juvenile offenders shall be processed and detained separately from adult prisoners.
5. Transportation of arrestees shall be provided by departmental personnel and/or personnel from assisting agencies from the scene to the station or to an assisting agency's facility. The use of flex cuffs is authorized in mass arrest situations.
6. The Watch Commander shall ensure that enough personnel are assigned to assist in the lockup / detention area for identification, booking and processing, and security in the lockup / detention or at the scene. In cases where transportation to the lockup is not practical, an Evidence Technician may be contacted to bring portable finger print equipment and cameras.
7. If evidence collection is required, the Watch Commander should consider calling in an Evidence Technician. Collected evidence should be separated and labeled at the scene or processing area. The evidence technician shall package the evidence and submit it to the Property Custodian for evidence storage.
8. Interagency agreements or mutual aid agreements for manpower, equipment and other resources will be activated as needed to ensure adequate personnel and resources.
9. Normal visitation privileges may be suspended by the Watch Commander until the mass arrest situation is stabilized. However, constitutional rights shall be ensured.
10. The Deputy Chief for Field Services or designee shall be the court and prosecutorial liaison for the Department in the event of

a civil disturbance. The on-call assistant state's attorney should be contacted when appropriate.

11. The Public Information Officer or designee shall be responsible for all media briefings and public information distributed as a result of the incident.
12. Basic needs, to include food, water, sanitation, and medical treatment shall be provided. The Fire Department may be requested to stand by at the station or arrest location.

N. V.I.P Security (CALEA 46.2.6)

1. A Deputy Chief will supervise and coordinate any special detail involving V.I.P. security. Such plans shall include:
 - a. Coordinating the V.I.P. itinerary with the responsible security agency, either private or governmental, and other law enforcement agencies, which might be affected.
 - b. If necessary, make available equipment needed to provide for safety of the V.I.P. or the security detail, (i.e. portable radios, marked or unmarked vehicles).
 - c. Assist in planning and surveying travel routes and alternatives.
 - d. Make advanced inspections of the sites and facilities to be used by the V.I.P.
 - e. Arrange for gathering local intelligence information.
 - f. Conduct a briefing with a member from each agency or department involved in the security detail and coordinate the duties and responsibilities of all personnel.
 - g. In cooperation with the Fire Department, making preparations for medical emergencies by providing the necessary personnel, equipment and arrangements with the appropriate hospital facility.
 - h. Assisting in providing any special communication needs, or providing a portable radio or member of the department

with a radio to any agency not having a compatible frequency.

- i. Arranging and coordinating any special identification system to designate members of the security detail not in uniform.
- j. Assigning as many officers as necessary to provide adequate security.

O. SPECIAL EVENTS (CALEA 46.2.7)

1. The department's effectiveness in handling special events depends upon planning relative to events. The Special Operations Coordinator shall be responsible for the planning of Special Events. This plan shall include:
 - a. The type of special event.
 - b. Manpower required, both uniformed and in plain clothes.
 - c. Supervision required.
 - d. Deployment of manpower, including times needed and fixed post assignments if required.
 - e. Written estimates of traffic, crowd control and problems expected.
 - f. Contingency plan for traffic direction and control.
 - g. Overall logistic requirements, including feeding, transporting, equipping, maintaining and relieving personnel assigned to the event.
 - h. Equipment needed (barricades, radios, traffic vests, vehicles, etc.).
 - i. Coordination required within and outside of the department.
2. The Special Operations Coordinator shall contact the appropriate agencies, (fire, public works, health, etc.), and coordinate plans and exchange information regarding job functions at the event.
3. The plan shall be submitted to the Chief of Police at least seven (7) days before the event is scheduled to take place. The plan, once approved by the Chief of Police, shall be disseminated to all personnel assigned to the event to ensure that they are aware of their individual responsibilities.

4. When possible, a briefing will be held for all personnel just prior to the start of the event.
5. The Chief of Police shall receive a written incident review by the supervisor in charge of the event. This review will critique the event and provide an opportunity to discuss any problems, deficiencies or successes realized.

Rick C. Tanksley

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 30 OCT 2007	EFFECTIVE DATE 30 OCT 2007	DISTRIBUTION C	NUMBER 4.57
SUBJECT	CRIME ANALYSIS		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES	3
CALEA STANDARDS: 15.3.1			

I. PURPOSE:

The purpose of this General Order is to establish departmental procedures governing the systematic analytical processes directed at providing accurate, timely and pertinent information relevant to crime patterns. The purpose is to assist operational and administrative personnel with planning and deployment of resources in order to prevent, reduce and suppress criminal activities. Crime analysis aids the investigative process to increase apprehension and case clearance. Information may be obtained from other law enforcement or government agencies, other agencies of the criminal justice system or private organizations.

II. POLICY:

It is the policy of the Oak Park Police Department to collect and analyze crime data for the purpose of identifying crime patterns, apprehending criminal offenders and implementing measures that will reduce the opportunity and incidence of crime.

III. PROCEDURE:

- A. Crime Analysis will be the responsibility of the Crime Analyst.
- B. The Crime Analyst with the assistance of the Investigation Division Commander and Records Supervisor will collect, collate and analyze crime data to aid the Investigative Division and Field Services Bureau in meeting tactical crime control, prevention objectives and long range planning requirements.

C. Crime data will be compiled from sources such as:

1. Incident/Offense reports
2. Arrest reports
3. Investigative reports
4. Field Interview cards
5. Monthly UCR reports
6. Intelligence from outside Law Enforcement agencies
7. Citizen input (CALEA 15.3.1 [a])

D. Crime data will be collated through the use of UCR reports generated by Records personnel.

E. Crime data analysis will be based upon a comparison of incident characteristics among reported crimes, and the identification of developing crime patterns or trends. Factors in crime analysis include

1. frequency by type of crime
2. geographic factors
3. temporal factors
4. victim and target descriptors
5. suspect descriptors
6. suspect vehicle descriptors
7. modus operandi factors
8. physical evidence information
9. community policing strategies

F. Analyzed crime information will be disseminated to the Chief of Police, Deputy Chiefs, Commanders, Sergeants, Investigations, Juvenile Services, Street Crime Teams, Community Policing Unit, Roll Call board, Department E-mail system, designated bulletin boards and Report Writing Room bulletin board. Distribution of crime analysis information to outside law enforcement agencies shall be made at the discretion of the Chief of Police. Distribution of crime analysis information intended to enhance both public awareness and community support will be made at the discretion of the Chief of Police. (CALEA 15.3.1 [b])

G. Information that is relevant to operational and tactical strategies will be forwarded to the Command Staff to aid in the formulation of response plans, daily or as needed.

IV. CRIME ANALYSIS EVALUATION:

- A. The continued value of Crime Analysis services depends on feedback from users. Some feedback may be informal; received by members of the department and passed on to the supervisor. Other forms may be carefully designed and implemented.
- B. The Crime Analyst, Records Division Supervisor and the Investigations Commander will notify the Chief of Police of all current and potential crime trends as they occur so that timely and effective countermeasures may be implemented. (CALEA 15.3.1 [c])

Rick C. Tanksley
Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 29 OCT 2007	EFFECTIVE DATE 29 OCT 2007	DISTRIBUTION C	NUMBER 4.58
SUBJECT	TRAFFIC – ANCILLARY SERVICES		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES	5
CALEA STANDARDS: 61.4.1, 61.4.2, 61.4.3, 61.4.4			

I. PURPOSE:

The purpose of this General Order is to establish guidelines for traffic-related ancillary services which have an affect on vehicular and pedestrian traffic in the Village.

II. POLICY:

It is the policy of the Oak Park Police Department to provide assistance to motorists in time of emergency, and report/correct hazardous roadway conditions.

III. PROCEDURE:

A. General assistance. (CALEA 61.4.1 [a])

1. Information and directions.

Personnel shall freely and courteously provide information and directions when asked, and shall remain familiar with various services and facilities available to help motorists, such as 24-hour gasoline stations, 24-hour restaurants, local hotels, etc. Personnel will not suggest or advise or otherwise refer citizens to a particular service, yet offer several options from which the citizen can choose. See Rules and Regulations of the Oak Park Police Department.

2. Stranded motorists.

Field personnel will offer reasonable assistance at all times to motorists who appear to be in need of aid.

3. **Transportation.**

Field personnel may, with supervisory approval, transport stranded motorists to the nearest convenient location where assistance may be obtained.

B. Mechanical assistance and towing service. (CALEA 61.4.1 [b])

1. Officers encountering motorists experiencing mechanical or other difficulties will make a reasonable effort to obtain appropriate assistance for the motorist.

a. Officers will not use Departmental equipment to make repairs to disabled vehicles, nor Department vehicles to “jump start” a disabled vehicle.

2. Officers will assist motorists in obtaining tow services when requested. The tow company requested by the motorist will be utilized provided the company can respond in a reasonable period of time. If the motorist does not have a personal choice, an authorized towing agency will be requested.

C. Protection for stranded motorists. (CALEA 61.4.1 [c])

1. Stranded motorists should not be left unattended when they appear to be exposed to hazardous situations. Due consideration shall be afforded stranded motorists in hazardous conditions, such as location, time of day or night, and weather. When circumstances preclude remaining with a motorist's vehicle, flares may be placed to warn traffic and provide reasonable safety until the officer can return to ensure the motorist no longer requires assistance.

2. Field personnel who assist stranded motorists will communicate this to the West Suburban Consolidated Dispatch Center (WSCDC) so a dispatch ticket can be assigned.

3. Motorists residing within the Village of Oak Park limits may, with the approval of the officer's supervisor, be transported to their residences.

- a. The WSCDC will be advised of the beginning and ending odometer reading as well as the motorist's address.
 - b. If assistance cannot be obtained for the motorists, they may be transported to the lobby of the Police Department, where a telephone is available.
 4. During adverse weather conditions, Department personnel shall make an effort to transport or arrange for transportation for persons who are stranded.
- D. Emergency assistance. (CALEA 61.4.1 [d])
Officers will render all practical assistance to users of the roadway who are involved in emergency situations.
1. In medical emergencies:
 - a. Request that Fire Department ambulance be dispatched to the scene.
 - b. Administer first aid, if necessary, until arrival of Fire Department personnel.
 - c. Officers shall not transport injured persons in a police vehicle.
 2. Fire hazards.
See General Order 4.36, Traffic Crash Investigation, for guidelines.

IV. CORRECTION OF HIGHWAY HAZARDS (CALEA 61.4.2)

- A. During normal patrol activities, Department personnel must remain alert for unsafe or hazardous conditions on the roadways. Hazardous conditions that may be encountered include, but are not limited to:
1. Debris on the roadway.
 2. Defects in the roadway itself.
 3. Lack of, or defects in, highway safety features.

4. Lack of, improper, visually obstructed, damaged, or non-working mechanical traffic control devices or informational signs.
 5. Lack of, or defective, roadway lighting systems.
 6. Disabled, abandoned, or parked vehicles on the roadway.
- B. Upon discovering an unsafe or hazardous condition on the roadway, Department personnel shall take appropriate action which includes, but is not limited to:
1. Notifying the appropriate agency via the WSCDC or completing the appropriate report documenting the condition.
 2. Providing traffic control as needed.
 3. Protecting the scene as appropriate.
 4. Immediately rectifying the situation where possible.

V. REMOVAL AND TOWING OF VEHICLES (CALEA 61.4.3 [a,b,c])

- A. Written directive governing the towing of vehicles is found in General Order 4.39, Towing Procedures.

VI. TRAFFIC SAFETY EDUCATION MATERIALS (CALEA 61.4.4)

- A. The Department distributes educational materials on traffic laws and regulations, DUI prevention, safety restraint information, and traffic safety programs to the public. The purpose of these traffic educational materials is to enhance public understanding of safety programs, and to support traffic enforcement efforts.
- B. The materials may be distributed by personnel making public appearances, by personnel working the front desk, or displayed and accessible to the public in the police facility lobby.

VII. SPEED MONITORING RADAR TRAILER (SPEED TRAILER)

- A. Operation of the Speed Trailer.

1. The Special Operations Coordinator is responsible for the daily operation of the Speed Trailer, including the selection of locations and authorization of set-up and take-down of the device.
2. Personnel involved in the set-up or take-down of the equipment must undergo training from a qualified instructor designated by the Special Operations Coordinator before utilizing the equipment.
3. The Special Operations Coordinator is charged with the upkeep of the Speed Trailer and the daily operation of the device. Any needed repairs are to be documented on a Driver's Defect Report.

B. Location of deployment.

1. The use of the speed trailer is intended to complement the Department's efforts at reducing traffic hazards caused by speeding vehicles. Such efforts are directed at locations which have been identified as problem areas, from community input, and statistical analysis. These locations are subsequently identified in the Selective Enforcement Bulletin. The Speed Trailer should be utilized in these areas, concentrating in school zones, residential neighborhoods, and road construction areas.

Rick C. Tanksley
Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 27 NOV 2007	EFFECTIVE DATE 27 NOV 2007	DISTRIBUTION C	NUMBER 4.59
SUBJECT	HOMELAND SECURITY		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES	9
CALEA STANDARDS: 46.3.1, 46.3.2, 46.3.3, 46.3.4,			

I. PURPOSE:

The purpose of this order is to establish guidelines and procedures relating to Homeland Security.

II. POLICY:

It is the policy of the Oak Park Police Department to take prescribed security precautions to maintain public safety and prevent terrorist acts.

III. PROCEDURES:

A. Liaison with other organizations. (CALEA 46.3.1)

The Department maintains liaison with other organizations for the exchange of information relating to terrorism. The Commander of the Investigations Division will be responsible for liaising with other organizations.

B. Terrorism related intelligence. (CALEA 46.3.2)

Contact with Subject of a Terrorist Alert/List.

Department personnel who, as a result of a LEADS inquiry, receive an NCIC or LEADS hit for a possible subject of a terrorist alert/list shall:

1. If the Department personnel are non-sworn, they will immediately summon an officer.

2. Not let the person know that they may be the subject of such an alert.
 3. Determine, as best they can, whether the person matches the alert. If the hit is bona fide for the person:
 - a. Notify West Suburban Consolidated Dispatch Center (WSCDC) and a field supervisor.
 - b. Follow the directions given in the NCIC/LEADS hit.
 - c. Ensure immediate notification of an Investigation Division supervisor.
 - d. Complete a report documenting the incident.
 4. If the person is determined not to match the hit, the officer will also complete a brief report. The report will document the circumstances of the contact and the measures taken to determine that the person did not match the hit.
- C. Reporting of Terrorism Related Intelligence Information. Officers receiving reports of terrorism related intelligence information will document that information on a police report. If the nature of the information is urgent, the officer will make immediate notification to their supervisor. Reports will be turned in to the supervisor for review.
1. The supervisor will make notification to the Investigation Division and relay the report after it is approved.
- D. Relaying Information to Proper Agency
The Investigation Division Section will relay terrorism information to the appropriate outside agencies.
- E. PROVIDING AWARENESS INFORMATION (CALEA 46.3.3)

The Department provides terrorism awareness information within the Village of Oak Park. The Investigation Division will disseminate information to the public encouraging and identifying methods for reporting suspicious activity that may be related to terrorism.

F. CBRN AWARENESS (CALEA 46.3.4)**1. First Responder CBRN Equipment.**

First responder personal protective equipment (PPE) for events involving chemical, biological, radiological and nuclear weapons will follow the U.S. Department of Homeland Security's Science and Technology Division standards. This personal protective equipment includes gloves, eye protection, gas masks, and protective ensembles (clothing cover).

2. Awareness Level Guidelines for Events Involving CBRN.

The Department utilizes the awareness level guidelines of the State of Illinois Hazardous Material Awareness Training (required annually) and the Emergency Response Guidebook developed by the U.S. Department of Transportation.

3. Use of Issued PPE.

Department issued PPE is for the use of personnel responding to a terrorist attack. In normal hazardous material situations, police personnel are awareness level responders recognizing and identifying the hazard and reporting it. PPE is to be used for response to terrorist CBRN attacks for which the PPE is rated. The PPE cannot protect from all possible chemical, biological, radiological, and nuclear hazards. Current PPE is for chemical, biological, and some radiological hazards.

G. HOMELAND SECURITY ADVISORY SYSTEM**1. The U.S. Department of Homeland Security interacts with state and local emergency management agencies, provides guidance, and is responsible for the National Warning System and the dissemination of threat condition advisories. The Homeland Security Advisory System consists of five levels, each color coded to a different associated risk. The following list provides the threat condition, color, and associated response necessary from the Department.**

a. Upon receipt of notification of a change in the advisory level, the Watch Commander or his designee will ensure that a copy is faxed/email to Village Manager's Office, Public Works, and the Fire Department. If the advisory is an increase in level

above "Elevated" (Yellow), notification is to be made via telephone.

- b. Threat Condition GREEN: Low
Continue with regular Department operations. A low risk of terrorist attack.
- c. Threat Condition BLUE: Guarded
Threats have been received that do not warrant actions beyond the normal notifications or placing resources on a heightened alert. Supervisors should:
 - 1). Review all applicable emergency plans and staff readiness (schedules).
 - 2). Ensure Department vehicles remain secured while parked.
 - 3). Check equipment for operational readiness.
 - 4). Review and update public and private critical infrastructure target listings.
- d. Threat Condition YELLOW: Elevated
Intelligence or an articulated threat indicates a potential for a terrorist incident. However, this threat has not yet been assessed as credible. A significant risk of terrorist attack is present. Supervisors should:
 - 1). Ensure that all measures for Threat Condition BLUE have been taken, PLUS:
 - 2). Remind all personnel to be suspicious and inquisitive while maintaining a heightened awareness of people, vehicles, and activities; and
 - 3). Thoroughly check all deliveries to the police facility.
- e. Threat Condition ORANGE: High
A threat assessment indicates that the potential threat is credible, and confirms the involvement of Weapons

of Mass Destruction (WMD) in the developing terrorist incident. Supervisors should:

- 1). Ensure measures for all lower threat levels are completed, PLUS:
- 2). Review planned public tours of the police facility and determine if any should be cancelled;
- 3). Institute further security within the police facility. All visitors will be required to wear a visitor pass and have it visible at all times. All unfamiliar visitors will be escorted to their destination within the police facility;
- 4). Identify any planned community events where a large attendance is expected;
- 5). Special Operation Coordinator will consult with the event planners regarding contingency plans, security awareness, site accessibility, and control. Consider a recommendation of canceling events if the current situation warrants it;
- 6). Contact critical infrastructure facilities including businesses, hospitals, schools, etc., to discuss the heightened threat, security, and contingency plans; and
- 7). Ensure that Patrol increases security around critical infrastructure facilities, including CTA Train Stations.

f. Threat Condition RED: Severe – Department Notification and Mobilization

A WMD terrorism event has occurred which requires an immediate process to identify, acquire, and plan the use of federal and state resources in response to consequences of terrorist use or employment of WMD. There is a severe risk of further terrorist attacks.

- 1). The on-duty Watch Commander or designee will begin the notification and approval procedure (see General Order #4.13 – Emergency Call-Back Procedure) in the following order:
 - a). Chief of Police or designee. If the Chief of Police cannot be reached via telephone, a Deputy Chief will be notified and approval obtained.
 - b). Watch Commander will activate Emergency Call-Back Procedure to include supervisors.
 - c). Deputy Chiefs
 - d). Commanders
 - d). Public Information Officer
 - e). Special Response Team
 - f). Training Coordinator,
- 2). The Chief of Police or designee will provide direction on any further notifications (internal or external) and determine the personnel response beyond the next scheduled shift.
- 3). If the Chief of Police cannot be reached, the Order of Command Precedence will follow that specified in General Order 2.13 (Organization for Command) with the Deputy Chief designated as Acting Chief of Police as next in the chain of command, followed by the Investigations Commander.
- 4). The Watch Commander or Acting Watch Commander will immediately designate a supervisor to record emergency operations and note all activity undertaken. This supervisor should be prepared to brief Command Staff at a

- 5). meeting which will be convened upon the arrival of Command Staff at the police facility. The Watch Commander or Acting Watch Commander will determine call priorities and response levels based on call loads and the developing situation. This direction will be relayed to West Suburban Consolidated Dispatch Center (WSCDC) , Records Personnel, and on-duty shift personnel.
- 6). The Records Section, WSCDC employees, and Front Desk personnel will be advised to direct citizens contacting the police to remain calm and monitor local media (television or radio) for further information.
- 7). Upon arrival of Command Staff members, a situational assessment meeting will immediately take place. The following will be reviewed:
 - a). Department All-Hazard Plan
 - b). Village of Oak Park Emergency Operating Plan
 - c). Relevant General Orders
- 8). An Operational Plan will be developed which will include a chain of command and operational assignments including, but not limited to:
 - a). Patrol Operations
 - b) Off-Site Security
 - c). Public Safety Campus Security
 - d). Intelligence
 - e). Logistics (Internal for Police)

f). Equipment Needed

g). Vehicles Needed

9). The Command Staff will set a meeting within the following six hours to analyze and evaluate the Operational Plan.

10). In the follow-up meeting, the following areas will be analyzed and evaluated:

a). Evaluate the current situation.

b). Review of all personnel assignments.

c). Report changes or modifications of the Operational Plan to the Command Personnel assigned to the EOC.

d). Set the next meeting time to analyze and re-evaluate the Operational Plan.

g. Threat Condition RED: Severe - Department Responsibilities

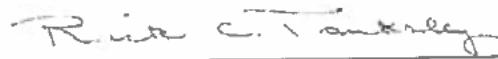
1). Ensure all lower threat level measures have been taken, PLUS:

2). Make a positive identification of all vehicles parked in and around Village Hall (123 Madison) parking lots.

3). Control access and implement positive identification of ALL personnel - no exceptions.

4). Maintain a security presence on a single point of access to the police facility, Village Hall, and Fire Department facilities to determine the validity of purpose of the visit and to inspect all packages, briefcases, and bags.

- 5). Ensure frequent checks of all critical facilities and begin spot checks of lower risk targets not identified in the infrastructure target list.
- 6). All sworn personnel will be in uniform, unless specified by the Chief of Police or designee.
- 7). A Police Representative to the Emergency Operations Center (EOC) will be designated by the Watch Commander or Acting Watch Commander.



Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 05 MAY 2014	EFFECTIVE DATE 05 MAY 2014	DISTRIBUTION C	NUMBER 4.60
SUBJECT PATROL RIFLE POLICY			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 4.60 DATED 04 SEP 2012	NO. PAGES 4	

I. PURPOSE:

To provide guidelines for the proper use of semi-automatic rifles in the performance of police duties.

II. POLICY:

The Oak Park Police Department issues semi-automatic rifles to specifically selected officers for unconventional situations where the police may face heavily armed and/or ballistically protected suspects. These rifles are a tool to allow the potential resolution of these incidents by providing a tactical advantage not available with more conventional police firearms.

III. DEFINITION:

SEMI-AUTOMATIC RIFLE - For the purposes of this order, an AR-15/CAR-15 semi-automatic rifle in .223 caliber with a 16 inch barrel and 30 round capacity box magazine.

PATROL RIFLE OPERATOR (PRO) - A specially selected and trained officer of the patrol division currently issued one of the above rifles.

IV. RULES:

- A. Patrol rifle/carbines will be deployed consistent with the Oak Park Police Use of Force Policy.
- B. The decision to fire the rifle/carbine shall be in accordance with Illinois State Law and the Oak Park Police Use of Force Policy.

V. PROCEDURES:**A. ASSIGNMENT OF RIFLE/CARBINE**

The patrol rifle is issued to individual officers, approved by the Chief of Police upon recommendation by the Rangemaster. A PRO will serve in this assignment at the discretion of the Chief of Police.

B. TRAINING AND QUALIFICATION

1. A PRO must complete a department approved patrol rifle/carbine training course.
2. A PRO must complete a department approved patrol rifle qualification course with a passing score of 80 percent twice a year.
3. A PRO may only attempt a rifle qualification test twice in a given day. Failure to qualify on the first day of testing will result in the PRO being suspended from patrol rifle carry eligibility. Any retest must be on another day in the presence of the Rangemaster or his designee. Failure to qualify at the retest will result in the PRO being removed from patrol rifle carry eligibility for a period of one year. After one calendar year has passed, the PRO may reapply for eligibility.
4. A PRO must attend one mandatory training session annually.

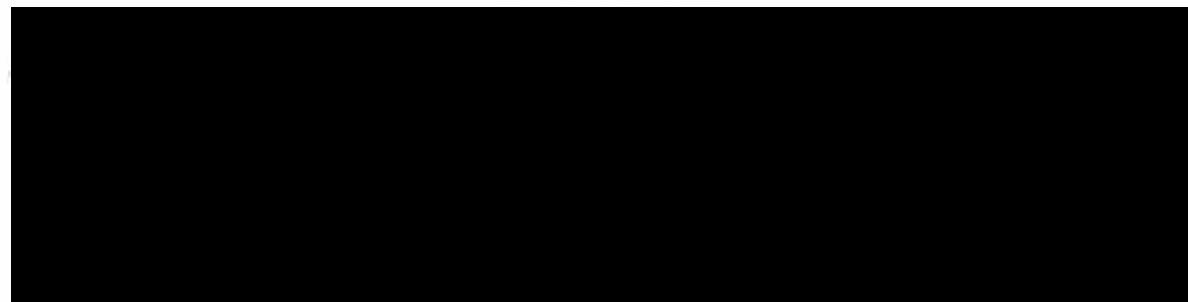
C. STORAGE AND TRANSPORT:

1. The PRO will be responsible for signing the Patrol Rifle Log when removing the rifle from the patrol rifle storage area, at the beginning of the shift and returning it at the end of the shift.
2. The rifles are issued in protective cases with up to 80 rounds of department approved ammunition.
3. All rifles are to be stored in the trunk of the assigned patrol rifle officer's patrol car during their tour of duty. No rifles shall be left in fleet vehicle trunks, including when the vehicle is taken to the car wash, fleet maintenance service, or any other time the PRO has given physical control of the vehicle to another person.

4. The PRO is responsible for the safe and secure storage of their issued rifles at all times.
5. The rifle shall be stored in a locked case with the chamber empty, safety on and a chamber block installed.
6. The rifle should be inspected frequently and adequately maintained. An inspection of the rifle and its magazines shall occur at a minimum of one time per year by a department authorized armorer.

D. TACTICAL DEPLOYMENT

1. This order does not seek to articulate the only situations where rifle deployment is appropriate. The on-scene judgment of the officer or supervisor is the first indicator of appropriate deployment.
2. The patrol rifle may be deployed in situations where the officer:
 - a. believes a suspect he/she may encounter is wearing protective body armor or
 - b. encounters a suspect that is believed to be armed with or has immediate access to high powered or shoulder fired weapons or
 - c. encounters a suspect that is believed to be armed and situated in a distant or fortified location which affords the suspect a tactically superior position or
 - d. encounters other situations where approval for deployment of patrol rifle is authorized by a supervisor.



Rick C. Tanksley

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 AUG 2016	EFFECTIVE DATE 18 AUG 2016	DISTRIBUTION C	NUMBER 4.61
SUBJECT	CANINE UNIT MANAGEMENT		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES	11

I. PURPOSE:

The purpose of this Order is to provide guidelines for the management of the Department Canine Unit and use of police canines in field operations.

II. POLICY

It is the policy of the Oak Park Police Department to establish procedures that properly control the canine use of force potential and channel their specialized capabilities into legally acceptable crime prevention and control activities for the apprehension of subjects, for the detection of narcotics, and for the detection and prevention of crime.

III. PROCEDURES

A. Building Searches for Suspects in Hiding

Use of Oak Park Police Department Canines for locating suspects in buildings or related structures where a search by officers would create an unnecessary risk. These searches will be governed by the following:

1. The building perimeter will be secured by patrol personnel.
2. Whenever possible, the building's owner will be contacted to determine whether there may be tenants or others in the building and to ascertain the building's layout.
3. When a canine building search is anticipated, a preliminary search by officers will not be conducted as this will interfere with the canine's ability to discriminate scents.

4. The on-scene supervisor will also take the following steps in preparation for the canine search when possible:
 - a) Evacuate all tenants, workers or others from the facility.
 - b) Upon entrance to the building all exits will be secured, and communications limited to those of a tactical nature.
 - c) The canine should be unleashed during a building search unless there is an imminent risk of injury to innocent persons within the facility.
 - d) The canine should not be used to search facilities that contain substances potentially harmful to the canine unless an overriding risk to human life is present.
 - e) Before commencing the search, the Canine Officer will loudly announce and repeat the statement that there are police officers on the premises and that a trained police canine will be released if the individual does not surrender. A reasonable amount of time will be allowed for the suspect to respond. This wording will be repeated on each level of all multilevel structures.
 - f) When apprehending suspects in these or related circumstances, canines will be commanded to disengage as soon as the suspect is subdued or readily complies with officer's direction. Medical attention will be arranged as needed.

B. Drug Detection

Use of police canines in a drug detection capacity is authorized in the following situations and under the following conditions:

1. The Training Coordinator will maintain records that document the proficiency of the canine in drug detection. This documentation will be readily available to the Canine Officer and others who may need it when seeking warrants.
2. The use of drug detection in public schools is permitted only with approval from the Chief of Police or designee; and

- a) The school's Principal, or their designee must be properly identified to the Oak Park Police Department prior to the use of the canine.
 - b) The search is limited to inanimate objects in public areas and the exterior of student lockers unless reasonable suspicion exists to gain admission to lockers or related areas where there is a reasonable expectation of privacy.
3. Drug-Sniffing canines may be used to sniff motor vehicles when:
- a) Reasonable suspicion exists to believe the operator or passengers are in possession of illegal narcotics; or
 - b) During a valid vehicle stop, the canine is used to sniff the vehicle's exterior in an exploratory manner. Unless the canine alerts to the vehicle, the operator may not be detained longer than necessary to conclude the business associated with the initial stop.
 - c) If the canine alerts, then probable cause exists for the canine to enter the inside of the vehicle for a narcotics search.

C. Tracking

The Police Canine is available with supervisory approval to track missing persons or suspects, or to locate evidence that the supervisor has reason to believe has been abandoned or hidden in a specified open area. Such searches are subject to the following conditions and limitations:

1. When Officers are pursuing suspects and contact with the suspect is lost, the officers, prior to summoning the canine team will:
 - a) stop and pinpoint the location where the suspect was last seen;
 - b) shut off engines of vehicles in the area if possible; and
 - c) avoid vehicle or foot movement in the area where the suspect or subject was last seen.

2. The canine should remain on a leash of sufficient length to provide a reasonable measure of safety to the subject(s) of the search without compromising the canine's tracking abilities.
3. The Canine Team should not be used to locate small children unless there is reasonable suspicion of foul play or a belief that serious bodily harm or death will occur if the child is not located immediately. Where the use of a canine is deemed necessary, the risks of attack to the subject will be explained to the parents or next of kin and their approval obtained for the search.
4. On-scene personnel will:
 - a) secure the perimeter of the area to be searched;
 - b) secure the integrity of the area to be searched by keeping all personnel out of the area; and
 - c) protect all items of clothing that will be used for scent from being handled.

IV. TRAINING

- A. The Canine Team will certify to "Master Trainer" qualifications annually.
- B. The Canine Team will comply with training schedules designated by the Canine Supervisor.
- C. To ensure consistency, no handler, trainer or outside vendor is authorized train in methods or standards that are contrary to the training policies of the Oak Park Police Department.
- D. Selection Qualifications and Training
 1. Applicants for the Oak Park Police Department Canine Unit must have:
 - a) At least three (3) years of uniform patrol experience with satisfactory work performance, disciplinary and medical leave records;

- b) A willingness to remain with the unit for at least three (3) years;
 - c) A willingness (together with other family members) to care for and house the canine at the Officer's residence;
 - d) A strong desire to work with canines and willingness to care for and train the animal; and
 - e) The ability to pass designated physical fitness and agility tests related to the tasks of canine handling.
2. The Chief of Police and the Canine Unit Supervisor will be responsible for selection of the canine handler in accordance with established departmental procedures.
3. The Canine Officer will complete the prescribed canine training course and successfully meet all course requirements for "Master Trainer" classification.
4. The Canine Officer is required to demonstrate acquired abilities to the Canine Supervisor on a periodic basis as prescribed in departmental regulations.

V. TRAINING ACTIVITY RECORDS

All canine training and activity records will be forwarded by the Canine Officer to the Canine Supervisor. The Canine Supervisor will review all training and activity records and forward to the Training Coordinator. All records pertaining to the Canine Unit will be maintained and stored by the Training Coordinator.

VI. RESPONSIBILITIES

A. The Canine Officer will:

1. Upon accepting the appointment as a Canine Officer, agree to continue in that position for a minimum period of three (3) years.
2. Maintain, house and care for their assigned service canine as prescribed by Department policy and procedures.

3. Attend all scheduled canine training. General work assignments will not be considered as training.
4. Work specialized shifts and flexible hours as necessary for canine operations.
5. Maintain their assigned Department vehicle's equipment to ensure the comfort and safety of their assigned canine.
6. Maintain his/her own physical fitness as well as the physical fitness and cleanliness of the assigned canine.
7. Maintain an acceptable level of performance from the canine.
8. Maintain all required records regarding the use, activity, veterinary care and training of the canine.
9. Perform other duties and assignments that may be assigned.

B. The Canine Supervisor will:

1. Ensure that the Canine Team is scheduled to address the needs of the Department.
2. Ensure that all required reporting procedures for canine operations are completed and forwarded through the designated chain of command. Review all reports prepared by the Canine Officer regarding canine operations.
3. Ensure that the Canine Unit receives all training necessary to meet or exceed the needs of the Canine Unit.
4. Review the training records of the Canine Unit to ensure established standards are met or exceeded.
5. Forward all veterinary records for the canine to the Training Coordinator and invoices to the Budget Coordinator for payment.
6. Establish and maintain a listing of veterinary professionals and clinics, which are available to respond to Oak Park Police Department canine emergencies.

7. Inspect the Oak Park Police Department Canine to ensure that the canine is well cared for and physically fit for duty.
8. Inspect the Oak Park Police Department Canine Officer and his/her vehicle to ensure that all of the equipment necessary for the proper handling, security and care of the canine is available.
9. Budget for the future needs of the Canine Unit in terms of training and equipment.
10. Assume those duties and responsibilities that may be assigned by the Chief of Police.

VII. HOUSING OF THE ASSIGNED CANINE

- A. The Canine Officer will maintain and clean the kennel and housing area of the Canine and remove the Canine's waste in a timely fashion.
- B. When the Canine Officer is on vacation, military leave or away from his/her residence for more than twelve (12) hours, the animal will be housed at a Department approved location.
- C. The Canine Officer will notify the Canine Supervisor via a To-From Memorandum forwarded through the chain of command at least two (2) weeks prior to any anticipated absence that would extend beyond twelve hours.

VIII. VETERINARY SERVICE

- A. The Oak Park Police Department Canine will be examined periodically, according to the schedule arranged by the Oak Park Police Department, and designated Veterinarian(s). All medical treatment and/or food supplements will be administered only by their orders. All non-emergency medical care will be coordinated by the Canine Supervisor.
- B. In an emergency, the Canine Officer may take his/her canine to the nearest emergency veterinary for treatment. In such circumstances, the Canine Supervisor and Veterinarian will be notified as soon as possible to the nature of the illness or injury and the name, address and telephone number of the veterinarian who provided the emergency treatment.
- C. The Canine Officer will notify the Canine Unit Supervisor whenever the canine is unable to report for duty because of injury or illness. All

canine illnesses will be documented by a To-From Memorandum and submitted to the Canine Supervisor for inclusion in the Unit's files. A copy of the memorandum will be forwarded through the chain of command.

- D. All records of medical treatment will be forwarded to the Canine Supervisor and will be maintained by the Training Coordinator.

IX. OWNERSHIP OF THE CANINE

- A. All canines assigned to the Canine Unit are the property of the Oak Park Police Department. Canines assigned to the program will not be used for purposes other than official police duties.
- B. Canines assigned to the program will not be used for breeding purposes.
- C. Canines assigned to the program will not be used during secondary employment or hire-backs.
- D. Should the Canine Officer retire, be reassigned or eliminated from the program, the canine will be reassigned or removed from duty.
- E. A Canine Officer may apply to purchase his/her canine when:
1. The canine is retired from duty or relieved due to injury; or
 2. The Canine Officer is transferred, promoted or retires and a decision is made not to retrain the canine for another Canine Officer.

X. REPORTING AND REVIEW OF CANINE BITE INCIDENTS

All canine reports will be filed on an Oak Park Police Department Offense/Incident Report. The following procedure and responsibilities will be followed by the Canine Officer in actual or alleged canine bite incidents:

- A. Duty Related Bites:

All duty related canine bites will be reported. Further, the applicable use of force reports will be submitted in accordance with current department policy.

1. Provide for immediate medical attention to the person or animal bitten.
2. The Canine Officer will immediately inform the Canine Supervisor of the incident.
3. Notify the on duty responsible Supervisor who will complete the Supervisory summary and record the incident.
4. Prepare the appropriate case report or supplemental report. The Canine Officer will submit the required report for every incident involving injuries resulting from the use of a canine. In addition to the required information, the Canine Officer will state, in the narrative section, the name of the canine, use of force by the canine, and the facts explaining the use and the circumstances under which the canine was deployed in the particular incident. All reports will be promptly completed and forwarded through the chain of command. All follow up investigations of the alleged incident will be conducted by the Detective Bureau, unless otherwise directed by the Chief of Police.
5. Photograph, if possible, the alleged bite injury to the person or animal. The photographs will be taken by a department Evidence Technician, when feasible, and will be processed and stored per department policy.
6. Notify the Oak Park Police Department veterinarian of the incident. The canine will be placed under observation in compliance with the veterinarian's instructions.
7. Notify the Cook County Rabies Control.
8. The Canine Supervisor will review all reports submitted by the Canine Officer. After reviewing, and if necessary, discussing the incident with the Canine Officer and/or other involved Officers/parties, the Supervisor will determine whether the use of force was in accordance with Oak Park Police policy, then date and sign the report. Any additional information the Canine Supervisor believes relevant to the issue, or reasons for disapproval of the Canine Officer's service, will be documented in a To-From Memorandum and forwarded through the chain of command.

9. The Chief of Police will have final review of all Incident Reports, Supplementary Reports and Memoranda reflecting injuries from the use of the canine.

B. Non-Duty Related Bites:

1. Provide immediate medical attention to the person or animal bitten.
2. The Canine Officer will immediately notify the Canine Supervisor of the incident.
3. Notify the on duty responsible Supervisor who will record the incident.
4. Prepare and submit the appropriate supplemental report.
5. Photograph, if possible, the alleged bite injury to the person or animal. The photographs will be forwarded along with a copy of the incident report to the Records Division.
6. Notify the Oak Park Police Department veterinarian of the incident. The canine will be placed under observation in compliance with the veterinarian's instructions.
7. Notify the Cook County Rabies Control.

XI. CANINE UNIT EQUIPMENT

The Canine Supervisor will ensure that the Canine Officer will maintain and keep available issued canine equipment. Requests and explanations for replacement equipment will be made through the Canine Supervisor.

XII. CANINE OFFICER UNIFORM

- A. The Canine Officer will report for duty in the approved canine utility uniform.
- B. The Canine Officer and his/her vehicle will be subject to inspection by the Canine Supervisor or the duty field supervisor.

XIII. CANINE VEHICLE

- A. The authorized canine vehicle will be minimally equipped with the following:
1. K9 container in place of rear seat
 2. Tinted side rear and back windshields
 3. K9 and warning emblems
 4. Temperature control warning device
 5. Remote controlled door release device
 6. K9 First-Aid Kit
 7. Dog lead
 8. Water
 9. Muzzle



Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 AUG 2016	EFFECTIVE DATE 18 AUG 2016	DISTRIBUTION C	NUMBER 4.62
SUBJECT YOUTHS RIDING BICYCLES WITH HELMETS REQUIRED			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES 4	

I. PURPOSE:

The purpose of this Order is to explain the Local Ordinance requiring Youths to wear helmets when riding bicycles and to define the rules and procedures regarding enforcement of the Ordinance. This order will also clarify the guidelines to be followed when enforcing the Ordinance.

II. POLICY:

It is the policy of the Oak Park Police Department, first and foremost, to educate youths regarding the dangers of riding a bicycle without a protective helmet. As such, any youth potentially violating the Ordinance will be given warnings for first offenses, and officers will provide the youth with educational materials in the form of the attached Village of Oak Park safety leaflet (Attachment I). Any subsequent offenses may, at the Officers discretion, result in the youths' Parent or Legal Guardian receiving a Local Ordinance citation for violation of the Ordinance.

III. DEFINITIONS:

YOUTH - For purposes of this General Ordinance, the term "youth" refers specifically to those individuals under the age of 17

IV. APPLICABLE ORDINANCE:

A. The requirement for youths to wear protective helmets when riding bicycles is regulated by Section 15-2-23 of the Code of the Village

of Oak Park, as amended. Officers will acquaint themselves with this Ordinance. (Attachment II).

V. PROCEDURE:

A. Police personnel will adhere to the following enforcement policy prior to issuing a Local Ordinance citation for violation of Village Code 15-2-23:

1. **Initial Warning / Educational Leaflet:**

An initial warning and Educational Leaflet (Attachment I) will be provided to a youth observed riding a bicycle, being carried on any bicycle or any carrier attached to or pulled by a bicycle upon a public highway, sidewalk, bicycle path or other public way within the corporate limits of the village without wearing a protective helmet.

NOTE: Officers, when approaching youths, will exercise courtesy, tact and decency and will comply with Oak Park Police Department Rules and Regulations #26, Courtesy to the General Public.

Officers will make notification to the youths' parent or legal guardian, either in person or via telephone, when a warning has been given for violation of this Ordinance. The youth can then be released at the scene.

NOTE: If parental notification cannot be made, the Officer will forward necessary contact information to the Community Policing Unit. The Community Policing Unit will then make notification either in person, via telephone or U.S. mail.

2. **Establish Whether a Warning Has Been Issued:**

For each violation of this Ordinance, police personnel will contact WSCDC to determine if the youth has previously received a warning. WSCDC will refer to the list of those youths who have previously received warnings. This list will be maintained and provided to WSCDC by the Community Policing Unit and updated regularly.

3. **Second and Subsequent Offenses:**

Officers will issue a Local Ordinance citation to the parent or legal guardian of a youth who has been found in violation of this Ordinance and who has been previously warned.

NOTE: If, at the Officers discretion, an additional warning is the more appropriate course of action, then the Officer will again provide the youth with the educational leaflet.

4. **Community Policing Notification**

Officers will forward, to the Community Policing Unit, the names, addresses and telephone numbers of youth in violation of this Ordinance. The Community Policing Unit will be responsible for maintaining a list of those youth who have received warnings and / or parents who have received citations and forward this list to WSCDC on a regular basis.

Dispatchers will refer to same when checking to see if a youth has been previously warned for violating this Ordinance.

5. **Free Bike Helmet Program**

Officers who encounter youths who cannot obtain their own helmets, will forward their parents contact information to the Community Policing supervisor. The Community Policing supervisor, at their discretion, will offer the parents a free bike helmet for the youth. The Community Policing supervisor will maintain a record of those families that have received free helmets. The free helmets are provided by the Oak Park Health Department.

Members of the Community Policing Unit will also keep free bike helmets in the trunk of their squad cars. These helmets are to be provided, on the spot, by members of the CPU to youth observed riding without helmets, when deemed appropriate (financial hardship, repeated violations, etc.). When a helmet is provided, the youths contact information will be forwarded to the Community Policing supervisor. Each November, the Community Policing Unit will make a report to the Public Health Director indicating the number of helmets distributed during the previous 12 months.

VI. EDUCATION INITIATIVE

- A. In order to promote the Village initiative regarding the Bike Helmet ordinance and free helmet program, all members of the Department will actively engage youth who are observed in violation of the ordinance. Either a warning will be issued, with the accompanying education leaflet, or a citation issued.

Additionally, members of the Community Policing Unit and the School Resource Officers will promote the program at large gatherings. Examples will include:

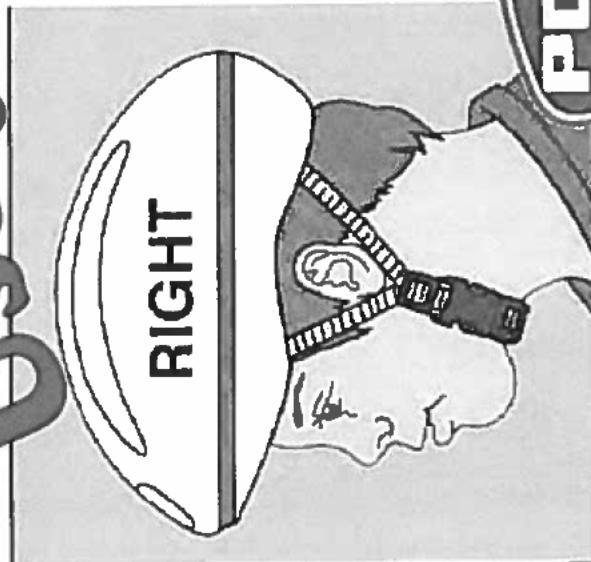
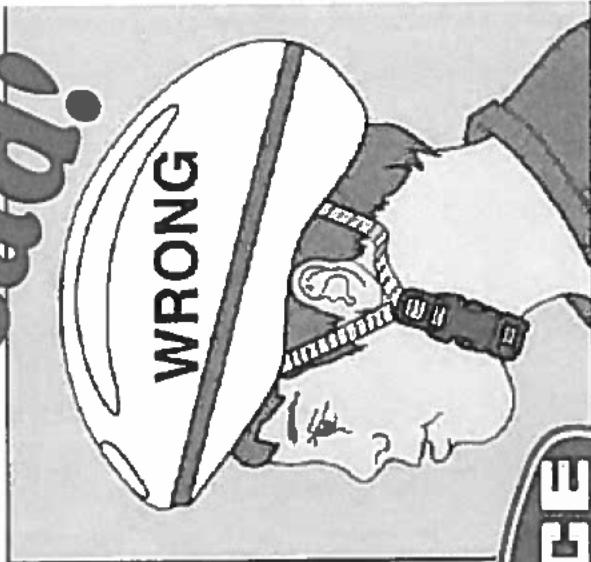
1. Block Parties
2. Police Department Bike Rodeo
3. School Assemblies
4. Village events (Day in our Village, etc.)

In order to track the Departments efforts with regards to promotion of the Ordinance and the Bike Helmet program, Members will generate a dispatch ticket with WSCDC for each encounter. When clearing the ticket, Members will indicate whether or not a citation or warning was issued, and copies of the dispatch ticket will be forwarded to the Community Policing Supervisor. The Community Policing Supervisor will then prepare a report, at the direction of the Deputy Chief of Support Services, which details the number of contacts, warnings, citations and helmets given away as part of the program and education initiative.



Rick C. Tanksley
Chief of Police

Use your head!



POLICE



Kids and teens younger than 17 must wear helmets when biking in Oak Park. For more information visit www.oak-park.us/police



OAK PARK POLICE DEPARTMENT
GENERAL ORDER



police@oak-park.us

www.oak-park.us/police

708-386-3800

DATE OF ISSUE 11 MAY 2020	EFFECTIVE DATE 15 MAY 2020	DISTRIBUTION C	NUMBER 4.63
SUBJECT	DRUG OVERDOSE PREVENTION PROGRAM		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM 1	
AMENDS	RESCINDS 4.63 DATED 11 OCT 2016	NO. PAGES 3	

I. PURPOSE:

This order defines the guidelines and regulations governing utilization of the intranasal Naloxone (a.k.a. Narcan) administered by the Oak Park Police Department. The objective is to treat/reduce fatalities from opioid overdoses.

II. POLICY:

It is the policy of the Oak Park Police Department that officers may administer Narcan in accordance with the mandated training guidelines as determined and provided by the Cook County Overdose Prevention Program. This is a recognized program by the Illinois Department of Human Services pursuant to 20 ILCS 301/5-23 (Public Act 100-201, eff. 8-18-17; 100-513, eff. 1-1-18; 100-759, eff. 1-1-19; 101-356, eff. 8-9-19)

III. DEFINITIONS:

NALAXONE - Common name of Nalaxone Hydrochloride, the official name of the drug.

NARCAN - Common name for Nalaxone and the generic name of this program.

NASAL SPRAY (INTRANASAL DEVICE) - Common name for the type of intranasal spray devices used in this program.

NARCAN PROGRAM DIRECTOR - Responsibilities of this program are assigned to the Training Coordinator.

IV. GENERAL INFORMATION:

- A. **Deployment:** The Watch Commander will ensure Narcan kits are stored such that it is immediately available to trained first responder police personnel and properly safeguarded from extreme temperature changes that may affect the effectiveness and integrity of the medication. Doses are stored in the AED cases which are to be kept in the patrol car, not the trunk and are to be returned to the Watch Commander at the end of the shift.
- B. **Use:** Officers will adhere to universal precautions and protections from blood borne pathogens and communicable diseases when administering Narcan; and administer the medication following the established training guidelines following a patient assessment; which may include but may not be limited to determining unresponsiveness and other indications of an opiate induced overdose.
- C. **Maintenance/Replacement:**
 - 1. Narcan kit inspection is the responsibility of the personnel assigned to the equipment. Lost or damaged Narcan kits will be reported to the officer's immediate supervisor and forwarded to the department's Narcan Program Director for replacement.
 - 2. Throw away (dispose of) the used Narcan Nasal Spray in a place that is away from children.
 - 3. The Training Coordinator will inspect the Narcan units twice per year.

V. PROCEDURE:

- A. On scene officer(s) will inform WSCDC that the patient is in a potential overdose state and request an ambulance and police backup.
- B. Officers shall follow the protocol and training guidelines as provided by Cook County Overdose Prevention Program Narcan training, OPPD current Training Bulletin reference to Narcan usage, and in compliance with Illinois Compiled Statutes 20 ILCS 301/5-23.

- C. Officers will immediately inform responding EMS/Paramedics that they have administered Narcan and the number of doses used.
- D. Officers will inform the Watch Commander of the administration of Narcan prior to the end of shift and complete the Overdose Reversal and Naloxone Administration Report Form (attached and available on the intranet). This form will be submitted to the Watch Commander within twenty-four hours of administering the Narcan.

VI. WATCH COMMANDER DUTIES AND RESPONSIBILITIES:

The Watch Commander will ensure the officer completes all required department paperwork as well as the Overdose Reversal and Naloxone Administration Reporting Form (attached) and submit said form through the Narcan Program Director and the Chief of Police to the program director of the Cook County Overdose Prevention Program.

By Order of:



LaDon Reynolds
Chief of Police



OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM

Program Name: _____ Site Name: _____

Responder Name (or Code Identifier): _____

Closest Cross Streets: _____ / _____ County _____ City/Town: _____ Zip Code: _____

Date naloxone was used: _____

Location of naloxone administration:

- Home/Residence (includes house, apartment, condominium)
- Other Residence (School Residence Hall, Nursing Home, Military Base, Prison/Jail, Recovery Home, In-patient Treatment Facility, Hotel/Motel/SRO)
- Public Building Site (Church, School, Courthouse, Library)
- Business Site (Restaurant, Store/Mall, Train/Bus Station, Rest Stop/Gas Station - Includes Public Bathroom)
- Vehicles/Public Transportation Platforms
- Other Please Specify _____

Condition of Person

the person survived Yes No Unknown

Naloxone Type: Nasal
 Muscle Injection

Dosage Administered: Single Dose
 Multiple Doses

Was 911 called? Yes No Unknown

Is the person conscious before naloxone was used? Yes No Unknown

Other Actions Taken:

None Rescue Breathing Chest Compressions Sternal Rub Recovery Position

Did the person go to Hospital? Yes If yes, Hospital Name (if known): _____ No Unknown

About the Person:

Gender: Male Female Transgender

Age: under 18 18-24 25-44 45-64 65+

Race/Ethnicity:

African-American/Black Caucasian/White Hispanic/Latino Asian

Native Hawaiian or Pacific Islander American Indian More than one race/ethnicity



police@oak-park.us

www.oak-park.us/police

708.386.3800

OAK PARK POLICE DEPARTMENT GENERAL ORDER

DATE OF ISSUE 27 Jan 2017	EFFECTIVE DATE 27 Jan 2017	DISTRIBUTION C	NUMBER 4.64
SUBJECT EMERGENCY IDENTIFICATION BRACELET PROGRAM			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES 8	

I. PURPOSE:

To enhance the Oak Park Police Department's ability to provide assistance to senior citizen and persons with disabilities who become incapacitated or otherwise are unable to address an immediate need.

To enhance the ability of Department members to perform their duties in circumstances when verbal communication with an elderly or disabled person is not possible

II. POLICY:

It is the policy of the Oak Park Police Department to provide the highest quality service to the citizens of Oak Park. The Emergency Bracelet Program will allow Officers to identify participants who become confused or involved in an emergency situation in a more expedient manner and provide a safe reunion with family members or caregivers.

III. PROCEDURE:

Definitions

Senior Citizens: Any person 60 years of age or older

Disabled Person: Any person who has a physical or mental impairment that substantially limits their participation in day-to-day activities.

Emergency Bracelet: A band that would go around the participant's wrist for the purposes of identification, by use of a unique identification number, if the participant becomes unable to communicate during an emergency or stressful situation.

Responsibilities

The Oak Park Police Department School Resource Officers (SRO) and Community Policing Unit (RBO/NRO) will be responsible for:

1. Distributing, completing, and processing the Village of Oak Park Emergency Identification Bracelet Program applications. (Attachment #1)
2. Obtaining and distributing bracelets
3. Maintaining and updating the Emergency Identification Bracelet Program files.
4. The continued support and promotion of the Emergency ID Bracelet Program (Attachment #2)
5. All participants must agree to the terms of this initiative to participate

Bracelet Information

The Emergency Identification Bracelet Program applications and the corresponding information will:

1. Be kept on file in the Oak Park Police Department on a secure server
2. Be filed by a unique identification number and will include but not be limited to:
 - a. An individual identification number unique for each participant.
 - b. Name
 - c. Nickname
 - d. Date of Birth
 - e. Address
 - f. Emergency Contacts (minimum of two) with two contact numbers
 - g. Likes – things that might help calm subject down (certain types of music, cartoons, etc.)
 - h. Dislikes – things that irritate participants (i.e.: touching, loud noises)

- i. Diagnosis or concern that led participants to join program (i.e. Autistic, DD, dementia)
- j. If non-verbal how does the participant communicate
- k. Locations that might draw participants (water, trains etc.)
- l. Medication
- m. Doctor
- n. Frequent run away? Attach past reports (allows officers to have info of location(s) previously found)
- o. Digital Picture

3. The bracelet face plate will contain:

- a. Unique identification number
- b. The telephone contact information for the Oak Park Police Department
- c. The Participants diagnosis (ie: Alzheimer, Dementia, Autistic, or any other medical or mental health concern)
- d. Any other information deemed necessary to assist with the resolution of an emergency situation; to include but not limited to: non-verbal, hearing impaired, likes and dislikes and any other information concerning a participant's medical or mental health condition

Release of Information

- 1. The information contained within the Emergency Identification Bracelet Program will only be released to authorized personnel (ie: Police Department, Fire Department, Hospitals or any other emergency response that the Watch Commander or his/her designee approves) to assist with the resolution of an emergency situation .
- 2. Anytime information in the Emergency Bracelet Program is utilized the person providing the information to the outside agency will complete the Village of Oak Park Emergency Identification Bracelet Program Log (Attachment #3)

Picture of sample bracelet (Attachment #4)

Anthony Ambrose
Anthony Ambrose
Chief of Police

**VILLAGE OF OAK PARK
EMERGENCY IDENTIFICATION
BRACELET PROGRAM**

Bracelets are available to all Oak Park residents with a health care need, on a Voluntary basis, including senior citizens, developmentally delayed, and anyone with a medical or mental concern that may benefit from this program.

Bracelets are issued by appointment only and there is a \$TBD charge.

Call for an appointment: 708-386-3800

Please Print Clearly

I.D. Number:

Name: _____

Address: _____

Telephone: () _____

Sex: Male _____

Race: _____

Birth Date: / /

In the event of an emergency the following person(s) should be notified:

Name: _____

Relationship: _____

Address: _____

Telephone: () _____

() _____

Name: _____

Relationship: _____

Address: _____

Telephone: () _____

() _____

Name: _____

Relationship: _____

Address: _____

Telephone: () _____

() _____

Doctor: _____ Telephone: ()
Address: _____

Additional Information: _____

Allergies (if any): _____

Primary Medical Conditions (if any):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

Medications Taken Regularly:
Do not indicate dosage

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

Please attach an extra sheet if more space is needed

I hereby give my permission to the Oak Park Police Department and the West Suburban Consolidated Dispatch Center (WSCDC) to release the information contained on this form to authorized persons in cases of emergency in accordance with the purpose of this program.

Signature: _____ Date: _____

Emergency ID Bracelet Program

Emergency Identification Bracelets are available to any Oak Park Resident, on a voluntary basis, to address health concerns that affect the population. The residents that may benefit from this program would include the Elderly, Developmentally Delayed, and any residents with a medical or mental health concern.

Applications are available at the Oak Park Police Department, 123 Madison Ave. Oak Park, IL 60302. You will need your medical information and emergency contact information to complete the form. All information will remain confidential. If an emergency arises the information will only be released to First Responders (Police Officers and Fire Department Personnel) and Emergency Medical Staff. No personal information will be on the bracelet.

For more information or to set up an appointment please contact the Oak Park Police Department at 708-386-3800.

**VILLAGE OF OAK PARK EMERGENCY IDENTIFICATION
BRACELET PROGRAM LOG**

To be completed when outside agencies request bracelet information.



Road ID

Slim Badge

Your Road ID just
got even cooler!

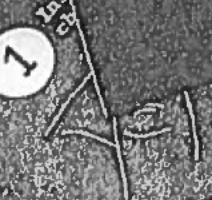


JAMIE 859-4211
TONY 859-4211
ERIC 859-4211
KAREN 859-4211
NEVER 859-4211

CONTACT OAK PARK POLICE
708-386-3800 ID#OP001
AUTISTIC / NONVERBAL
LIKES - SPIDERMAN

R.~
CustomerSev...

1



3



Please Recycle

WRST SLA GRN M
China



police@oak-park.us

www.oak-park.us/police

708.386.3800

OAK PARK POLICE DEPARTMENT GENERAL ORDER

DATE OF ISSUE	EFFECTIVE DATE	DISTRIBUTION	NUMBER
27 Jan 2017	27 Jan 2017		4.65
SUBJECT			
<i>BRADY RULE REPORTING REQUIREMENTS AND PROCEDURES</i>			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES	
		12	

I. PURPOSE:

It is the purpose of this policy to provide Village of Oak Park Police Department ("the Department") employees and sworn members with the information necessary to properly fulfill the reporting and testimonial requirements mandated under United States Supreme Court decisions including *Brady v. Maryland*, 373 U.S. 83 (1963) and *Giglio v. U.S.*, 405 U.S. 150 (1972), and by the Cook County State's Attorney Advisory Opinion on this matter, dated February 10, 2016, and attached hereto as "Exhibit A."

II. POLICY:

The *Brady* decision and subsequent rulings have made it a duty of all law enforcement agencies to: (1) identify and provide the prosecutor with any exculpatory material that would have a reasonable probability of altering the results in a trial; (2) any material that could reasonably mitigate the sentencing of a defendant; and (3) any material relevant to the credibility of government witnesses, including, but not limited to, Police Department sworn members. It is hereby the policy of the Department to follow *Brady* disclosure requirements consistent with the law, and as set forth by the Cook County State's Attorney in Exhibit A.

III. DEFINITIONS:

BRADY MATERIAL – *Brady* violations are violations of an individual's 14th Amendment right to due process of law. For purposes of this Order, this term refers to any evidence which is exculpatory, material, or constitutes impeachment evidence.

Allegations that are not substantiated, not credible, without merit, false, or have been determined to be unfounded, are not *Brady* material.

EXCULPATORY EVIDENCE – Evidence is exculpatory if it is evidence that is favorable to the defendant, is material to the guilt, innocence, or punishment of the defendant, or is impeachment evidence that may impact the credibility of a government witness, including law enforcement sworn members.

MATERIAL EVIDENCE – Evidence is material if there is a reasonable probability that had the evidence been disclosed to the defense, the result of the proceeding would have been different. A "reasonable probability" is established when the failure to disclose the evidence could reasonably be taken to put the whole case in such a different light as to undermine confidence in the verdict.

IMPEACHMENT EVIDENCE – Evidence that might be used to impeach a witness is exculpatory evidence and must be disclosed to the defense by the prosecutor. Impeachment evidence is evidence that demonstrates that a witness is biased or prejudiced against a party, has some other motive to fabricate testimony, has a poor reputation for truthfulness, or has past specific incidents that are probative of the witness' truthfulness or untruthfulness. Prior inconsistent statements are impeachment evidence. Admissibility of impeachment evidence is determined on a case by case basis by the courts. Therefore, even evidence that is likely to be inadmissible can still be considered *Brady* material, and thus be required to be submitted to the prosecutor.

DUTY TO DISCLOSE – The affirmative constitutional duty of the Department to notify the prosecutor of any and all *Brady* material within its possession or knowledge.

EMPLOYEE – Any person employed by the agency who may be called to testify under oath, not simply the sworn peace sworn members who are members of the department.

IV. SPECIFIC RESPONSIBILITIES:

a. Generally

The Department must collect and document exculpatory and impeachment information discovered pursuant to administrative and criminal investigations and provide the same to the prosecutor. The Department must also provide the prosecutor with information that could impeach any non-law enforcement witness.

b. Training

The Department must train all sworn members and all other employees on the Department's obligation to disclose *Brady* material to the prosecutor.

c. Employer-Employee Agreements regarding Conduct

The Department must investigate all complaints regarding its employees and sworn members in accordance with the procedure established in General Order 2.06: Complaint – Disciplinary Process. If an agreement, settlement, or other understanding is reached between the Department and an employee regarding a complaint, investigation or response, the Department must consider the impact of the subject matter of the complaint, investigation or response on the employee's ability to serve as a witness in any criminal proceeding for any jurisdiction.

V. PROCEDURES

a. Affirmative Duty to Report

- i. The Department must review all internal investigation files to determine if any possible *Brady* material exists on any employee who may be called as a witness to testify by the prosecutor.
- ii. If such information exists, the Department must submit the information to the prosecutor as soon as reasonably possible.
- iii. Individual employees have a duty to inform the Chief of Police of any elements of their employment, information contained within investigative reports, or evidence connected with a criminal indictment or trial that they reasonably believe may be subject to *Brady* disclosure.
- iv. The Department is under a continuing duty to disclose all *Brady* material to the prosecutor, and to disclose any such information as soon as reasonably possible.
- v. It is the prosecutor's responsibility to establish whether the material disclosed by the Department must be provided to the defense.

b. Prosecutor Requests for *Brady* Material

- i. Additionally, if the Department receives a request from the prosecutor for *Brady* material, the Department must comply with the request as soon as reasonably possible.

c. **Procedure for Reporting *Brady* Material**

The Department must comply with its reporting requirements pursuant to the procedure set forth by the Cook County State's Attorney Advisory Opinion on this matter, dated February 10, 2016, and attached hereto as "Exhibit A." In relevant part, that Opinion sets forth the following reporting procedures:

- i. **Substantial/Sustained Findings of Misconduct Related to Dishonesty:** The Department must disclose to the prosecution as *Brady* material regarding any final determination by the Chief of Police of a substantiated or sustained finding related to an employee's/sworn member's dishonesty or untruthfulness, regardless of whether or not discipline was given.
- ii. **Criminal Convictions:** The Department must disclose to the prosecution as *Brady* material regarding criminal convictions of an employee/sworn member related to dishonesty or untruthfulness, if known.
- iii. **Unsubstantiated Finding:** There is no requirement that the Department provide prosecutors with information concerning unsubstantiated findings about an employee.
- iv. **In-Lieu-of-Actions/Agreements:** Actions/agreements such as resignation, demotion, retirement or separation from service of an employee/sworn member in lieu of disciplinary action may be *Brady* material if it is relevant to the case at hand. In such cases, the Chief of Police will determine whether the information is *Brady* material, and whether it must be reported to the prosecutor.
- v. **Current or Ongoing Investigations:** Pending criminal or administrative investigations are considered preliminary in nature , and the prosecution has no obligation to communicate preliminary, challenged or speculative information to the defense counsel, *U.S. v. Agurs* , 427 U.S . 97, 109. Fn. 16 (1976). In such cases, the Chief of Police will determine whether the information is *Brady* material, and whether it must be reported to the prosecutor.
- vi. **Expert Witness:** Department information regarding employee expert witnesses may be considered *Brady* material. Any Department determination of a substantiated or sustained finding related to an expert witness's unsatisfactory employment performance that compromises the expert's conclusions or ability to serve as an expert witness, regardless of whether or not the discipline was given, must be turned over to the prosecutor.

- vii. Other Potential *Brady* or Relevant Information: The Chief will determine whether evidence not related to substantiated or sustained findings of dishonesty or untruthfulness is potential *Brady* material. This includes, but is not limited to, evidence related to current or ongoing investigations, disciplinary actions, in-lieu-of actions, and employment agreements.
- viii. Notification to Subject Employee/Sworn member: If potential *Brady* material is found in the Department's files, the Chief of Police will notify the employee/sworn member who is the subject of the potential *Brady* material, consistent with General Order 2.06: Complaint – Disciplinary Process. The employee/sworn member notification shall include the opportunity to review the information that will be presented to the prosecutor. The notification shall comply with all other Department orders, policies and procedures, collective bargaining agreements and other law or regulations applicable to the Department and the employee/sworn member. If the possible *Brady* material identifies any other individual who may have privacy rights to the information, the agency must notify the person, consistent with agency policy, of the agency's intent to provide the information to the prosecutor.
- ix. Record Keeping: If the information is provided to the prosecutor and determined to be *Brady* material, the Department will note in the employee/sworn member's file that such information was subject to disclosure. In cases where a court determines that information must be disclosed to the prosecution and defense, the Department will note in the file that the information was subject to disclosure and maintain a copy of the court order with the information in the file. If the court determines that the information should not be disclosed to the prosecution and defense, the Department will note in the file that the information was not subject to disclosure and include a copy of the court's finding in the file.

VI. DISCIPLINE

- a. Any employee/sworn member who is untruthful or dishonest in the course of their employment, either knowingly, intentionally, or unintentionally, shall be subject to disciplinary action up to and including dismissal from employment with the Department, in accordance with the applicable collective bargaining agreements, orders, rules, laws and regulations.

- b. Additionally, any employee/sworn member who fails to comply with the requirements of this Order shall be subject to disciplinary action up to and including dismissal from employment with the Department, in accordance with the applicable collective bargaining agreements, orders, rules, laws and regulations.

Anthony L. Ambrose

Anthony L. Ambrose
Chief of Police

Rec: 2/19/2016



OFFICE OF THE STATE'S ATTORNEY
COOK COUNTY, ILLINOIS

ANITA ALVAREZ
STATE'S ATTORNEY

CRIMINAL PROSECUTIONS BUREAU
2650 SOUTH CALIFORNIA AVENUE
CHICAGO, ILLINOIS 60608

February 10, 2016

Chief Norm Nissen
Northlake Police Department
55 East North Avenue
Northlake, Illinois 60164

Dear Chief Nissen,

This letter addresses *Brady* information that may be in the possession of law enforcement agencies. It sets forth law enforcement duties and procedures regarding disclosure of information about law enforcement employee/office witnesses pursuant to the *Brady* rule. It is intended to meet prosecutorial obligations and preserve the constitutional due process rights of defendants, while permitting efficient and effective law enforcement. This is not intended to set forth any new policy or novel area of law, but instead serve as a reminder of our collective ongoing responsibilities to provide all discoverable information in our criminal prosecutions.

I. THE BRADY RULE

The prosecution must disclose to the defense evidence that is favorable to a defendant. *Brady v. Maryland*, 373 U.S. 83 (1963); *People v. Harris*, 206 Ill. 2d 293, 311 (2002). This duty to disclose such evidence is applicable even though there has been no request by the accused. *United States v. Agurs*, 427 U.S. 97, 107 (1976); *People v. Coleman*, 206 Ill. 2d 261, 285 (2002). The rule encompasses material exculpatory evidence including impeachment evidence. *United States v. Bagley*, 473 U.S. 667, 676 (1985); *People v. Beaman*, 229 Ill. 2d 56, 73 (2008). Evidence is material if there is a reasonable probability that had the evidence been disclosed to the defense, the result, of the proceeding would have been different, "i.e. prejudice to the defendant must have occurred as a

result." *Kyles v. Whitley* 514 U.S. 419, 433-434 (1995); *People v. Cloutier*, 191 Ill. 2d 392, 400 (2000).

The Illinois Supreme Court has made clear that "[t]o comply with *Brady*, the prosecutor has a duty to learn of favorable evidence known to other government actors, including the police." *Beaman*, 229 Ill. 2d at 73. Illinois Supreme Court Rule 412(f) ("The State should ensure that a flow of information is maintained between the various investigative personnel and its office sufficient to place within its possession or control all material and information relevant to the accused and the offense charged.").

Suppression by the prosecution of material exculpatory evidence violates due process where the evidence is material either to guilt or to punishment irrespective of the good faith or bad faith of the prosecution. Thus, violations can occur whether the State willfully or inadvertently suppressed the evidence. *Strickler v. Green*, 527 U.S. 263, 280-281 (1999); *People v. Burt*, 205 Ill. 2d 28, 47 (2001). In order to ensure compliance with these rules, the United States Supreme Court has urged the "careful prosecutor" to err on the side of disclosure. *Kyles v. Whitley*, 514 U.S. 419, 440 (1995).

II. DEFINITIONS-WHAT IS BRADY EVIDENCE

Exculpatory Evidence

Evidence is exculpatory if it is evidence that is favorable to the defendant, is material to the guilt, innocence, or punishment of the defendant, and impeachment evidence that may impact the credibility of a government witness, including law enforcement officers. Exculpatory evidence must be disclosed.

Materiality

Evidence is material only if there is a reasonable probability that had the evidence been disclosed to the defense the result of the proceeding would have been different. A "reasonable probability" is established when the failure to disclose the evidence could reasonably be taken to put the whole case in such a different light as to undermine confidence in the verdict. Such evidence must have a specific, plausible connection to the case, and must demonstrate more than minor inaccuracies. Evidence is material if it is facially apparent as exculpatory.

Impeachment Evidence

Evidence that might be used to impeach a witness is exculpatory evidence and must be disclosed to the defense by the prosecutor. Impeachment evidence is evidence that demonstrates that a witness is biased or prejudiced against a party, has some other motive to fabricate testimony, has a poor reputation for truthfulness or has past specific incidents that are probative of the witness' truthfulness or untruthfulness. Prior inconsistent statements are impeachment evidence. Impeachment evidence that is merely cumulative (i.e., duplicative to evidence already provided or presented) or impeaches on a collateral issue need not be disclosed.

Admissibility of impeachment evidence is determined on a case by case basis by the courts. Therefore, even evidence that is likely to be inadmissible can still be considered *Brady* information, and thus be required to be submitted to the prosecutor.

III. LAW ENFORCEMENT AGENCY DUTIES

Generally

Law enforcement officers must collect and document exculpatory and impeachment information discovered pursuant to administrative and criminal investigations and provide the same to the prosecution. Law enforcement agencies with information that could impeach any non-law enforcement witness must provide that information to the prosecution as well.

Training

All employees must be properly trained on the department's obligation to disclose *Brady* information. Employee means anyone employed by the agency who may be called to testify under oath, not simply the sworn peace officers who are members of the department. However, the existence of this letter and a copy should be made known and available to all employees.

Employer-Employee Agreements regarding Law Enforcement Conduct

Law enforcement agencies shall investigate all complaints regarding their officers in accordance with their established policies. If an agreement, settlement, or other understanding is reached between an agency and an employee regarding a complaint, investigation or response, the agency should consider the impact of the subject matter of the complaint, investigation or response on the employee's ability to serve as a witness in any criminal proceeding for any jurisdiction.

IV. LAW ENFORCEMENT AGENCY RESPONSE TO *BRADY* INFORMATION REQUEST-CATEGORIES OF EVIDENCE AND PROCEDURES

Agencies must review all their internal investigation files to determine if any possible *Brady* information exists on any of their employees who may be called as witnesses by the prosecution. If such information exists, they must submit the information to the prosecutor. The prosecution is under a continuing duty to disclose *Brady* information, and therefore agencies must also notify the prosecutor any time they become aware of new *Brady* information. If an agency receives a request from a prosecutor for possible *Brady* information on an employee/office, the law enforcement agency shall comply with the request as soon as practicable and according to the policies and procedure below:

Substantial/Sustained Findings of Misconduct Related to Dishonesty

Law enforcement shall disclose to the prosecution as *Brady* material information regarding any final determination by the Chief Law Enforcement Executive of a substantiated or sustained finding related to an employee's/officer's dishonesty or untruthfulness, regardless of whether or not discipline was given. Agencies should follow their current policies regarding document retention for substantiated/sustained/founded findings and disciplinary processes.

Criminal Convictions

Law enforcement shall disclose to the prosecution as *Brady* material information regarding criminal convictions of an employee/officer related to dishonesty or untruthfulness, if known.

Unsubstantiated Finding

There is no requirement that law enforcement provide prosecutors with information concerning unsubstantiated findings about an employee.

In-Lieu-of-Actions/Agreements

Actions/agreements such as resignation, demotion, retirement or separation from service of an employee/officer in lieu of disciplinary action may be *Brady* information if it is relevant to the case at hand. Each law enforcement executive should consult with the appropriate legal counsel in making a determination if information not related to substantiated findings is potential *Brady* information or in cases where he or she is uncertain regarding what action to take.

Current or Ongoing Investigations

Pending criminal or administrative investigations are considered preliminary in nature, and the prosecution has no obligation to communicate preliminary, challenged or speculative information to the defense counsel, *U.S. v. Agurs*, 427 U.S. 97, 109, Fn. 16 (1976). Each chief law enforcement executive should consult with the appropriate legal counsel in making a determination if information not related to substantiated findings is potential *Brady* information or in cases where he or she is uncertain regarding what action to take.

Expert Witness

Law enforcement information regarding agency employee expert witnesses may be considered *Brady* evidence. Any final agency determination of a substantiated or sustained finding related to an expert witness's unsatisfactory employment performance that compromises the expert's conclusions or ability to serve as an expert witness, regardless of whether or not discipline was given, must be turned over to the prosecution.

Other Potential *Brady* or Relevant Information

Each law enforcement executive should consult with appropriate legal counsel in making a determination if evidence not related to substantiated or sustained findings of dishonesty or untruthfulness is potential *Brady* information. This may include evidence related to current or ongoing investigations, disciplinary actions, in-lieu-of actions, and employment agreements or when he or she is uncertain regarding what action to take. It is also best practice to consult with legal counsel in cases regarding potential disclosure of other evidence that may be relevant in a case (such as excessive use of force findings in current cases with allegations of excessive use of force, findings of bias, etc.).

What is Not *Brady* Information

Allegations that are not substantiated, are not credible, without merit, false or have been determined to be unfounded are not *Brady* information.

Notification to Subject Employee/Officer

If potential *Brady* information is found in law enforcement agency files, the agency shall notify the employee/officer who is the subject of the potential *Brady* information, consistent with agency policy. The employee/officer notification shall include the opportunity to review the information that will be presented to the prosecutor. The notification shall comply with all policies and procedures, collective bargaining agreements and other regulations applicable to the agency and employee/officer. If the possible *Brady* information identifies any other individual who may have privacy rights to the information, the agency

shall notify the person, consistent with agency policy, of the agency's intent to provide the information to the prosecutor.

Record Keeping

If the information is provided to the prosecutor and determined to be *Brady* information, the law enforcement agency should note in the employee/officer file that such information was subject to disclosure. In cases where a court determines that information must be disclosed to the prosecution and defense, the agency should note in the file that the information was subject to disclosure and maintain a copy of the court order with the information in the file. If the court determines that the information should not be disclosed to the prosecution and defense, the agency should note in the file that the information was not subject to disclosure and include a copy of the court's finding in the file.

Your ongoing cooperation regarding this issue is appreciated. If you have any questions or need additional information, please feel free to contact the appropriate Cook County State's Attorney's Office District Supervisor.

Sincerely,



Fabio Valentini
Chief, Criminal Prosecutions Bureau
Office of The State's Attorney
Cook County, Illinois



OAK PARK POLICE DEPARTMENT
GENERAL ORDER



police@oak-park.us

www.oak-park.us/police

708-386-3800

DATE OF ISSUE 18 AUG 2017	EFFECTIVE DATE 18 AUG 2017	DISTRIBUTION C	NUMBER 4.66
SUBJECT CONDUCTED ELECTRICAL WEAPONS			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES 8	

I. PURPOSE:

This order defines the departmental rules and procedural guidelines regarding the use of a TASER Conducted Electrical Weapon

II. POLICY:

It is the policy of the Oak Park Police Department to use objectively reasonable force to control and overcome the resistance put forth by individuals who are violent, exhibiting threatening or potentially violent behavior, or physically resisting arrest or detention. Conducted Electrical Weapons (CEWs) may be used by authorized and trained personnel in accordance with this policy and Department General Order 4.38, Use of Non-Lethal/Less-Lethal Force

III. DEFINITIONS:

- A. Conducted Electrical Weapon (CEW): A device that uses electricity to override voluntary motor responses, or apply pain in order to gain compliance or overcome resistance.
- B. Passive Resistance: A refusal by an unarmed person to comply with an Officer's verbal commands or physical control techniques that does not involve the use of physical force, control, or resistance of any kind.
- C. Sensitive Population Groups: Sensitive population groups include those who reasonably appear to be, or are known to be, children, elderly,

- D. medically infirm, pregnant, users of a cardiac pacemaker and those that appear to have a low body-mass index (BMI). Anti-Felon Identification System (AFID): Tiny pieces of bright-colored or clear confetti that is packed into every CEW cartridge. Each AFID is labeled with a unique code that is linked to its respective cartridge.

IV. PROCEDURE:

A. AUTHORIZED USERS

1. No Officer may carry an CEW unless they have:
2. Been authorized to do so by the Chief of Police,
3. Been trained by a certified CEW instructor, and
4. Have demonstrated proficiency in its proper use.

Training shall include instruction regarding this and other relevant policies and will be conducted annually.

5. An Officer who fails a qualification attempt with a CEW will not be authorized to carry a CEW until such time that successful qualification is achieved. An Officer will receive remedial training in these instances through personal instruction by a certified CEW instructor.

B. WEAPON READINESS

1. All CEWs will be securely stored in the Department equipment room, and shall be signed in/signed out prior to and after each shift, respectively.
2. Officers will not pass a CEW directly from one person to another without going through the sign-in/sign-out process.
3. For all sworn personnel, the device shall be carried in a Department-approved holster on the side of the body opposite the primary weapon.
4. Officers not assigned to uniformed patrol may utilize other Department-approved holsters and carry the CEW consistent with Department training.

5. The device shall be carried fully armed with the safety on in preparation for immediate use.
6. The TASER/AXON X2 CEW holds two cartridges in the event of cartridge failure or the need for redeployment. Extra cartridges shall be maintained by the Range Master. After a deployment, the deploying Officer will request a replacement cartridge(s) from the Range Master or his/her designee. Only manufacturer approved battery power sources shall be used in the CEW. No CEW will be carried with a charge percentage less than 40% (two bars on the digital display). If the battery is at or below two bars, the CEW battery must be replaced before being carried.
7. Only Department authorized CEWs that have been inspected by the user and are properly functioning and charged shall be carried on duty. The CEW shall be subjected to a pre-shift "spark-test" as defined in training to ensure that the device is functioning properly. All spark-tests will be conducted in an area designated by the Range Master.
8. No changes, modifications, alterations or substitutions shall be made to the CEW systems unless authorized by the Chief of Police.
9. In the event a CEW is found to be malfunctioning, the problem will be documented and the unit will be designated inoperable. The unit and documentation will be forwarded by the user to the Range Master for repair. Any required repairs to a CEW shall be performed by a certified armorer or the manufacturer.

C. **DEPLOYMENT**

1. The CEW is an intermediate weapon and its use is governed by Department General Order 4.38, Use of Non-Lethal/Less-Lethal Force.
2. The CEW is most effective at overcoming resistance and assisting Officers with subject control when used in the "probe mode," which is the preferred deployment technique when practical.
3. The device should be aimed at the subject, fired, and cycled in a manner consistent with and as outlined in Department-authorized training.
4. The CEW may also be used in "contact mode" for self-defense, if there is no opportunity to use the device in the "probe mode." When the device is used in the "contact mode," it is:

- a. Primarily a pain-compliance tool.
 - b. Generally less effective than when probes are deployed with spread in excess of 12 inches, and
 - c. Subject to the same deployment guidelines and restrictions as probe deployments.
5. An alternative method of close-range deployment involves firing the CEW cartridge at close range, then applying the CEW in "contact mode" to an alternate part of the body. This creates a "probe spread" effect between the impact location of the probes and the point where the CEW is placed in contact with the subject's body, resulting in an increased probability of subject control as compared to the standard "contact mode." When the CEW is used in this manner, it is:
 - a. Potentially as effective at subject control as a conventional cartridge-type probe spread deployment, and
 - b. Subject to the same deployment guidelines and restrictions as any other CEW cartridge deployment.
6. The CEW shall not be used on those who passively resist as defined in this policy, and should generally not be used:
 - a. On a detainee secured with handcuffs or other restraining devices, absent overtly assaultive, self-destructive, or violently resistive behavior that cannot reasonably be controlled by other readily available means.
 - b. In any environment where an Officer reasonably believes that a flammable, volatile, or explosive material is present, including but not limited to OC spray with volatile propellant, gasoline, natural gas, or propane.
 - c. In any situation where the Officer has a reasonable belief, due to the subject's position or current activity, that if the subject is engaged with an CEW it is likely to result in death or serious physical injury, and the circumstances present do not justify that level of force response. Examples include, but are not limited to, subjects in an elevated position above the ground, subjects in or near a body of water, subjects immediately adjacent to sharp or hazardous items where they are likely to fall.

- d. On a subject that is afloat in water.
 - e. Officers shall be aware of the general concerns raised when a CEW is used on a member of a sensitive population group. Officers are not prohibited from using a CEW on such persons, but use is limited to those exceptional circumstances where the potential benefit of using the device (i.e., injury reduction) reasonably outweighs the risks and concerns.
 - f. On subjects that are running, unless the increased risk of injury due to falling is justified based on the totality of the circumstances.
7. Upon activating the device against a person, the Officer shall energize the subject for the full cycle of the CEW (five seconds). In determining the need for additional energy cycles, Officers should be aware that an energized subject may not be able to respond to commands during or immediately following exposure.
 8. If the subject does not respond to the CEW deployment in the anticipated control manner based on training and experience, personnel shall consider transitioning to alternative resistance control measures.
 9. To minimize the number of cycles needed to overcome resistance and bring the subject under control, the subject shall be secured as soon as practical while affected by CEW power or immediately thereafter.
 10. The frivolous display or use of the CEW (e.g., horseplay) will be considered misconduct.

D. POST-DEPLOYMENT CONSIDERATIONS

1. The Oak Park Fire Department will be requested to respond to the scene if a subject is engaged with a CEW. On scene Paramedics will evaluate subject and follow emergency medical system's standard operating procedures.
2. The CEW probes shall be removed as soon as possible by an Officer who has successfully completed the Department approved CEW Certification training or medical personnel.

- a. CEW probes that have struck the face, groin, bony prominence, female breasts or spinal column shall be transported by Ambulance to the nearest Hospital Emergency Department.
- b. Officers shall inspect the probes after removal to ensure that the entire probe or probe barbs have been removed. In the event that a probe or probe barb has broken off, the Officer will notify the on scene medical personnel.
- c. CEW probes that have made contact with a subject's body shall be considered and treated as a biohazard.
- d. The Officer shall visually examine the point of contact to determine if signs of visible injury are present. All examinations shall be conducted by members of the same sex.
3. If the probes penetrate the flesh, an Evidence Technician shall take photographs of the contact area after they are removed. When the device has been used operationally, the Officer shall ensure the proper collection, documentation, and securing into evidence of the cartridge, wire leads, probes, and AFIDs.
4. The Watch Commander, or his designee, of the individual Officer that deployed the CEW will download the data from the CEW.

E. REPORTING

1. See Department General Order 4.38, Use of Non-Lethal/Less-Lethal Force.
2. Details of the deployment shall include, but are not limited to:
 - a. Type of application: probe, contact mode, pointed directly only.
 - b. Distance of deployment: 0-5 feet, 6-10 feet, 11-15 feet, greater than 16 feet.
 - c. CEW number.
 - d. Cartridge serial number.
 - e. Reason if deployment is not effective: heavy clothing, close probe

strikes, missed, only one probe, other.

3. Watch Commanders will complete an administrative notification in accordance with Department General Order 2.02, Administrative Notification. Additionally, the Watch Commander will notify the Range Master as soon as practical via email of a CEW deployment. The notification will include the CEW Number, date and time of deployment, who the deploying Officer was and request that a copy of the data be made and entered into evidence and a copy forwarded to the Watch Commander to be included in the initial Use of Force Report.
4. Every CEW deployment will be considered a use of force, as will be each additional activated energy cycle. Each of these deployments and activations must be individually justified in accordance with Department General Order 4.38, Use of Non-Lethal/Less-Lethal Force. In addition to this individual justification which is to be contained in the required report, the reason for the use of a CEW in any of the following manners must also be articulated in the required report.
 - a. In the "contact mode."
 - b. Subject energized more than three cycles. Subject energized for longer than 15 seconds
 - c. More than one CEW being used against the subject.
 - d. Used on an individual in a sensitive population group as defined by this policy.

F. INSPECTION, MAINTENANCE AND AUDITING

The Range Master is responsible for the following:

1. Periodic and random data downloading of all agency CEWs. The data obtained will be reconciled with existing Use of Force Forms to ensure accountability between cycles recorded, and those documented in such reports and occurring in pre-shift testing. Each CEW will undergo this data downloading at least once annually.
2. Confirming the data from the CEW downloaded following deployment. Two files of the data shall be created: one to be entered into evidence and one to be forwarded with the Use of Force Form.

3. Inspections of each CEW and component of the system in accordance with manufacturer recommendations.
4. Repair of CEWs and system components.
5. Maintaining records of repairs, maintenance, inventory, cartridge serial numbers and other items pertinent to the program.
6. Inventory of extra cartridges and parts as necessary.



Anthony L. Ambrose
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 4 SEP 2012	EFFECTIVE DATE 4 SEP 2012	DISTRIBUTION C	NUMBER 5.01
SUBJECT		ALCOHOL/ SOCIAL HOSTING OFFENSES AND/OR CONTROL OF LARGE GATHERINGS RELATED TO MINORS	
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 5.01 DATED 12 JAN 2004	NO. PAGES 4

I. PURPOSE:

This Order outlines:

- A. the procedure for police response to alcohol-related offenses and/or the control of large gatherings, particularly as they relate to minors;
- B. West Suburban Consolidated Dispatch Center (WSCDC) procedures relative to such incidents; and
- C. Supervisory responsibilities regarding such incidents.

II. POLICY:

When large gatherings of youths disturb the peace, infringe on the rights of others, or where alcohol abuse by minors is evident, the police have an obligation to take appropriate enforcement action. These procedures are established for the safe, efficient, and effective resolution of such incidents.

Adherence to this policy is required by all personnel.

III. PROCEDURE:

- A. WSCDC Operators will:

1. generate a dispatch ticket on all reports of large gatherings of youths that allegedly disturb the peace or create a public nuisance;

2. determine the exact location of the disturbance, whether alcohol use is evident, and if adult supervision is present; and
 3. upon dispatch, notify a supervisor of the call.
- B. An officer assigned to such a call will investigate the complaint thoroughly. If, after inspecting the scene, an officer determines that a gathering has appropriate adult supervision and that there has been no underage alcohol use, the officer will take appropriate steps to restore order and will clear the call with the appropriate letter code.
- C. If there is evidence of underage use of alcohol, social hosting (as defined by Village Ordinance 17-2-5), or if there is not appropriate adult supervision, the officer assigned to the call shall:
1. complete an Incident or Offense Report, in ALL cases;
 2. include information regarding whether alcohol violations were present or suspected;
 3. note any other violation of State law or Village ordinance, including information on arrested subjects, if applicable;
 4. include the name(s) of the individual(s) responsible for the gathering and enforcement action taken to resolve the complaint;
 5. take the appropriate enforcement action at the scene where violations of the law are evident;
 6. summon supervisors and sufficient additional personnel to the scene of gatherings that require dispersal or arrests;
 7. notify the adult resident responsible for the property of the complaint and the enforcement action taken.
 8. record identifying information on each person present at the gathering. In the case of persons under 18 years of age, the name, race, sex, date of birth and address of the minor's parent or guardian should also be obtained. A copy of this information shall be left for the Youth Division Supervisor.

Minors who have adequate identification (i.e., driver's license, State I.D., photo I.D. issued by a school, or other verifiable

identification) and who are not arrested may be released at the scene. Under no circumstances, however, will officers release a person under the age of 18 who shows clear signs of using alcohol or other drugs. Such persons shall be taken into custody as Dependent Minors in need of remedial care as defined in 705 ILCS 405/2-4.

Minors who cannot be positively identified at the scene and who can be charged with an offense shall be brought into the station to be identified by their parents. In some cases, station adjustment will be the appropriate arrest disposition.

If an officer is unable to notify a parent or guardian, the Youth Officer will confer with a supervisor and decide whether to keep the minor in protective custody or release the minor to a responsible adult.

- D. Local Ordinance (LO) Tickets, and the Incident Reports, shall include the Name, Race, Sex, Address, Date of Birth and Phone Number of offenders. Additional identifiers, such as Driver's License Number, Social Security Number and School Attended, shall also be included, when available.
- E. A copy of any reports shall be forwarded to the Youth Division Supervisor for follow-up.
- F. In ANY case where a youth is ticketed for an alcohol-related violation, the arresting officer will be responsible for informing the minor's parents that a citation was issued, and of their responsibility to appear in court. In addition, the arresting officer will forward a copy of the LO Ticket to the Youth Division Supervisor for follow-up.
- G. In cases where arrests for violation of State statutes have occurred, and in which alcohol is involved, such alcohol shall be inventoried and made available for presentation as evidence in court.
- H. For LO Ticket arrests, alcohol may be destroyed at the scene, turned over to a responsible adult or inventoried, but under no circumstances shall alcohol remain with the arrested minor.
- I. The Youth Division Supervisor shall submit reports to the Deputy Chiefs and Community Policing Commander regarding noteworthy youth-

related alcohol offense violations, or any other such report as is required by the Deputy Chiefs through the chain of command.

- J. In the case of minors who have been identified and released at the scene of a gathering, the Youth Division will prepare and mail Parent Notification Letters to the parents of the involved minors, and will keep a record of such notification. Youth Division personnel will familiarize themselves with such incidents so that they may appropriately reply to parents' questions.

Rick C. Tanksley
Chief of Police

APPENDIX I

PARENT NOTIFICATION LETTER

(Date)

(Name and Address)

RE: Case Number _____

Dear

On (date), the Oak Park Police Department responded to Village residents' complaints that minors were entering a home with quantities of liquor. Upon arrival of the police officers, empty liquor bottles and cans were observed littering the area and the driveway of the residence. Further investigation revealed that there were over (number) minors on the premises as well as a quantity of alcohol along with indications that many of those present had been drinking.

Your son or daughter was found on the premises by the Oak Park Police Department. Due to the large number of minors on the premises and the limited resources of the Police Department, your child was released at the scene of the incident.

This letter is to notify you of the incident and make you aware of what occurred.

Since your child is a resident of Oak Park, you may wish to participate in the Education to Nullify Usage by First Timers (ENUF) Program offered by the Oak Park Health Department at 708/386-3393. Enclosed is a letter explaining the program and the program overview. Participation in the program is voluntary and all information is kept confidential.

Should you have any questions, you may contact the Oak Park Police Department Youth Division at 358-5542 for further information.

Sincerely,

Supervisor
Youth Services

**ORDINANCE CREATING CHAPTER 17, ARTICLE 2, "OFFENSES
RELATING TO UNDERAGE DRINKING AND ILLICIT DRUGS" AND
AMENDING SECTION 3-5-9(A) OF THE VILLAGE CODE ENTITLED
"SALES TO MINORS, HABITUAL DRUNKARDS, AND MENTAL
INCOMPETENTS"**

BE IT ORDAINED by the President and Board of Trustees of the Village of Oak Park, County of Cook, State of Illinois, acting pursuant to its Home Rule powers as set forth in Article VII Section 6 of the Illinois Constitution (1970), as follows:

SECTION ONE: That Chapter 17 of the Village Code is amended to add a new Article 2, entitled "Offenses Relating to Underage Drinking and Illicit Drugs" to read as follows:

17-2-1: DEFINITIONS. For purposes of this Article 2, the following words shall have the following meanings:

Alcohol: Ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, whiskey, rum, brandy, gin, or any other distilled spirits including dilutions and mixtures thereof from whatever source or by whatever process produced.

Alcoholic Beverage: Alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which contains one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

Cannabis: The definition of Cannabis shall be that set forth in the Cannabis Control Act, 720 ILCS 550/3(a).

Cannabis Paraphernalia: Cannabis Paraphernalia is defined as articles or equipment commonly used in the consumption or ingestion of cannabis or synthetic cannabis including but not limited to pipes, water pipes, roach clips, cannabis grinders, or rolling papers.

Event or Gathering: A group of three or more Underage Persons who have assembled or gathered together for a social occasion or other activity.

Host: (verb). 1) To knowingly authorize or permit Underage Persons to consume Alcoholic Beverages or Illicit Drugs at the Host's Residence or Premises by failing to control access to the Residence or Premises or access to the Alcoholic Beverages or Illicit Drugs in the Residence or Premises; or 2) to conduct, supervise, control, suffer or permit Underage Persons to consume Alcoholic Beverages or Illicit Drugs at an Event or Gathering at the Host's Residence or Premises regardless of whether or not the Host is present.
 (noun). A person who Hosts.

Illicit Drugs: Any drug, substance, or compound prohibited by law, including drugs prescribed by a physician that are in the possession of or used by someone other than the person to whom the drug was prescribed.

Minor: A minor is any person under the age of 18.

Reasonable Steps: Steps taken to prevent Underage Persons from possessing or consuming Alcoholic Beverages or Illicit Drugs, including, but not limited to:

- a. Controlling access to Alcoholic Beverages and Illicit Drugs at the Event or Gathering in such a manner that no Underage Person has access to them at the Event or Gathering;
- b. Verifying the age of persons attending the Event or Gathering by inspecting drivers licenses or other government-issued identification cards to ensure that minors do not consume Alcoholic Beverages or Illicit Drugs while at the Event or Gathering;
- c. Supervising the activities of Underage Persons at the Event or Gathering either in person or through a responsible adult;
- d. Calling for police assistance in the event Underage Persons are in possession of Alcoholic Beverages or Illicit Drugs at the Event or Gathering;
- e. Terminating the Event or Gathering because the Host has been unable to prevent Underage Persons from consuming Alcoholic Beverages or Illicit Drugs;
- f. Advising law enforcement in advance of departing one's Residence or Premises for any length of time that no Underage Person is authorized to be present and consume Alcoholic Beverages or Illicit Drugs at the Residence or Premises.

Residence or Premises: Any location, including a home, yard, land, apartment, condominium, hotel room, or other dwelling unit, or a hall or meeting room, park, or any other place of assembly, public or private,

whether occupied i) on a temporary or permanent basis, ii) as a dwelling or specifically for a Event, Gathering or other social function; and whether owned, leased, rented, or used with or without permission or compensation.

Underage Person: A person under the age of 21.

17-2-2: POSSESSION OF ALCOHOLIC BEVERAGES BY UNDERAGE PERSONS

It is unlawful for an Underage Person to be in possession of any Alcoholic Beverage, except in connection with the Underage Person's employment and except as provided in Section 17-2-6 below

17-2-3: PROVIDING ALCOHOLIC BEVERAGES TO UNDERAGE PERSONS

It is unlawful for any person, after purchasing or otherwise obtaining any Alcoholic Beverage, to sell, give or deliver such Alcoholic Beverage to an Underage Person

17-2-4: SOCIAL HOSTING PROHIBITED

A. It is unlawful for any person to Host an Event or Gathering when the Host knows or should reasonably know that an Underage Person:

1. Is consuming or will consume any Alcoholic Beverage or Illicit Drugs; or
2. Possesses any Alcoholic Beverage or Illicit Drug with the intent to consume it; and
3. The Host fails or has failed to take Reasonable Steps to prevent possession or consumption by the Underage Person.

B. It is also unlawful for any person to fail to take Reasonable Steps to prevent possession or consumption of Alcoholic Beverages or Illicit Drugs by an Underage Person at an Event or Gathering held at his or her Residence or Premises.

17-2-5: ATTENDANCE AT AN EVENT WHERE ALCOHOLIC BEVERAGES OR ILLICIT DRUGS ARE CONSUMED

It is unlawful for an Underage Person to attend any Event or Gathering where the person knows or reasonably should know that Alcoholic Beverages or Illicit Drugs are being consumed.

For purposes of this Ordinance, an Underage Person is presumed to know that Alcoholic Beverages or Illicit Drugs are being consumed at an Event or Gathering if Illicit Drugs or open containers of Alcoholic Beverages are so conspicuous that a reasonable person of the same age would have knowledge of their presence.

It shall be a defense to a charge of violating this ordinance that the Underage Person was not present at the Residence for a sufficient length of time to have an opportunity to observe the presence of Illicit Drugs or open containers of Alcoholic Beverages.

It shall be a defense if the Underage Person lives at the Residence and is not the Host of the Event or Gathering.

17-2-6: EXCEPTIONS

The prohibitions set forth in Sections 17-2-2, 17-2-3, 17-2-4 and 17-2-5 of this Code shall not apply in the following situations:

1. When the Underage Person is in the presence of his or her parent or legal guardian, with the supervision and approval of the parent or legal guardian; or
2. In connection with the performance of a religious ceremony or service in observation of a religious holiday.

17-2-7: POSSESSION OR SALE OF CANNABIS AND CANNABIS PARAPHERNALIA BY MINORS:**A. Possession of Cannabis:**

It is unlawful for a Minor to be in possession of Cannabis in any amount which does not exceed thirty grams. Nothing in this ordinance shall be construed to prohibit the Village from enforcing cannabis offenses under the Illinois Criminal Code.

B. Possession of Cannabis Paraphernalia:

It shall be unlawful for a Minor to be in possession of any Cannabis Paraphernalia.

C. Sale to Minors:

It is unlawful for any person to sell or offer to sell Cannabis in an amount less than thirty grams, or Cannabis Paraphernalia, to a Minor.

17-2-8: PENALTY:

The maximum fine for a violation of this Article shall not exceed Seven Hundred and Fifty dollars (\$750.00). In addition to, or, in lieu of a fine, any person found to be in violation of any provision of this Article may be ordered to perform some reasonable public service work, or be ordered to complete a community based education, counseling or treatment program.

SECTION TWO: That Section 3-5-9 entitled "Sales to Minors, Habitual Drunkards, and Mental Incompetents" shall be amended as follows:

SALES TO MINORS.

- A. No licensee or officer, associate, agent or employee of such licensee shall sell, give or deliver alcoholic liquor to any person under the age of twenty one (21) years. It shall be unlawful for any person under the age of twenty one (21) years to misrepresent his or her age for the purpose of purchasing or obtaining alcoholic liquor. In any place in the Village where alcoholic liquor is sold, including at each cash register at which alcoholic liquor may be sold, there shall be displayed at all times in a prominent place a printed card which shall be supplied by the Village Clerk and which shall read substantially as follows:

WARNING TO PERSONS UNDER THE AGE OF 21 YEARS:

You are subject to a fine up to \$750.00 under the ordinances of the Village of Oak Park, if you purchase alcoholic liquor, or misrepresent your age for the purpose of purchasing or obtaining alcoholic liquor.

- B. It shall be unlawful for any holder of a liquor license, or the licensee's agent or employee, to suffer or permit any minor to be in, or remain in, any room or compartment adjoining or adjacent to or situated in the room or place where such licensed premises is located; provided that this subsection shall not apply to any minor who is accompanied by his or her parent or guardian, or to any licensed premises which derives its principal business from the sale of service or other commodities than alcoholic

liquor. In addition to all other fines and penalties, the Local Liquor Control Commissioner may revoke the liquor dealer's license for any violation of the preceding subsection. It shall be unlawful for any parent or guardian to permit any minor child of whom he or she be parent or guardian to violate any provisions of this section.

C. It shall be unlawful for any holder of a liquor license or the licensee's agent or employee to employ any persons under the age of twenty one (21) years for the purpose of drawing, pouring, mixing or selling any alcoholic liquor or employ any person under the age of eighteen (18) years for the purpose of serving alcoholic liquor.

SECTION 3: Each section, paragraph, clause and provision of this Ordinance is severable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision.

SECTION 4: This Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

ADOPTED this 4^h day of June, 2012, pursuant to a roll call vote as follows:

AYES: Trustees Brewer, Hedges, Johnson, Lueck, Salzman and Tucker; President Pope

NAYS: None

ABSENT: None

APPROVED by me this 4^h June, 2012.

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

Published by me in pamphlet form this _____ day of June, 2012.

Teresa Powell, Village Clerk

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.02
SUBJECT ARREST WARRANTS			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 5.22 DATED 01 NOV 99	NO. PAGES 6	

I. PURPOSE:

This Order provides procedures for the processing of arrest warrants and contains important information relating to warrants.

II. POLICY:

It is the policy of the Oak Park Police Department to observe, uphold, and enforce the law without regard to sex, race, color, creed, national origin, economic status or sexual orientation.

When a subject is arrested on a warrant, the warrant will be verified as soon as possible. Once the warrant is verified, the subject will be booked, charged, and made eligible for bond, in that order. These procedures will be completed without unnecessary or unreasonable delay. Extreme care must be taken to ensure that persons in custody are released on bond or brought before a judge at the earliest opportunity, unless there is a valid reason for their continued detention.

III. PROCESSING WARRANT ARRESTS:

- A. If you arrest a subject for some type of offense and discover that he has an outstanding warrant from an outside agency, this warrant can be listed as an additional charge on the initial arrest report under the initial complaint number. No new arrest report or complaint number is necessary.

- B. If you arrest a subject for some type of offense and discover that he has an outstanding Oak Park warrant, this warrant must be handled as a separate arrest, using a separate arrest report and the complaint number listed on the warrant.
- C. If you arrest a subject on an outstanding Oak Park warrant and discover he has another outstanding warrant from an outside agency, the outside warrant must be handled as a separate arrest, using a separate arrest report and a new complaint number. The Oak Park warrant will be handled as a separate arrest, using the complaint number listed on the Oak Park warrant.
- D. If you arrest a subject on an outstanding Oak Park warrant and discover he has another outstanding Oak Park warrant, each Oak Park warrant must be handled as a separate arrest, using the complaint number listed on each of the Oak Park warrants.
- E. If you arrest a subject on an outstanding warrant from an outside agency, a complaint number should be obtained and an arrest report completed. If there is more than one outside warrant, each additional outside warrant can be listed as an additional charge on the initial arrest report.

IV. DOMESTIC VIOLENCE WARRANTS:

- A. Although an amount of bond will be present on the warrant, the defendant shall still be brought into the Fourth District and not bonded out of the police station, so that conditions of bond may be placed upon the defendant by the judge presiding in our bond room.

V. OUT-OF-STATE WARRANTS:

- A. The following documents must accompany the prisoner before he can be accepted:
 1. a fax copy of the F.B.I. identification response, based on the arrestee's fingerprints;
 2. a type 3 message from the demanding agency stating they will extradite; and
 3. included in the type 3 message should be the name, sex, race, date of birth, warrant number, date of warrant, charge, name of

issuing judge, and bond. If possible, a fax copy of the warrant should accompany the prisoner.

- B. If there are local charges, the above documents should be obtained before you transport the arrestee to Fourth District Court. Upon arrival in the lock-up, detention personnel will contact the Fugitive Warrant Section prior to accepting the prisoner.
- C. If there are no local charges, you must transport the arrestee to the Fugitive Warrant Section. It is necessary that the prisoner be delivered between 0600 – 0900 hours daily, in order to allow sufficient time for processing prior to court. **Call prior to arrival.**

VI. COOK COUNTY RECIPROCAL WARRANTS:

- A. Effective immediately, a reciprocal warrant service agreement among Cook County judicial districts has been reached. This agreement impacts upon all police agencies within Cook County. The key issue concerns the procedure for taking custody of individuals wanted on outstanding arrest warrants issued by other Cook County jurisdictions and processing them through the Fourth District of Cook County (Maybrook).

The following procedure is in effect:

1. When an individual is arrested on a warrant issued by another Cook County agency, that agency is to be contacted to determine if they will come to Oak Park to pick up the wanted subject.
2. If the Cook County agency that issued the arrest warrant agrees to come to Oak Park to pick up the wanted subject, all current procedures remain in effect.
3. Should the Cook County agency that issued the arrest warrant be unable to come to Oak Park to pick up the wanted subject, the subject will then be taken to the next available bond hearing in Maybrook.
4. To facilitate the bond hearing at Maybrook, the Cook County agency that issued the arrest warrant will be required to fax a copy of all the necessary paperwork concerning the arrest warrant to the Oak Park Police Department.

Note: **In emergency situations, when manpower constraints prevent the Oak Park Police Department from responding in a timely manner to another Cook County agency for a warrant pick-up, this reciprocal warrant service can be authorized by the Watch Commander. The Watch Commander can request that the arresting agency take the wanted subject to their judicial district for a bond hearing. The Oak Park Police Department will be required to fax all the necessary paperwork concerning our arrest warrant to the arresting Cook County agency to facilitate the bond hearing.**

VI. COOK COUNTY WARRANT CLEARANCE REQUIREMENTS:

- A. It will be the responsibility of the Oak Park Police Department to bring in the proper documentation regarding any outstanding warrants and turn this information over to the court service personnel. The only acceptable proof of an outstanding warrant will be:
 1. a copy or original of an outstanding warrant; and/or
 2. a copy of the L.E.A.D.S. hit indicating an active warrant; and
 3. the method used to identify this individual as being the subject of this warrant; i.e., fingerprints, photo I.D., or subject known to arresting officer, etc.

VIII. GEOGRAPHICAL LIMITATIONS:

A. Felony Cases

In all felony cases, including arrest warrants based on a complaint for preliminary hearing, no geographical limitation will be sought. The State-wide box on the face of the arrest warrant in the geographical limitations section should be checked. These warrants will be valid State-wide, and law enforcement should continue to enter these warrants in the L.E.A.D.S. and NCIC systems, according to existing protocol.

B. Misdemeanor Cases (Including Traffic Offenses)

1. **State-wide Offenses**

All arrest warrants sought for the offenses of Domestic Battery, Violation of an Order of Protection, D.U.I., Criminal Sexual Abuse, Indecent Solicitation of a Child, Sexual Exploitation of a Child and Endangering the Life or Health of a Child will have the State-wide box checked on the face of the warrant.

2. Individual Municipality Geographical Limitations

Arrest warrants that are sought for all other Class A, B, or C misdemeanors (including traffic misdemeanors) will have the geographical limitation reflected on the face of the warrant. Determine which municipality initiated the case and obtain from the schedule that municipality's limitation.

3. Post-Disposition Case

Arrest warrants that are issued post-disposition (Violation of Conditional Discharge, etc.) are the responsibility of the Cook County Sheriff's Police. Therefore, the minimum geographical limitation for all misdemeanor and traffic-arrest warrants issued post-disposition will be Cook and all collar counties. A State-wide limitation should be sought on post-disposition arrest warrants when the original charge was Domestic Battery, Violation of an Order of Protection, D.U.I., Criminal Sexual Abuse, Indecent Solicitation of a Child, Sexual Exploitation of a Child and Endangering the Life or Health of a Child, or when the circumstances of a particular case require expansion.

IX. BOND HEARINGS FOR SUBJECT ARRESTED ON WARRANTS ISSUED OUTSIDE OF THE FOURTH DISTRICT

- A. All persons arrested in the Fourth Municipal District on warrants issued outside the Fourth Municipal District shall be given bond hearings pursuant to 725 ILCS 5/109-1.

In cases involving the arrest of a person on an Illinois out-of-county arrest warrant, 725 ILCS 5/109-2 applies.

In misdemeanor and felony cases, out-of-district bond hearings shall be brought to the bond judge. At Holiday Court, cases shall be brought to the designated bond court.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.03
SUBJECT CRIME SCENE RESPONSIBILITIES			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 5.18 DATED 14 SEPT 98	NO. PAGES	6

I. PURPOSE:

This Order establishes a procedure, regarding crime scenes, for actions of Initial Responding Unit(s), Field Supervisors, and Detectives.

II. POLICY:

- A. Few responsibilities an officer will undertake are as crucial to the successful prosecution of a case as the proper securing of a crime-scene area. Many cases have been won or lost, based on the thoroughness of the crime-scene search and the collection of evidence. This discovery of reliable evidence is dependent upon a thorough search of a crime scene where the integrity of the scene has been carefully maintained.
- B. It is imperative that every officer assigned the task of securing a crime scene understands how to recognize evidence and knows his/her responsibilities regarding the proper handling of such evidence.

III. PROCEDURES:

A. Initial Responding Officer's Responsibilities

1. The first officer arriving at a scene

Depending on the type of crime, the course of action will vary.

2. In Crimes-Against-Person cases, there are two circumstances which will dictate the officer's actions:
 - a. the possibility the victim is alive, and
 - b. obvious death.
 3. Whenever there is any doubt as to whether or not a victim is dead, a Fire Department ambulance shall be requested via West Suburban Consolidated Dispatch Center (WSCDC). Oak Park Fire Department personnel do not have to remove the deceased from the scene if they pronounce the person dead. In such circumstances, the ambulance crew will provide the primary officer with a copy of the Ambulance Report.
 - a. To minimize scene contamination, [REDACTED]
 - b. **Until facts indicate otherwise, any death shall be investigated as if it were a homicide.**
 4. If there is obvious death (obvious death can be presumed if there is putrefaction of the body, decapitation, body destruction, dismemberment, etc.) or if the body is cold and stiff (rigor mortis), [REDACTED] In the absence of these factors or if, in the opinion of an attending paramedic, emergency resuscitative measures should be commenced [REDACTED]

- a. [REDACTED] and secure it properly. Appropriate ropes, signs, barricades, or barrier tape will be used to protect the scene.
 - b. The officer will advise WSCDC of his/her need for additional manpower, Field Supervisor, and/or Detective(s).
5. Regardless of the type of case, once the scene has been stabilized and evaluated the officer will be required to do certain things. The officer must give WSCDC suspect information, properly secure the scene, and follow the general crime-scene rule, as outlined herein.
6. The officer will notify WSCDC of any and all information concerning any suspect(s) or person(s) who have fled or left the scene.
7. In all cases where the crime scene must be secured, the officer will:
 - a. Maintain a crime-scene log. This list will reflect the name of any person entering the scene, time in and time out, and any alteration made as a matter of investigative necessity and shall be filed as a part of the initial report.
 - b. Deny access to all unauthorized persons (e.g., curious officers, citizens, press, etc.). Access to the scene will be granted to superior officers, detectives and their designees, Medical Examiner, and evidence technicians.
 - c. Every officer at the scene shall complete a written report describing their involvement with the scene and their specific actions while at the scene.
 - d. The crime-scene log shall be delivered to the Detective in charge, upon release of the crime scene.
8. Follow the general rule: Do not touch, move, or disturb any object (including telephones and firearms) until the scene has been photographed and processed for latent fingerprints and all forms of evidence. Do not smoke or allow others to smoke!

EXCEPTION:

Evidence may be taken into possession of the primary officer or supervisor if, in the officer's judgment, it may be lost or damaged if left in its original position. All evidence shall be recorded, to ensure the proper chain of custody, and turned over to the Evidence Technician on the scene by the recovering officer, who, in turn, shall document his actions with appropriate reports.

- a. Any alterations to a scene, such as lights turned on or off, windows or doors opened, closed, locked or unlocked, body moved and by whom, furniture moved, appliances turned on or off and condition of vehicle, if involved (engine on or off, motor temperature), shall be documented.

B. Supervisor's Responsibilities

The Field Supervisor shall be responsible for determining who processes the scene, whether additional investigation by Detectives is necessary, and protection of the scene.

1. The Field Supervisor will determine if a Detective Division Crime Scene Technician is needed.
2. The Field Supervisor will determine if an investigation by Detectives is needed. (If so, the Evidence Technician will not process the scene until the Detective arrives and takes charge of the scene.)
3. The Field Supervisor, unless relieved by the assigned detective or higher authority, will be responsible for:
 - a. arranging for protection of the scene and personnel involved in processing the scene.
 - b. ensuring that, when any member or employee is actively engaged in processing a crime scene, [REDACTED]
[REDACTED]

- c. excluding from the crime scene all unauthorized persons, including police officers, who have no official duties at the crime scene.
 - d. arranging for crowd control.
 - e. providing assistance for the Evidence Technicians.
 - f. ensuring that all witnesses or other persons who have knowledge of the incident [REDACTED]
[REDACTED]
 - g. keeping WSCDC informed of all new developments, with special attention given to the description of the assailant, route and method of escape, weapon used (if known), and probable wounds suffered by the assailant.
 - h. assisting the Detectives, Medical Examiner, and Evidence Technicians in other phases of the investigation, when requested.
4. In some cases, it may be more feasible to secure a crime scene until a Crime Scene Technician comes on duty rather than recalling them. If unexpected conditions arise wherein no technicians are available, either on duty or for recall, officers who have experience and training as CST's may be utilized.

C. Detective's Responsibilities

Upon arrival on the scene, the assigned Detective will assume complete responsibility for the scene.

1. The Detective may, with approval by the Detective Commander, request that a Crime Scene Technician respond to the scene.
2. The Detective will provide direction for the evidence-collection personnel for the duration of the scene processing.
 - a. If the scene is of a suspicious death, the Detective is responsible for notifying the Medical Examiner.
 - b. [REDACTED] located by the patrol units.

- c. Ensure that complete statements are taken from all available witnesses.
- d. Request all scientific examinations of recovered evidence.

Rick C. Tanksley
Chief of Police



OAK PARK POLICE DEPARTMENT
GENERAL ORDER



police@oak-park.us

www.oak-park.us/police

708-386-3800

DATE OF ISSUE 09 FEB 2018	EFFECTIVE DATE 16 FEB 2018	DISTRIBUTION C	NUMBER 5.04
SUBJECT CRIMINAL SEXUAL ASSAULT/ABUSE INVESTIGATION			
RELATED DIRECTIVES Training Bulletins 2016-26 & 2017-11		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 5.04 DATED 12 JAN 2004	NO. PAGES 8

I. PURPOSE:

This Order defines the guidelines for the investigation of criminal sexual assault/abuse cases.

II. POLICY:

It is the policy of the Oak Park Police Department to investigate criminal sexual assault/abuse cases as thoroughly and as sensitively as possible.

III. INTERVIEWING THE VICTIM:

A. The goal of a police officer's interview with the victim of criminal sexual assault/abuse is twofold:

1. to obtain accurate information needed for case investigation.
2. to avoid further trauma to the victim.

B. The assigned officer is responsible for determining if the victim would like a female police officer present during interviews conducted by male officers.

C. Members assigned to conduct interviews will:

1. be sensitive and courteous in conducting the interview;

2. secure privacy for the victim as quickly as possible;
3. advise the victim of the need for a detailed report;
4. document, and photograph if possible, all observable bruises, cuts, abrasions, etc.;
5. request the victim submit to a medical examination (performed by an emergency room physician), explaining the reason for the examination;
6. not allow unnecessary people to enter the interview room;
7. arrange to take custody of the victim's clothing including underclothing as soon as possible and hold for the E.T. assigned;
9. if location of occurrence is known, arrange for a detective or other personnel to secure scene so immediate processing can be done and crime scene protected; and
10. contact hospital crisis worker or Family Service and arrange for a caseworker to assist the victim and provide follow-up counseling.
11. not conduct detailed interviews beyond establishing the occurrence of a crime; arrangements will be made for a Victim Sensitive Interview (VSI) by the assigned investigator.

IV. MANDATORY REPORT WRITING:

- A. Officers will document every allegation of sexual assault or sexual abuse and prepare a written report when contacted by any of the following:
 1. A person who alleges to have been sexually assaulted or sexually abused
 2. Hospital or medical personnel, when reporting under the Criminal Identification Act
 3. A witness who personally observed what appeared to be a sexual assault or sexual abuse or an attempt of either crime

- B. Third Party Reports: A victim of sexual assault or sexual abuse may give consent to another person to provide information about the incident to law enforcement. The third-party does not have to disclose the victim's name. The officer must complete a written report if the person:
1. Provides their own name and contact information, and
 2. Affirms that he or she has the consent of the victim to make the report.
 3. Officers must give the person making the third party report a copy of all victim notices required under this Act and ask that the person give the notices to the victim.
- C. Documentation of facts in the report:
1. Information required by 725 ILCS 203/20(b), if known, whether provided at the time of the initial report or obtained through investigation.
[725 ILCS 203/20(b)]
 2. Any aggravating factors present.
[720 ILCS 5/11-1.30; 11-1.40; 11-1.60]
 3. Document signs of physical and psychological trauma to the victim.
 4. Document the victim's subtle and overt actions indicating consent or lack of consent. Silence should not be construed as consent.
 5. As accurately as possible, use the victim's, witness's, and/or suspect's own words in written reports. Do not sanitize or clean up the language used by the victim.
- D. Non-Jurisdictional Reports:
1. Officers must write a report regardless of the jurisdiction where the incident took place.
 2. Within 24 hours of receiving the information, the officers must

submit the report to the agency having jurisdiction. Officers will use the Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction (P.A. 99-0801 Form D)

V. AREAS TO BE COVERED IN THE INTERVIEW:

- A. A detailed description of the offender.
- B. Exact location and time of the offense.
- C. Places and persons visited prior to the occurrence.
- D. Route taken by the victim.
- E. Physical force used by the offender and any weapon that may have been used.
- F. Whether the victim resisted, and the degree of resistance.
- G. Statements made by the offender.
- H. Movements of the offender and the victim **PRIOR, DURING AND AFTER** the offense.
- I. Name of the person to whom the victim first reported the offense.
- J. Names of witnesses or potential witnesses.
- K. Any other areas that may provide assistance in identifying the offender.

VI. ADDITIONAL RESPONDING OFFICER RESPONSIBILITIES:

Officers responding to incidents involving sexual assault or sexual abuse must:

- A. Provide victims with written information advising them of their rights and options (Form P.A. 99-0801 Form A)
- B. Offer to provide or arrange transportation to a hospital emergency room for medical and forensic services, and
- C. If the courthouse is closed but a judge is available, provide or arrange transportation so the victim may file for an order of protection or civil no contact order.

VII. MEDICAL EXAMINATION:

- A. Members will not:
 - 1. be present in the examining room while medical treatment is administered to the victim.
 - 2. interrupt the medical treatment to interview the victim.
- B. If there is reasonable cause to believe that a person has been delivered a controlled substance without his/her consent, members will follow the protocol established in Appendix A, "Toxicology Screens for Date Rape Drug Victims."
- C. Upon completion of the medical examination the investigating officer will:
 - 1. request that the victim authorize the release of the medical records of the examination to the Department.
 - 2. obtain the appropriate copies of the medical records.

NOTE: The authorization for the release of medical records forms will be provided to the victim by the emergency room staff.

VIII. OBTAINING AND SECURING EVIDENCE:

- A. An evidence technician will be assigned to collect the evidence in criminal sexual assault/abuse cases.
- NOTE: If an evidence technician is not available, the Watch Commander will call back an off-duty evidence technician.**
- B. An evidence technician assigned to a sexual assault will:
 - 1. recover the Illinois Sexual Assault Evidence Collection Kit from the emergency room and assure that the appropriate hospital personnel sign his/her name on the Kit.

2. document the time, date, and person from whom the Kit was obtained.
3. assure that the chain of evidence is maintained, when hospital personnel collect the victim's clothing and hospital sheets used during the sexual assault examination.
4. assure that all evidence recovered or obtained is properly labeled, inventoried and stored.
5. when appropriate, request fingernail scrapings be taken from the victim.

IX. STORAGE AND TESTING:

- A. Evidence will be obtained as soon as practicable, but no later than 5 days after the medical forensic exam was completed.
- B. If the Patient Consent: Collect and Test Evidence or Collect and Hold Evidence Form has been signed, evidence will be sent to an Illinois State Police Crime Laboratory within 10 days.
- C. If the Patient Consent: Collect and Test Evidence or Collect and Hold Evidence form has not been signed, the evidence will be stored.
 1. If the victim is an adult, evidence will be stored for 5 years.
 2. If the victim is under 18 years of age, evidence must be stored until the victim's 23rd birthday.
 3. If the victim is unsure about allowing law enforcement to test the evidence, the Storage and Future Testing of Sexual Assault Evidence form (P.A. 99-0801 Form C) will be provided and explained to the victim.

X. RELEASE OF INFORMATION – EVIDENCE TESTING:

- A. The victim will be provided with the Mandatory Notice of Victim's Right to Information Regarding Sexual Assault Evidence Testing form (P.A. 99-0801 Form B).
- B. Upon request by the victim or their designee, the following information will be provided in writing to a victim no later than 7 days from the

Request:

1. Date the sexual assault evidence was sent to a laboratory.
2. Test results including but not limited to:
 - a. Whether a DNA profile was obtained from the testing of the evidence.
 - b. Whether the DNA profile has been searched against the DNA Index System or any state or federal DNA database.
 - c. Whether an association was made to an individual provided that disclosure would not impeded or compromise an ongoing investigation.
 - d. Whether any drugs were detected in a urine or blood sample and information about any drugs detected.
- C. The victim will be informed in writing of his or her right to request this information (P.A. 9900801 Form C).

XI. OFFICER-INVOLVED CRIMINAL SEXUAL ASSAULT:

- A. Pursuant to Public Act 100-0515 (50 ILCS 705/7.7) each officer-involved criminal sexual assault investigation shall be conducted by at least 2 investigators or an entity comprised of at least 2 investigators, one of whom shall be the lead investigator. The investigators shall have completed a specialized sexual assault and sexual abuse investigation training program approved by the Illinois Law Enforcement Training Standards Board or similar training approved by the Department of State Police. No investigator involved in the investigation may be employed by the law enforcement agency that employs the officer involved in the officer-involved criminal sexual assault. For investigations involving Oak Park officers, assistance will be requested from an independent agency (a state law enforcement agency, a law enforcement agency of the county or unit of local government in which the alleged misconduct occurred). Evidence will be obtained as soon as practicable, but no later than 5 days after the medical forensic exam was completed.
- B. Upon notification, the Investigations Commander will contact WSCDC and obtain a report number for the purpose of conducting an Internal Affairs Investigation. During the preliminary investigation, the Chief of

Police will reassign the involved officer, excuse from duty, or immediately suspend the officer, pending the outcome of the investigation(s). An officer reassigned to other duties will report to the Department as directed by the Deputy Chief of Field Services and will be assigned to station duties until such time as the investigation is completed. Upon conclusion of the Internal Affairs Investigation, the Investigations Commander will forward the findings to the Chief of Police through the Chain of Command.



Anthony L. Ambrose
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.05
SUBJECT		CUSTODY OF HOSPITALIZED PRISONER	
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 5.06 DATED 14 SEPT 98	NO. PAGES 2

I. PURPOSE:

The purpose of this Order is to define the guidelines and procedures governing the custody of hospitalized prisoners.

II. POLICY:

It is the policy of the Oak Park Police Department to implement guidelines and procedures which are in compliance with the Cook County Sheriff's Department.

III. PROCEDURES:

A. On occasions when the Oak Park Police Department has a hospitalized prisoner, with charges pending, and there is no possibility of an immediate release from the hospital, and where the prisoner is physically unable to appear before a Judge for the purpose of setting bond, the Oak Park Police Department will adhere to the following guidelines:

1. The on-duty Watch Commander will submit all the necessary information and copies of the arrest reports to the Detective Commander.
2. The Detective Commander will contact the Cook County Department of Corrections (CCDOC) telephonically (773/869-7100) and advise them that they have a prisoner who cannot be released from the hospital and there is a possibility in the near future that they will have a Judge set a bond.

3. Once the Department is in receipt of a judicially executed *mittimus*, the Detective Division will hand deliver the original *mittimus* to CCDOC Records in order to effect transfer of custody to CCDOC. A copy of the *mittimus* will be placed with the original arrest reports.
4. It is the responsibility of the Department to [REDACTED] [REDACTED] until appropriate relief is dispatched from the CCDOC.

NOTE: The Court Services Division of the Cook County Sheriff's Department will no longer accept a *mittimus* and/or relieve an arresting agency's officer at the hospital.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 24 FEB 2009	EFFECTIVE DATE 03 MAR 2009	DISTRIBUTION C	NUMBER 5.06
SUBJECT DETENTION OF JUVENILES			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 5.06 DATED 12 JAN 03	NO. PAGES	5
CALEA STANDARDS:			

I. PURPOSE:

The purpose of this Order is to ensure the safety and proper supervision of juveniles detained at the Oak Park Police Department.

II. POLICY:

It is the policy of the Oak Park Police Department to handle all juveniles, whether victims or offenders, with compassion and sensitivity.

III. DEFINITIONS:

DELINQUENT MINOR - A person under the age of 17 who is in police custody for an act which would be a criminal offense or ordinance violation if the person were 17 or older.

STATUS OFFENSE - Any offense committed by a juvenile that would not be illegal if committed by an adult (i.e. runaways, curfew violations). This also includes any minor beyond the control of his/her parent, guardian or custodian, in circumstances which constitute a substantial or immediate danger to the minor's physical safety.

LIMITED CUSTODY - A special form of custody for status offenders only.

IV. PROCEDURE:

A. Delinquent Minors

In the event a juvenile must be detained at the Oak Park Police Department, prior to being released to a parent/guardian or transported to the Audy Detention Home, the following regulations will apply.

1. A law enforcement officer who arrests a minor with a warrant shall immediately make a reasonable attempt to notify the parent, guardian or legally responsible adult that the minor has been arrested and where he/she is being held.
2. A law enforcement officer who arrests a minor without a warrant shall, if the minor is not released;
 - a. make a reasonable attempt to notify the parent, guardian or legally responsible adult that the minor has been arrested and where he/she is being held; and
 - b. shall, without unnecessary delay, take the minor to the nearest juvenile police officer.
3. No minor under 12 years of age shall be detained in a municipal lockup for more than six hours.
4. No minor shall be detained in a municipal lockup for more than 12 hours, unless the offense is a crime of violence in which case the minor may be detained up to 24 hours.
5. The minor must be kept out of the sight and sound of adult offenders;
6. The minor must be informed of the nature and length of detention;
7. The detention period begins when the juvenile is securely detained and continues uninterrupted even if the juvenile is removed for questioning, line-ups, etc. Transportation time is not considered time spent in detention.
8. The minor shall be thoroughly searched prior to being secured in the lockup or desk detention room. All property removed from the juvenile shall be inventoried. The arresting officer shall complete an arrest report, recording the exact time that the youth is locked up, and give the arrest report to the desk officer. The desk officer will enter the pertinent information on the Juvenile

Detention/Observation Log which is maintained at the front desk. A copy of the log report shall be attached to the arrest report;

9. The minor must be kept under periodic supervision. "Periodic Supervision" has been defined as every fifteen (15) minutes. Desk personnel shall note on the Juvenile Detention/Observation Log the times that he/she checks the condition of the juvenile. If an officer removes a juvenile from the desk detention room or lockup, the officer will notify desk personnel, who will make the appropriate notation on the Observation Log; i.e., processing, interview, etc.; and
10. When the minor is released to anyone other than a parent/guardian, the releasing officer will complete box 35 on the arrest report indicating to whom the juvenile was released.

B. Status Offenders

1. A person who is taken into custody both as a delinquent minor and as a status offender will, for the purpose of detention, be treated as a delinquent minor.
2. A status offender is not a delinquent, and may not be treated as such. Status offenders may be placed in limited custody only as defined in 705 ILCS 405/3-4.
3. A law enforcement officer who takes a minor into limited custody shall:
 - a. immediately inform the minor of the reasons for such limited custody; and
 - b. make a prompt, reasonable effort to inform the minor's parents, guardian, or custodian that the minor has been taken into limited custody and where the minor is being kept.
4. A status offender will be constantly supervised in the station by the member who takes him or her into custody, unless the Watch Commander directs otherwise.
5. A status offender may be:

- a. taken into limited custody;
 - b. transported to the station in a squad car;
 - c. handcuffed and searched, if necessary; and
 - d. held in an unlocked, multipurpose area within the police department (i.e., the report room or an office).
5. A status offender **may not** be:
 - a. handcuffed to a stationary object or piece of furniture;
 - b. placed in a jail, municipal lockup, detention center facility or secure correctional facility; nor
 - c. held for over six hours, with that time beginning with the minor's first contact with a police officer.
6. If the minor consents, the law enforcement officer shall make a reasonable effort to transport, arrange transportation or otherwise release the minor to the parent, guardian or custodian.

C. Sex Offenses

No law enforcement officer can question a minor who was under 13 years of age at the time of the commission of the offense, and who is under investigation for or has been charged with homicide or sex offense unless that minor is represented by counsel during the entire custodial interrogation.

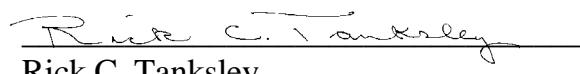
D. Juvenile Felony Review

1. The Felony Review Unit of the State's Attorney's Office must be contacted to review the case of a minor charged with any of the following offenses:
 - a. First Degree Murder
 - b. Involuntary Manslaughter
 - c. Reckless Homicide
 - d. Attempt First Degree Murder
 - e. Aggravated Battery with a Firearm

- f. Aggravated Battery Causing Great Bodily Harm
- g. Heinous Battery
- h. Criminal Sexual Assault
- i. Aggravated Criminal Sexual Assault
- j. Armed Robbery
- k. Aggravated Discharge of a Firearm

E. Parental Notification of Juvenile Contacts

- 1. Police encounters with juveniles can result in a significant risk of misunderstanding. Police notifications to parents/guardians after significant juvenile encounters can minimize misperceptions and enhance community acceptance, understanding, and approval. Officers should make a reasonable attempt to notify the parents/guardians of any juvenile with whom they engage in a significant contact. Examples of significant juvenile contacts include, but are not limited to:
 - a. Juvenile as the victim of crime
 - b. Juvenile detained as a suspect for a show-up
 - c. Juvenile handcuffed without arrest report
 - d. Juvenile subject to use of force
 - e. Juvenile issued a local ordinance citation
- 2. If no contact is made with the juvenile's parent/guardian, the significant contact must be documented on the appropriate offense, incident or supplemental report,


Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 29 AUG 2007	EFFECTIVE DATE 29 AUG 2007	DISTRIBUTION C	NUMBER 5.07
SUBJECT ASSET SEIZURE/FORFEITURE			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM 3	
AMENDS	RESCINDS	NO. PAGES 7	
CALEA STANDARDS: 84.1.8			

I. PURPOSE:

The purpose of this Order is to define the procedures for the seizure, for law enforcement purposes, of those assets acquired through drug trafficking.

II. POLICY:

The policy of the Oak Park Police Department is to seize all monies, properties, vehicles, and any other assets associated with drug activity or the commission of a crime as authorized by Federal, State, and Village of Oak Park authorities.

III. DEFINITIONS:

- A. Consigned Property: For purposes of this Order, consigned property is an asset or assets of an individual given to the custody of the Department by a court of a given jurisdiction.
- B. County of Occurrence: The county in which the property was seized, which may be different from the county in which the offense occurred.
- C. Court of Jurisdiction: The court that has jurisdiction over the seized property.
- D. Forfeiture Fund: A repository account for financial assets forfeited to the Department or seized by federal authorities and awarded to the Department.
- E. Seizure Fund: A repository account for the seizure of currency which is pending forfeiture action.

- F. Property: For purposes of this Order, the term “property” means any asset that is held wholly or in part, that is liquid or real, that may be subject to seizure or forfeiture.
- G. Forfeiture: The legal proceedings by which the ownership of property is surrendered by those having an interest in the property.
- H. Prosecuting Authority: The State’s Attorney for the county in which the seizure is being prosecuted or who is prosecuting the case for forfeiture.

IV. SEIZED ASSETS:

- A. All seized assets shall be considered evidentiary in nature until such time as proper disposition is determined. Handling and documentation procedures shall be in accordance with the General Order #3.02 entitled, Inventory System for Property Control.
- B. For purposes of this General Order, all seized assets shall be divided into three categories:
 1. Monies/cash
 2. Vehicles
 3. All other sizable assets

V. MONIES/CASH SEIZURE PROCEDURES:

- A. Seized monies/cash shall be inventoried and secured in accordance with Department property inventory procedures.
- B. Monies/cash seized shall be segregated to identify the source and location of seizure. Photograph and document as recovered.
- C. At least two Oak Park Police Officers shall count all monies/cash seized.
- D. A second and separate count shall be performed in the presence of an Oak Park Police Department supervisor prior to furnishing a defendant with his/her copy of the B.E.A.S.T Property Sheet, which will serve as a receipt for the seized monies/cash. Entry will be made as “SEIZURE” listing the owner as either the “State of Illinois”, or any other agency with standing in the seizure action.

E. The determination of whether monies/cash will be held as evidence or deposited in the Seizure Fund Account will be made by the Detective Division Commander, in conjunction with the State's Attorney.

VI. VEHICLE SEIZURE GUIDELINES:

A. Vehicles seized under 720 ILCS 570/505 (Controlled Substances Act), and 720 ILCS 550/12 (Cannabis Control Act) must follow the below procedure:

1. When an arrest occurs that would qualify as a Vehicle Seizure case, the Shift Supervisor will request the vehicle be towed and a hold placed. Any vehicle seized has to be entered into the B.E.A.S.T. program as "SEIZURE" and entered into LEADS as towed. The owner does not have to be the person in possession of the property/vehicle in order to qualify for seizure. The Detective Commander will determine whether or not the vehicle will be returned to the owner or steps in furtherance of seizure will take place.
2. The Shift Supervisor approving the Incident/Offense Report and seizure, will ensure the seizing officer complete the Vehicle Seizure Checklist (Addendum 2), and a Tow Report reflecting the vehicle is subject to seizure. All paperwork associated with the arrest/or seizure will be forwarded to the Detective Division Commander.
3. Paperwork on vehicles seized under **720 ILCS 5/36** (known as Article 36), see Addendum 1, will be immediately sent by the Detective Commander or his designee, to the Sheriff of the county in which the vehicle was seized. The Sheriff's Office will advise whether or not they will transfer the vehicle to their custody.
4. The Detective Commander or his designee will be responsible for contacting the lien holder to verify the amount owed on the vehicle.

VII. ALL OTHER SEIZABLE ASSETS GUIDELINES:

A. The seizure of assets such as real estate, electronic and communication equipment, etc., shall be in accordance with Federal, State and Village of Oak Park requirements.

B. The seizure of real estate will be approved by the State's Attorney, who will issue a seizure warrant and court order.

1. The seizure warrant will be used to seize vehicles and real estate, as well as the proceeds of drug transactions.
2. A seizure warrant does not authorize the search of a premises or a vehicle. It merely authorizes the seizure of a piece of property. If the property to be seized is also to be searched, a search warrant should be obtained, unless the search without a warrant can be justified on other grounds.
3. If the piece of property to be seized is located in a place where the owner of the property has a reasonable expectation of privacy, a search warrant should be obtained to authorize the seizure of said property.

C. All other Property/assets taken into custody for seizure shall be documented and secured in accordance with the General Order # 3.02 entitled, Inventory System for Property Control.

1. Efforts shall be made to maintain all seized property in the same condition in which it existed at the time of seizure.
2. Items to be seized shall be listed in the B.E.A.S.T. program as "SEIZURE", separate from those items held for evidentiary purposes. The status of seized item shall be updated as necessary.
3. Assets which are formally forfeited and assigned to the Oak Park Police Department shall be documented and evaluated for usefulness by the Department.
 - a. Those items not deemed useful to the Department shall be sold by the Illinois State Police at public auction and the proceeds placed in the Oak Park Police Department's Seizure Fund account, in accordance with state and federal statutes. Items not appropriate for sale that are turned over to the Oak Park Police Department by the Illinois State Police may be directly disposed of, according to general order # 3.02 (Inventory System for Property Control)

- b. Those assets deemed useful to the Department shall be marked with appropriate Police Department identification and documented/recorded as Oak Park Police Department seized property. The Department will initiate seizure procedures as outlined by the Illinois State Police in accordance with state and federal statutes.

VIII. DETERMINING SEIZABLE ASSETS:

- A. When a person is in possession of property that is forfeitable under provision of 720 ILCS 570/505, Controlled Substances Act, and 720 ILCS 550/12, Cannabis Control Act, the officer will determine if the property falls under either Act's criteria for seizure. The following procedures will be followed when a forfeiture seizure is made.
 1. The officer will review the case with a supervisor to determine if any seizure under any state or federal statute as listed in addendum #3 is appropriate.
 2. If supervisory approval is given, the property should then be seized.
 3. Complete the necessary report forms and inventory the property. When labeling the property and entering into the B.E.A.S.T. program, the property should be identified as a "SEIZURE".
 4. Complete the Forfeiture Form, and forward it and all paper work associated with the arrest and/or seizure to the Detective Division Commander.
 5. Include in police reports all statements made by arrestee as to how the asset was acquired; i.e., drug sales, given to arrestee to use for drug sales, etc. In the case of motor vehicles the report should reflect who the registered owner of the vehicle is and their relationship to the arrestee: i.e., family member, friend, or alias name used by arrestee. The report will reflect where the alleged owner may be reached for interview/ notification of seizure.

IX. DETECTIVE DIVISION COMMANDER RESPONSIBILITIES:

- A. Identify and document all monies and sizable assets seized, expenditures made, and dispositions; report same to the Chief of Police on a quarterly basis. The Property Evidence Custodian shall submit a quarterly report of all seized, and forfeited property to the Detective Commander.
- B. Cause the appropriate documents and records of seized asset forfeiture requests to be prepared, maintained and sent to the appropriate property forfeiture unit/agency for disposition.
- C. Execute the necessary financial transactions and/or documentation when forfeiture is awarded or denied by either a judicial body having jurisdiction or the forfeiture agency.
 - 1. Return seized monies or assets to the proper owner following court order.
 - 2. Transmit forfeited monies to the Director of the Illinois Department of Law Enforcement or other appropriate forfeiture agency.

X. OAK PARK POLICE SEIZURE FUND ACCOUNT:

- A. When appropriate, seized monies shall be deposited in either the Oak Park Police State or Federal Seizure Fund Accounts pending forfeiture proceedings.
- B. The Village of Oak Park Finance Director shall cause these separate and distinct accounts to be held at a financial institution, insured by the Federal Deposit Insurance Corporation, to hold and transact monies deposited from forfeiture proceedings.
 - 1. Seized monies shall be deposited in these funds at the direction of the Cook County State's Attorney Seizure Unit (CCSASU), the court having jurisdiction, or by direction of the Illinois Department of Law Enforcement following forfeiture.
 - 2. Interest accumulated in State Seizure Fund Account will be considered Oak Park Police Department seizure revenue and shall be used only to offset costs related to narcotics investigations.

C. The use of the Seizure Fund shall be for, but not necessarily limited to:

1. "flash" money for drug transactions; and/or
2. "buy" money for drug investigations involving:
 - a. "buy-bust" cases; and/or
 - b. "let-go" transactions.
3. equipment, supplies, and materials related to drug investigations as authorized by Federal and State statute.
4. training related to drug investigations as authorized by Federal and State statute.
5. paid informants, as authorized by Department policy.

Rick C. Tanksley
Rick C. Tanksley
Chief of Police

Addendum 1

OAK PARK POLICE DEPARTMENT

Forfeiture Form

PROPERTY

Please consider the following for 720 ILCS
579/505, 720 ILCS 550/12 forfeiture (circle the appropriate request)

DATE: _____

SUSPECT'S FIRST NAME: _____

SUSPECT'S LAST NAME: _____

ADDRESS: _____
(CITY) _____ (STATE) _____ (ZIP) _____

ANY A.K.A.: _____

PROPERTY DESCRIPTION: _____

INVENTORY #: _____

ARRESTING AGENCY: OAK PARK POLICE DEPARTMENT

VILLAGE/CITY OF OCCURRENCE: _____

DATE OF OCCURRENCE: _____

POLICE REPORT #: _____

REPORTING OFFICER #1: _____

REPORTING OFFICER #2: _____

Upon completion of this form, forward to the Detective Commander, Support Services Bureau.

Addendum 2

**OAK PARK POLICE DEPARTMENT
VEHICLE SEIZURE CHECKLIST**

REPORT # _____

DEFENDANT _____

YEAR _____ **MAKE** _____ **MODEL** _____

STYLE _____ **DOORS:** _____ **2DR** _____ **4DR** _____ **WAGON** _____ **HATCHBACK** _____

COLOR _____ **ODOMETER** _____ **CONDITION** _____

LICENSE _____ **STATE** _____ **MONTH/YEAR** _____

VIN _____

TITLE SEARCH _____
REGISTERED OWNER _____

LIEN HOLDER _____

INTERIOR: _____ **CLOTH** _____ **LEATHER** _____ **COLOR** _____

A/C _____ **POWER DOORS** _____ **POWER WINDOWS** _____ **POWER MIRRORS** _____

REMOTE IGNITION _____ **CRUISE CONTROL** _____ **TILT STEERING** _____

CYLINDERS _____ **TRANSMISSION** _____ **AUTOMATIC** _____ **MANUAL/SPEEDS** _____

STEREO _____ **AM/FM** _____ **CASSETTE** _____ **CD** _____ **EQUALIZER** _____

EXTRAS: _____

Addendum 3

The following Illinois Compiled Statutes authorize the seizure and forfeiture of property that is used in the commission of a crime.

- A. 720 ILCS 5/11-20.1 Child Pornography**
Provides for the seizure and forfeiture of certain films, video tapes, photographs or similar visual reproductions which include a child under the age of 18 years or an institutionalized severely or profoundly mentally retarded person engaged in enumerated activities; any equipment used or intended for the use in, production or dissemination of such material; profits, proceeds, interest security, contractual rights or property determined by the sentencing court to have been acquired as a result of child pornography.
- B. 720 ILCS 5/16D-6 Computer Crime**
Provides for the forfeiture of any monies, profits, proceeds, interest, security, contractual rights or property that is determined by the sentencing court to have been acquired as a result of computer crime and specifies the distribution of the proceeds.
- C. 720 ILCS 5/28-5 Seizure of Gambling Devices and Gambling Monies**
This provides for the seizure of devices designed for gambling which are incapable of lawful use and devices that are used unlawfully in gambling.
- D. Weapons Seizures:**
 - 725 ILCS 165 Firearm Seizure Act**
Provides for the issuance of a warrant to seize all firearms possessed by any person who has threatened to use a firearm illegally.
 - 725 ILCS 5/112A-14 D Domestic Violence Order of Protection Remedies**
Prohibition of firearm possession remedy; when the respondent in an Order of Protection has threatened or is likely to use firearms illegally against the petitioner, the court shall order the respondent to turn over all firearms to local law enforcement for safekeeping. A warrant for seizure will be ordered by the court if the respondent does not comply. The firearms are to be kept for the period the Order of Protection is in effect, not to exceed two years. At the end of the period, the firearms are to be turned back over to the respondent.
 - 725 ILCS 535/6 Seizure and Removal – Air Rifle Act**
Any police Officer shall seize any air rifle sold or used in any manner that violates this Act.
 - 725 ICLS a5/24-6 Confiscation of Weapons**
Provides for the confiscation and disposition of any weapon following conviction of an offense, other than those violations of the Fish and Game Code, in which the weapon was used or was in the possession of the offender during the commission of the crime. Seized weapons are property of the court until no longer needed as evidence. The court may be petitioned through the State's Attorney's Office or by **the Officer making the seizure** to issue an Order of Disposition to the Department.
- E. 720 ILCS 5/44-3 Seizure of Telecommunications Devices**
Provides for the seizure of telecommunications devices from any person on elementary or secondary school in possession of such a device without the authority of the school principal, or if the device was used in the commission of a crime. Visitors on school grounds with lawful and legitimate purposes need not obtain permission from the principal to carry such devices.

F. 720 ILCS 5/36 Seizure and Forfeiture of Vessels, Vehicles and Aircraft

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

720 ILCS 5/8-4	Attempt (<i>any of the following statutes</i>)
720 ILCS 5/9-1	First Degree Murder
720 ILCS 5/9-3	Involuntary Manslaughter and Reckless Homicide
720 ILCS 5/10-2	Aggravated Kidnapping
720 ILCS 5/11-6	Indecent Solicitation of a Child
720 ILCS 5/11-15.1	Soliciting for a Juvenile Prostitute
720 ILCS 5/11-19.1	Juvenile Pimping
720 ILCS 5/11-19.2	Exploitation of a Child
720 ILCS 5/11-20.1	Child Pornography
720 ILCS 5/12-4	Aggravated Battery causing great bodily harm, permanent disability or disfigurement (<i>Section (a) only</i>)
720 ILCS 5/12-4.1	Heinous Battery
720 ILCS 5/12-4.2-5	Aggravated Battery with a machine gun or a firearm equipped with any device or attachment designed or used for silencing the report of a firearm
720 ILCS 5/12-4.3	Aggravated Battery of a Child
720 ILCS 5/12-4.6	Aggravated Battery of a Senior Citizen
720 ILCS 5/12-7.3	Stalking
720 ILCS 5/12-7.4	Aggravated Stalking
720 ILCS 5/12-13	Criminal Sexual Assault
720 ILCS 5/12-14	Aggravated Criminal Sexual Assault
720 ILCS 5/12-15	Criminal Sexual Abuse <i>Section (a) only</i>
720 ILCS 5/12-16	Aggravated Criminal Sexual Abuse <i>Sections (a)(c)(d) only</i>
720 ILCS 5/18-2	Armed Robbery
720 ILCS 5/19-1	Burglary
720 ILCS 5/19-2	Possession of Burglary Tools
720 ILCS 5/19-3	Residential Burglary
720 ILCS 5/20-1	Arson
720 ILCS 5/20-2	Possession of Explosives or Explosive or incendiary devices
720 ILCS 5/20.5-6	Possession of a Deadly Substance
720 ILCS 5/24-1	UUW possesses silencer or sells, manufactures, purchases or carries a machine gun, any rifle with a barrel less than 16", or a shotgun with a barrel less than 18", any bomb, bomb-shell, grenade, bottle or other container containing an explosive substance <i>Sections (a)(6) or (a)(7) only</i>
720 ILCS 5/24-1.2	Aggravated Discharge of a Firearm
720 ILCS 5/24-1.2-5	Interference with a Public Institution of Higher Education
720 ILCS 5/24-1.5	Reckless Discharge of a Firearm
720 ILCS 5/26-5	Dog Fighting
720 ILCS 5/28-1	Gambling
720 ILCS 5/28-5	Gambling Devices and Funds
35 ILCS 130/21,130/22, 130/23, 130/24, 130/26	Cigarette Tax Act over 10 cartons
35 ILCS 135/28, 135/29, 135/30	Cigarette Tax Act <i>over 10 cartons</i>
415 ILCS 5/44	Environment Protection Act
625 ILCS 5/6-303	DWLS/DWLR for: DUI, Leaving scene of Accident involving personal injury or death, Reckless Homicide or Statutory Summary Suspension <i>Section (g) only</i>
625 ILCS 5/11-204.1	Aggravated Fleeing or Attempting to Elude a Police Officer
625 ILCS 5/11-501	Driving while Under the Influence <i>Sections (c1)(1), (c1)(2), (c1)(3), (d)(1)(A), (d)(1)(D)</i>

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

G. 725 ILCS 5/108

Search and Seizure

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

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

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

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

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

I. 720 ILCS 175/5

Narcotics Profit Forfeiture Act

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

J. 720 ILCS 600/5

Forfeiture and Seizure of Property – Drug Paraphernalia Control Act

Provides for the seizure and forfeiture of drug paraphernalia

K. 625 ILCS 5/4-107

Stolen, Converted, Recovered and Unclaimed Vehicles

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

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

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

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.08
SUBJECT FINANCIAL CRIME REPORTING AND INVESTIGATION			
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 5.04 DATED 14 SEPT 98	NO. PAGES 2

I. PURPOSE:

The purpose of this Order is to define the investigative procedure for Financial Crimes reported to the Oak Park Police Department.

II. POLICY:

It is the policy of the Oak Park Police Department to investigate all incidents of reported financial crime where the intent of the complainant is to prosecute the offender(s) in Criminal Court. The police investigation will proceed in these matters until such time as a determination is made that the incident is solely a civil matter.

III. PROCEDURE:

- A. Any complaint that is determined to be solely a civil matter will not be investigated by this Department. Resolution of these types of disputes will rest with the parties concerned, and through the civil process.
- B. Determination as to civil and/or criminal status should be referred to the Financial Crimes Detective if the original reporting officer cannot make such determination. Examples of civil cases are:
 1. Business disputes involving customer dissatisfaction (except valid Theft of Service incidents);
 2. Credit or time payment arrangements;
 3. Failure to pay service charges for check/credit transactions;

4. Contract agreements (except for Home Repair Fraud);
 5. Rental or lease payments (except those provided for in Theft of Leased Vehicle).
- C. An Offense Report number will be obtained in any financial incident being investigated where contact is made with an offender/suspect, regardless of whether contact is written or verbal.
- D. This policy does not preclude any restitution agreements and/or payments made directly between the complainant and the offender/suspect. However, such agreements terminate the police investigative process, and no Oak Park officer will be a party to nor on the scene of such payments.
- E. Upon determining that a financial crime has occurred, the officer assigned to the initial investigation will:
1. document all available information about the incident and the suspect/offender, and
 2. obtain the documents in question and inventory those documents as evidence according to department guidelines.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.09
SUBJECT HARASSING, OBSCENE OR THREATENING TELEPHONE CALLS			
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 5.20 DATED 14 SEPT 98	NO. PAGES 2

I. PURPOSE:

This Order defines the procedures to be followed when investigating complaints related to telephone misuse.

II. POLICY:

It is the policy of the Oak Park Police Department to thoroughly investigate and assist in the prosecution of any individual involved in the misuse of telephonic communications.

III. PROCEDURES:

- A. The assigned officer will respond promptly, interview the complainant and establish that a violation of the law, specifically; 720 ILCS, ACT 135, known as the “Obscene Phone Call Act” has occurred.
- B. The assigned officer will document all information related to a violation of this act on a department offense report.
- C. The assigned officer will advise the complainant to contact the Ameritech Annoyance Call Bureau to authorize either a TRAP or the use of *57 trace procedures. The complainant will assume the cost for any/all Ameritech services.
- D. The assigned officer will forward the offense report through normal review channels.

- E. The detective supervisor, upon receipt of the offense report will file it in the "Telephone Harassment Open Case" file and await the trap or trace results from Ameritech.
- F. Upon receipt of the trap or trace results, the detective supervisor will re-contact the complainant and proceed with the criminal investigation where appropriate.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.10
SUBJECT	HATE CRIMES		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 5.05 DATED 14 SEPT 98	NO. PAGES	4

I. PURPOSE:

The purpose of this Order is to define the policy and procedures for the Oak Park Police Department when investigating bias/hate crime incidents.

II. POLICY:

It is the policy of the Oak Park Police Department to safeguard the State and Federal rights of all individuals irrespective of their race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin. Any acts or threats of violence, property damage, harassment, intimidation or other crimes designed to infringe upon these rights are viewed very seriously by the Oak Park Police Department and will be given high priority. This agency will take vigorous enforcement action, and act rapidly and decisively, using every necessary resource, to identify and arrest any offenders.

Also, recognizing the particular fears and distress typically suffered by victims of these crimes, the potential for reprisal and escalation of violence and the possible far-reaching negative consequences of these acts on the community and the agency, particular attention shall be given to addressing the security and related concerns of the immediate victims as well as their families and others affected by the crime.

III. DEFINITION:

HATE CRIME - A person commits hate crime when, by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another individual or group of

individuals, he commits assault, battery, aggravated assault, misdemeanor theft, criminal trespass to residence, misdemeanor criminal damage to property, mob action, disorderly conduct or telephone harassment against a victim who is: (i) the other individual; (ii) a member of the group of individuals; (iii) a person who has an association with, is married to, or has a friendship with the other individual or a member of the group of individuals; or (iv) a relative (by blood or marriage) of a person described in clause (i), (ii), or (iii).

IV. PROCEDURES:

A. Initial Responding Officer's Procedures

When an officer at the scene of an incident believes that the incident may have been motivated by the victim's race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin, the officer shall take any preliminary actions necessary, such as:

1. determining whether any perpetrators are present and, if so, taking appropriate enforcement measures;
2. restoring order to the crime scene and taking any necessary actions to gain control of the situation;
3. identifying any injured parties and taking steps to provide medical assistance;
4. identifying any witnesses or others who have knowledge of the crime;
5. protecting the crime scene; and
6. summoning a field supervisor to the scene.

B. Supervisor's Responsibilities

The supervisor shall confer with the initial responding officer, and take measures to ensure that all necessary preliminary actions have been taken. The supervisor shall request any appropriate additional personnel necessary to accomplish the following:

1. provide immediate assistance to the crime victim;

2. assist the victim in identifying and contacting individuals or agencies that may provide support and assistance. These may include family members or close acquaintances, family clergy, Department chaplains, and Family Services;
3. provide security and precautionary advice to the victim and arrange for any additional security that may be required for protection of the victim; and
4. ensure that all relevant facts are documented on an Offense and/or Arrest Report and make an initial determination as to whether the incident should be classified as a hate crime.

C. Detective's Responsibilities

Detective personnel assigned to alleged hate crime incidents shall be responsible for the following:

1. When responding to the scene of an alleged hate crime incident, investigators shall assume control of the follow-up investigation. This includes:
 - a. assuring the scene is properly protected, preserved and processed and all physical evidence of the incident is removed as soon as possible. If evidence of an inflammatory nature cannot be physically removed (e.g., painted words or signs on a wall), the owner of the property shall be contacted to remove such material as soon as possible, and the investigator shall follow-up to ensure that this is accomplished in a timely manner;
 - b. conducting a comprehensive interview with all victims and witnesses at the scene, or as soon as possible thereafter, and canvassing the neighborhood for additional personal sources of information;
 - c. notifying other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community;
 - d. working closely with the State's Attorney's office to ensure that a legally adequate case is developed for prosecution;

- e. coordinating the investigation with outside agencies where appropriate;
- f. making a final determination as to whether the incident should be classified as a hate crime.

D. Community Relations

- 1. Hate crimes are viewed in the community not only as crimes against the targeted victim but, also, as a crime against the victim's race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin group as a whole. Working constructively with segments of this larger audience after such incidents is essential to help reduce fears, stem possible retaliation, help prevent additional hate crime incidents and encourage any other previously victimized individuals to step forward and report those crimes. Towards this end, this agency's Community Policing supervisors will, when appropriate:
 - a. meet with neighborhood groups/residents in target communities and other identified groups to allay fears, relay this agency's concern over and response to this and related incidents, reduce the potential for counter-violence and provide safety, security and crime prevention information.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 28 AUG 2007	EFFECTIVE DATE 28 AUG 2007	DISTRIBUTION C	NUMBER 5.11
SUBJECT	INFORMANTS AND THE PROCESSING OF INVESTIGATIVE AND INFORMANT FUNDS		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	1
AMENDS	RESCINDS 5.07 DATED 14 SEPT 98	NO. PAGES	6
CALEA STANDARDS: 42.2.7, 43.1.3			

I. PURPOSE:

The purpose of this Order is to define the procedures for the recording of informants and the disbursement of investigative and informant funds.

II. POLICY:

It is the policy of this department to provide a procedure to ensure the confidentiality of informants and the processing of informant and investigative funds.

III. DEFINITIONS:

INFORMANT FUNDS - Monies provided to a confidential informant for either the giving of information relating to criminal activity or to purchase contraband related to a police investigation of criminal activity.

INVESTIGATIVE FUNDS - Monies provided to members of the department that are necessary to investigate suspected criminal activity and/or for the purchase of contraband related to a police investigation of criminal activity.

IV. PROCEDURES:

A. Members who process informants will prepare a departmental file which will include: **(CALEA 42.2.7 [b])**

1. Incident report containing the following:
 - a). the informant's name, address, telephone number
 - b). date of birth, physical characteristics
 - c). criminal-history background check
 - d). driver's license and social security number
 - e). place of employment
 - f). member's name and star number
 - g). no report number is to be generated for informant files.
 2. Polaroid picture or other photo of the informant
 3. one State fingerprint card
 4. "Source of Information" (SOI) form, completed and signed by the informant. Form is to be witnessed by at least two officers. See Addendum #1.
 5. a To/From/Subject Report to the Detective Commander requesting the use of the informant.
- B. Each informant's file will be sealed in an envelope marked confidential and forwarded directly to the Detective Commander. The Detective Commander after approving the use of the informant, will forward the file to the Internal Affairs Sergeant. **(CALEA 42.2.7 [c,d])**
- C. The Internal Affairs Sergeant will maintain a master file of all active and non-active informants. **(CALEA 42.2.7 [a])**
- NOTE: The informant's control number will be obtained from a member of the Internal Affairs Unit. (CALEA 42.2.7 [c,d])**
- D. Juveniles are not to be used as informants without the approval of the Detective Commander. In addition, the juvenile's parents or legal guardians must also give their documented signed approval. **(CALEA 42.2.7 [g])**

E. The following precautions should be taken with informants: **(CALEA 42.2.7 [f])**

1. When meeting the informant, the officer should always attempt to select the time and place. Location and times should vary to avoid a pattern. Officers should always prepare a plausible cover story in case they are observed in the company of an informant.
2. The informant should always be debriefed prior to terminating contact. Any information related to criminal violations shall be documented and investigated or forwarded to the appropriate agency for investigation.
3. Investigators or officers should attempt to verify the accuracy of information supplied to them by informants.
4. Contacts between Department personnel and informants shall be made utilizing at least two officers:
[REDACTED]
[REDACTED]
5. Under no circumstances shall an informant be contacted or allowed to assist in an investigation
[REDACTED]
[REDACTED]

V. DISBURSEMENT OF INFORMANT FUNDS: (CALEA 42.2.7 [e])

- A. Disbursements will be processed by the Office of the Chief of Police or his designee.
- B. Advance notice of request for informant funds will be made with sufficient notice to allow for proper processing through the Finance Department.
- C. Requests for funds will be documented on a To/From/Subject Report to the Detective Commander, which will include:
 1. informant control number;
 2. member's name and star number requesting the funds;
 3. amount requested;
 4. purpose for request;

5. date and time of the request; and
 6. date and time funds are needed.
- D. Informant funds expended will be documented on a To/From/Subject Report which will include:
1. informant control number;
 2. amount expended;
 3. date, time, and location of transaction;
 4. contraband purchased (narcotics, stolen property);
 5. whether an arrest was made, or search warrant issued;
 6. a description of all properties taken into custody;
 7. member's name and star number; and
 8. a signed receipt witnessed by the member, in cases where funds were distributed to an informant.

VI. DISBURSEMENTS OF INVESTIGATIVE FUNDS: (CALEA 43.1.3)

- A. Disbursements will be processed by the Office of the Chief of Police or his designee.
- B. Advance notice of request for investigative funds will be made with sufficient notice to allow for proper processing through the Finance Department.
- C. Requests for funds will be documented on a To/From/Subject Report which will include:
1. member's name and star number requesting the funds;
 2. amount requested;
 3. purpose for request;

4. date and time of the request; and
5. date and time funds are needed.

- D. Investigative funds expended will be documented on a Continuation Report which will include:
1. a summary of the investigation;
 2. amount expended;
 3. contraband purchased (narcotics, stolen property);
 4. date, time, and location of transaction;
 5. whether an arrest was made, or search warrant issued;
 6. a description of all properties taken into custody;
 7. member's name and star number

VII. DISBURSEMENT OF EMERGENCY INFORMANT OR INVESTIGATIVE FUNDS:

- A. On Saturday, Sunday, holidays and when the Chief of Police is unavailable, the disbursement of emergency informant or investigative funds may be authorized by a Deputy Chief of Police.

VIII. CENTRAL FILE:

- A. The Internal Affairs Sergeant will maintain a central file on all police informants and investigative funds expended.
- B. The Commander of the Detective Division will audit informant and investigative expenditures and provide the Chief of Police with a complete listing of expenditures.

IX. GENERAL INFORMATION:

- A. Informant and investigative monies will be photocopied prior to being used to purchase contraband. The photocopies will be included in the appropriate case reports.

- B. Copies of all arrest information resulting from information provided by an informant will be placed in the sealed informant's file.
- C. No informant information will be forwarded to the Records Division for storage or dissemination.

Rick C. Tanksley
Rick C. Tanksley
Chief of Police

Addendum #1
OAK PARK POLICE DEPARTMENT
S.O.I. ADVISEMENT AND REQUIREMENT DOCUMENT FORM

DATE: _____

TIME: _____

PLACE: _____

I, _____ the undersigned understand that while I am a Source of Information for the Oak Park Police Department, I am forbidden to do any of the following:

- A. Sell or deliver any Controlled Substance, dangerous drug, marijuana, or any substance purported to be same, to anyone.
- B. Never sell or deliver or cause to be sold or delivered any Controlled Substance, dangerous drug, marijuana, or any substance purported to be same, to any person who would than in turn sell or deliver said Controlled Substance, dangerous drug, marijuana, or any substance purported to be same, to any member of the Oak Park Police Department, or any other person.
- C. Never use my sex, sexuality, or sexual activity to induce or persuade any individual to sell or deliver a Controlled Substance, dangerous drug, marijuana, or any other substance purported to be same to any member of the Oak Park Police Department or any other person.
- D. I further understand that I may never search any suspect, person, house, papers, or personal effects.
- E. I may never become involved in any activities that would constitute entrapment.
- F. I further understand that I may not engage in any illegal or improper conduct so long as I am working with the Oak Park Police Department, as a Source of Information.
- G. Further, I understand that any violations rising from my actions in violation of the above circumstances will result in an investigation of matters and if the charges are substantiated, appropriate action (including the possibility of criminal prosecution) will be taken.
- H. I am agreeing to function as a Source of Information for the Oak Park Police Department, of my own free will and accord, and not as a result of any intimidation or threats.
- I. I have been advised that all payments made to me by the Oak Park Police Department are considered taxable income and should be included on state and federal tax returns.
- J. I understand that I am not a "peace officer" as specified by law according to the Illinois Revised Statutes 1975 and 1976 supplement of the Illinois Criminal Law and Procedure for 1977; Chapter 720, Section 2-13 "Peace Officer" means 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 arrest for offenses, whether that duty extends to all offenses or is limited to specific offenses."

In agreeing to work as a Source of Information for the Oak Park Police Department, I understand that no Agent may make any explicit or implicit promises or predictions regarding the likely disposition of any criminal proceedings that are pending against me, but that the Agents of the Oak Park Police Department, will make their best efforts to make the nature and extent of my cooperation known to the prosecutorial authorities.

Signed _____
Fictitious Name

Witness: _____

Signed _____
True Name

Witness: _____

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.12
SUBJECT		INTERROGATION: FIELD AND CUSTODIAL	
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 5.08 DATED 14 SEPT 98	NO. PAGES 8	

I. PURPOSE:

This Order:

- A. defines field interrogations;
- B. defines custodial interrogations;
- C. cites provisions of the Illinois Compiled Statutes (ILCS) relating to the stopping and temporary questioning of individuals;
- D. contains guidelines for field interrogations;
- E. indicates the sole justification for the search of a person whom a police officer has no grounds to arrest;
- F. specifies the extremely limited scope of a field-interrogation search; and
- G. contains guidelines for custodial interrogations to ensure conformance to the United States Supreme Court decision in Miranda v. Arizona, 384 U.S. 436 (1966).

II. DEFINITIONS:

FIELD INTERROGATION - General on-the-scene questioning of individuals about a crime or other general questioning of witnesses in the fact-finding process, providing that the individuals being questioned have not been taken into

custody nor have been deprived of their freedom of action in any significant way.

CUSTODIAL INTERROGATION – “Questioning initiated by law enforcement officers after a person has been taken into custody or has otherwise been deprived of his freedom of action by the authorities in any significant way,” as interpreted by the U.S. Supreme Court.

NOTE: **Interrogation encompasses not only questioning but also any remarks, psychological tactics or patient maneuvering designed to elicit a response or to undermine a suspect's will to resist further questioning.**

“DEPRIVED OF FREEDOM OF ACTION” - Can include, but is not limited to, such police action as not allowing a person to leave the presence of the officer(s) or the immediate area of a field interrogation.

III. GENERAL INFORMATION:

Like other aspects of the law, interrogation guidelines and techniques undergo continual review in courts throughout the nation. For this reason, professional law enforcement officers should endeavor to keep informed of contemporary issues and court decisions relative not only to interrogations but to arrest, search and seizure, as well. A sound, working knowledge of the law and techniques of interrogation will result in successful case presentations in court while ensuring the rights of arrestees.

IV. FIELD INTERROGATIONS: AUTHORITY TO STOP A PERSON FOR QUESTIONING:

- A. “Peace officers, after having identified themselves as peace officers, may stop any person in a public place for a reasonable period of time when the officers reasonably infers from the circumstances that the person is committing, is about to commit or has committed an offense as defined in 725 ILCS 5/102-15 and may demand the name and address of the person and an explanation of actions. Such detention and temporary questioning will be conducted in the vicinity of where the person was stopped” (725 ILCS 5/107-14).
- B. “Offense” means a violation of any penal statute of this State (725 ILCS 5/102-15).

V. GUIDELINES FOR FIELD INTERROGATIONS:

- A. Miranda warnings are not necessary when police conduct general, on-the-scene questioning regarding preliminary facts of a crime.
- B. Police officers, in light of their experience and when confronted with suspicious circumstances, are permitted to make inquiries of an investigative nature without first giving the Miranda warnings. In court, officers may be asked to articulate those conditions which aroused suspicion. The standard against which the suspicion will be judged is reasonableness.
- C. Police officers may, in appropriate circumstances and in an appropriate manner, approach a person for purposes of investigating criminal behavior even though there is no probable cause to make an arrest.
- D. Based upon reasonable and articulable suspicion that the person is, has, or is about to commit a criminal offense, a police officer may "stop" a person under suspicious circumstances and ask the person's name and reason for being in the area. If the person refuses to answer, the police officer must evaluate whether or not valid grounds for arrest exist and proceed accordingly.
- E. The person stopped is not obliged to answer; answers may not be compelled, and a refusal to answer furnishes no basis for arrest, although it may alert the police officer to the need for continued observation or additional investigation of the person.

VI. AUTHORITY TO SEARCH A PERSON STOPPED FOR TEMPORARY QUESTIONING:

"When peace officers have stopped a person for temporary questioning, pursuant to 725 ILCS 5/107-14, and reasonably suspects that they or another is in danger of attack, they may search the person for weapons. If the officers discover a weapon, they may take it until the completion of the questioning, at which time they shall either return the weapon, if lawfully possessed, or arrest the person so questioned." (725 ILCS 5/108-1.01)

VII. SOLE JUSTIFICATION FOR SEARCH OF A PERSON:

- A. When officers have effected a Terry stop based upon reasonable and articulable suspicion that a crime is, has been, or is about to be committed

(Section VI above), and the officers fear for their safety or the safety of others in the area of the stop, which must also be based upon reasonable and articulable factors (i.e., experience, movements of suspect, answers or non-answers of suspect, additional information obtained from any source), officers may conduct a pat down search of the suspect; such search is limited in scope and duration and must be conducted at the scene of the stop. The only purpose of the pat down search is to detect any weapons which may pose a threat to either the officers or citizens in the immediate area.

NOTE: A Terry stop and a pat down search incident to the stop must be based upon independent reasonable and articulable suspicion with respect to the officer's safety.

- B. The sole justification for officers' search of a person whom they have no cause to arrest is the protection of the officers and others nearby; it must, therefore, be confined to a search reasonably designed to discover guns, knives, clubs, or other hidden weapons which could be used to assault the officer. Officers do not exceed a reasonable scope of search by patting down outer clothing. They must refrain from placing their hands in the pockets or under the outer surface of garments unless they feel weapon(s). At that time, officers should merely reach for and remove the weapon(s). If the weapon is not lawfully possessed, the person searched should then be immediately placed under arrest and a more thorough search incident to arrest conducted.

VIII. LIMITED SCOPE OF A SEARCH OF A PERSON:

Police officers will exercise extreme propriety when patting down pockets of outer garments of persons of the opposite sex; any necessary further search of such person will be conducted by a member of the same sex in accordance with existing Department policy on conducting body/strip searches.

IX. CUSTODIAL INTERROGATION: ADVISING THE INDIVIDUAL OF HIS RIGHTS:

- A. Before the interrogation of individuals, who are in custody anywhere or who are in any way being deprived of their freedom of movement and action, the person must be expressly warned of their constitutional rights in clear and unequivocal words, as follows:

1. You have the right to remain silent.

2. If you choose not to remain silent, anything you say can and will be used against you in a court of law.
 3. You have the right to consult a lawyer before any questioning and you have a right to have the lawyer present with you during any questioning.
 4. You not only have the right to consult with a lawyer before any questioning, but if you lack the financial ability to retain a lawyer, a lawyer will be appointed to represent you before any questioning, and you may have the appointed lawyer present with you during any questioning.
 5. If you choose not to remain silent and do not wish to consult with a lawyer or have the lawyer present, you still have the right to remain silent and the right to consult with a lawyer at any time during the questioning.
- B. After all of the warnings have been orally recited, the individuals to be questioned will be asked:
- Do you understand each of these rights?
Do you wish to answer questions at this time?
- An express statement by the individuals to be questioned that they understand the meaning of what has been said and that they nonetheless wish to answer questions without speaking to a lawyer and without having a lawyer present is also absolutely required. Another acceptable practice is to phrase each of the warnings in the form of a question. In this way, individuals to be questioned will indicate after each of the warnings whether or not they understand what has been said.
- C. The warnings must be expressed prior to any custodial questioning by law enforcement personnel, whether or not the answers by the individuals to be questioned are self-incriminating.
 - D. These warnings must be stated orally by the police officers and not merely read by the person to be questioned.
 - E. If a question/answer statement is being typed, each of the warnings and the response to each warning must be included in the statement.

- F. In addition to the above warnings, before accepting any admission or statement of juveniles, juveniles will be advised that their case might be transferred to Criminal Court, where they will be prosecuted as an adult. An express statement by the juveniles that they understand the meaning of this advice is required. A juvenile should be warned and questioned only in the presence of an adult (parent, other relative, friend), if such an adult can be located.
- G. It is not enough that the individuals to be questioned are warned and decide nonetheless to answer questions. Any circumstances of lengthy incommunicado custody, deception, promises or suggestions of benefits, or other forms of psychological pressure may result in the inadmissibility of anything the person questioned states or writes.
- H. If individuals request advice as to whether or not they should decide to answer questions, police officers are not permitted to advise the person.

X. WAIVER OF RIGHTS:

- A. Individuals may waive these rights, provided the waiver is made voluntarily, knowingly and intelligently. In order to show such waiver, establish and incorporate in the statement the individual's age, education, employment, and the fact that the English language is understood.
- B. A waiver is not to be presumed from the fact that the individuals remain silent after having been given the warning, nor is it to be presumed from the fact that the individuals confessed after having heard the warnings. An express statement by individuals, after hearing the warnings, that they are willing to make a statement and that they do not want a lawyer, followed closely by a confession, has been found to constitute a valid waiver.
- C. Any indication that an individual was tricked, threatened or cajoled into a waiver of these rights may result in a finding that the waiver was not voluntary.

XI. INTERROGATION PROCEDURE:

- A. Warning of an individual's rights must be given before any custodial interrogation can commence. If individuals indicate in any manner that they do not wish to be interrogated, they will not be interrogated.

- B. Individuals who wish to consult a lawyer will not be interrogated until they have an opportunity to do so.
- C. Individuals to be questioned will be informed if at any time their lawyer appears (or a parent appears in cases involving a juvenile) and requests to see them, regardless of the fact that rights have been waived. In addition, persons to be questioned shall have an opportunity to have a lawyer or parent present during any subsequent questioning, if they so desire.
- D. If persons to be questioned at first state that they understand the meaning of the warnings and that they nonetheless wish to answer questions without speaking to a lawyer and without having a lawyer present, and later change their minds, the questioning will immediately cease. On the other hand, if individuals to be questioned at first refuse to answer questions and later change their minds, officers must take care to show that this change of mind was initiated by the person to be questioned, that it was made voluntarily and intelligently and that the rights enumerated in paragraph IX-A were given again.
- E. If individuals to be questioned, after being fully warned of their rights under Miranda, agree to talk to the police about the crime but specify that they will not sign any written statement outside the presence of their lawyer and there is no evidence that the persons were threatened, tricked or cajoled into this waiver, the oral statement made to the police is admissible as evidence at their subsequent trial. The reservation about not wanting to make a written statement does not amount to an invocation of their rights to the presence of counsel at the interrogation.

XII. WHEN WARNINGS ARE NOT REQUIRED:

- A. The warnings need not be given to any individual who spontaneously volunteers information without any questioning by anyone.
- B. There is no requirement that the police stop and warn people who enter a police facility and state that they wish to confess a crime, nor that they stop and warn persons who telephone the police or approach any police officer on duty to offer a confession or any statement about some crime and their part in it.
- C. People do not need to be advised of their Miranda rights if the police are engaged in general on-the-scene questioning about a crime or other general questioning of witnesses in the fact-finding process, as long as questioned individuals have not been taken into custody and are not in

any way restrained from exercising full freedom of movement and action, such as individuals who can leave the scene at any time they so desire.

- D. Warnings need not be given on the scene immediately to persons in custody when the urgency of a situation poses a threat to the "public safety" or the safety of officers. However, any further questions designed solely to elicit testimonial evidence from the person in custody must be preceded by the Miranda warnings. (For example, a person believed to be armed runs into an open supermarket, whereupon an officer takes this person into custody. A search of the person reveals an empty holster. Since there is a need to find the gun, as it poses a threat to the public safety, the officer is permitted to ask only those questions necessary to locate the gun, before advising the person of the Miranda rights.)

Rick C. Tankley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 27 NOV 2007	EFFECTIVE DATE 27 NOV 2007	DISTRIBUTION C	NUMBER 5.13
SUBJECT INVESTIGATIVE CASE SCREENING AND CASE MANAGEMENT			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 5.21 DATED 14 SEPT 98	NO. PAGES	3
CALEA : 42.2.9			

I. PURPOSE:

This Order establishes a systematic method of case review to ensure the effective and efficient use of investigative resources.

II. POLICY:

It is the policy of the Oak Park Police Department to objectively evaluate all reported criminal offenses based upon predetermined solvability factors, and to assign cases for follow-up investigation that meet the established criteria.

III. PROCEDURES:

A. The Oak Park Police Department's Offense Report form lists several solvability factors for the reporting officer to check when conducting an initial investigation. The standardized weights for these factors are as follows:

Is there a reliable witness? 3

Can the suspect be described? 2

Can the suspect be named? 5

Can the suspect be located? 2

Can the suspect be identified? 2

Has the suspect been previously seen?	1
Can the suspect vehicle be identified?	2
Is the stolen property traceable?	1
Did the Evidence Technician recover physical evidence?	2
Is there a significant M.O. present?	1

- B. The Detective Division supervisor will review all offense reports, assign cases for follow-up and re-classify cases as needed. Offense reports that are reclassified or assigned for follow-up will then be entered into the H.T.E. Crimes Management Computer System.
- C. There are circumstances under which an offense may not be assigned to an investigator for a field follow-up investigation even though the solvability weight meets the follow-up criteria. For example, certain property crime offenses in which the loss does not justify the expenditure of the investigative hours necessary to resolve the case will not be assigned for field follow-up by the Investigations Division.
- D. Conversely, there are circumstances under which a field follow-up will be assigned to the Detective Division when less than the requisite solvability factors exist. Examples of these types of circumstances include but are not limited to: homicides and other such major cases, when significant potential danger to the victim exists; management decisions; and decisions based upon the expertise and or experience of investigative personnel as to whether or not a field follow-up is necessary.

IV. COLD CASE INVESTIGATIONS:

- A. A cold case involves a significant crime that was fully investigated, but not solved/cleared by the intial Detective assigned. (**CALEA 42.2.9 [a]**)
- B. Due to the significant nature of the crime, technological advancements in evidence processing, and/or the development of new information, the incident was reclassified as a cold case and assigned to a Detective as an active follow-up. (**CALEA 42.2.9 [b]**)

- C. The Detective assigned a cold case will submit a memorandum to the Detective Commander at the end of every police period detailing the status of the investigation including all actions taken. **(CALEA 42.2.9 [c])**

V. DUTIES AND RESPONSIBILITIES:

- A. The Detective Division supervisor will administer the Case Control Procedure for the Detective Division Commander. Cases will be assigned to a detective through the case screening process. When a follow-up investigation is assigned, the assigning supervisor will complete a cover sheet which will include a control date. The control date will be thirty (30) days after the date of the assignment. The assigned detective will complete a written report of the investigation and will submit the report to the Detective Division Commander by the control date.
- B. A case continuance may be approved by a Detective Division supervisor, at the request of the assigned detective for a maximum period of thirty (30) days. A second case continuance may be approved for an additional ten (10) days only by the Detective Division Commander.
- C. After reviewing the detective's report, the Detective Division Commander may approve a case closure, suspension, or continuance.



Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.14
SUBJECT JUDICIAL AND INVESTIGATIVE ACTIONS, APPEARANCES AND TESTIFYING, DISSEMINATING INFORMATION, SERVING SUMMONS			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 5.09 DATED 01 NOV 99	NO. PAGES 5	

I. PURPOSE:

This Order contains procedures to be followed by Department members:

- A. before disseminating Departmental information pertaining to civil and/or criminal legal actions;
- B. when a civil suit is brought against a Department member, as a consequence of the member's performance of official duties;
- C. when appearing and testifying in court; and
- D. when serving Summons.

II. WITNESS STATEMENTS:

- A. In the absence of a subpoena or court order, or prior knowledge and approval of the Village Attorney's Office, members will not disseminate information when:
 - 1. lawyers, investigators and insurance adjusters are seeking oral or written statements from members concerning traffic accidents or other incidents of police concern. Department Rules and Regulations forbid the dissemination of information concerning police matters, except as provided for in Departmental orders.

Note: **The above means that any and all written, telephone, or in-person inquiries from either plaintiff's or defendant's counsel regarding any type of civil liability or Worker's Compensation lawsuit or investigation involving the Village of Oak Park in any way will be directed to the Law Department. No one will communicate on behalf of the Village with any outside counsel without prior knowledge and approval of the Village Attorney's Office.**

- B. When a member of the Department is subpoenaed or requested to testify:
1. before any Grand Jury, the member will immediately notify his Commander and forward a copy of the subpoena or request to the Chief of Police, through the Chain of Command, except in those cases where the member is the arresting and/or investigating officer. In cases where the member is not the arresting and/or investigating officer, a written report indicating the Grand Jury number, time, date and reason for his/her appearance will be forwarded to the Chief of Police after each appearance before a Grand Jury;
 2. for the defense in a criminal prosecution within the County of Cook on behalf of a person, firm or corporation, the member will immediately notify their Commander and the State's Attorney's Office (708/865-6080);
 3. in any criminal case outside the County of Cook, the member will immediately notify his/her Commander and submit a copy of the subpoena or request and a written report to the Chief of Police, through the Chain of Command, indicating the time, date, facts of the case and the reason for his appearance, whether for the prosecution or for the defense; or
 4. on behalf of a person, firm or corporation suing or making a claim against the Village or its agencies, a member will immediately notify the Chief of Police and the Village Attorney's office before appearing at any deposition, trial or other Hearing and before discussing the facts with any claimant or party suing the Village or its representatives.

III. CIVIL SUITS – PERFORMANCE OF DUTIES:

- A. A member receiving a Summons in which he/she is named will immediately prepare a To/From/Subject report addressed to the Chief of Police and forward it through the Chain of Command. The report will contain:
 1. all facts bearing upon the allegation in the civil complaint;
 2. the names and addresses of any member of the Department or other witness who has knowledge of the facts, and;
 3. a statement as to the date, time and manner in which the complaint and Summons were received.
- B. Within 24 hours of receiving the Summons, the member will submit a To/From/Subject report to his/her commander, along with the complaint and Summons, copies of any case and arrest reports and any other related records. The Commander will ensure that all requirements of this order have been satisfied. He/she will indicate their review by signing the To/From/Subject report and then forwarding the report and attachments to the Chief of Police.
- C. When more than one officer is named as a defendant, all named defendants will submit individual To/From/Subject reports, as required in Item III. The first named officer of the lowest rank will be responsible for obtaining and submitting the necessary reports and records to his/her Commander.
- D. A member shall not volunteer to testify in civil actions and shall not testify unless legally subpoenaed.
- E. Members shall confer with their Commander before giving a deposition or affidavit in a civil case. If the Commander determines that the case is of importance to the Village, he/she shall inform the Chief of Police before the deposition or affidavit is given.
- F. Civil Cases: Members shall not serve Civil process or assist in Civil cases while on duty or acting in the capacity of a Police Officer for the Village of Oak Park, unless the specific consent of the Chief of Police is obtained.

IV. COURT APPEARANCE:

- A. Members and employees, upon being subpoenaed or upon their names appearing on the official court sheet of the Oak Park Police Department, shall attend court or quasi-judicial Hearings. Permission to omit this duty shall be obtained from the prosecuting attorney handling the case or other designated court official.

V. DEPARTMENTAL INVESTIGATIONS:

- A. Members are required to answer questions by or render material and relevant statements to competent authority in a Departmental personnel investigation, when so directed.

VI. SERVING SUMMONSES:

- A. All sworn personnel will make every effort to serve a Summons to the appropriate individual listed on the Summons. If there is no one at the address, the officer will write the date and time he attempted to serve the Summons. If the Summons is not served at the conclusion of his/her tour of duty, the member will return the Summons to the on-duty Watch Commander.
- B. When serving a Summons and the person listed on the Summons is not available, the Summons may be handed to a person not named on the Summons **only if:**
 - 1. the person lives in the same house as the person named; and
 - 2. the person is a relative of the person named; and
 - 3. the person is 13 years of age or older.

If you **do** leave a Summons with a person meeting the above criteria, you must ensure that:

- 1. the return form of the Summons shows the relationship and age of the person handed the Summons, and
- 2. a copy of the Summons is sent, **via certified mail and within 10 days**, to the person named on the Summons.

Any questions concerning the serving of Summons should be directed to one of the Assistant Village Attorneys.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.15
SUBJECT PROCEDURES FOR LINE-UP AND SHOW-UP IDENTIFICATIONS			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM 1	
AMENDS	RESCINDS 5.10 DATED 14 SEPT 98	NO. PAGES 6	

I. PURPOSE:

This Order defines the procedures to be followed in line-up and show-up identification proceedings.

II. POLICY:

It is the policy of the Oak Park Police Department to develop and implement procedures which clarify and simplify the methods used to hold line-up and show-up identification proceedings. These procedures are developed keeping in mind at all times the Constitutional rights of all persons involved.

III. PROCEDURE:

All personnel conducting line-up and show-up identification proceedings will adhere strictly to this Order.

IV. INTRODUCTION:

When citizens witness a crime, they may provide brief and sketchy physical descriptions. Officers are entitled to rely upon this information when conducting an area search for the offender. At this point in the investigation, the purpose of the area search is to locate the offender, eliminate suspects, and determine the reliability of the witness' powers of observation.

Law Enforcement agencies, however, must work within the Constitutional guidelines and the individual rights of citizens regarding line-up procedures.

Suspects for line-ups and other citizens who participate in line-up procedures must be attributed equal standing under the law.

V. LINE-UP AND SHOW-UP IDENTIFICATIONS:

A. Legal Requirements:

The process of suspect identification involves two specific Constitutional rights: the right to counsel, and the right to due process of law.

1. Right to Counsel: The right to counsel attaches at a critical stage of the criminal justice process. The United States Supreme Court has adopted the view that the critical stage/right to counsel attaches after the indictment, complaint or information is filed.

a. Wade-Gilbert Warning Not Required:

The Wade-Gilbert warnings are not legally required before this critical stage of the process. A suspect does not have a right to counsel, and Wade-Gilbert warnings do not apply, unless the line-up is conducted after an indictment, complaint, or information has been filed. All suspects do, however, have a due process right from the moment that they are taken into custody.

b. Wade-Gilbert Warnings Required:

When a suspect is placed in a line-up after an indictment, complaint or information has been filed, Wade-Gilbert warnings must be given to the suspect. If a suspect who is to be placed in a post indictment, complaint or information line-up requests an attorney, he must be permitted the opportunity to have an attorney present for the line-up process. If a suspect cannot afford an attorney, a public defender should be called and informed of the suspect's request for an attorney. If an assistant public defender cannot be located, the State's Attorney's office should be contacted so that they may ensure that an assistant public defender is made available. Although a suspect has a right to counsel at this critical stage, the role of the attorney must be a passive one. The attorney may take notes of the proceedings and may vocalize objections but may not interfere with the line-up process.

2. Right to Due Process:

Constitutional due process mandates certain requirements of line-up or identification procedures. Law enforcement officers must conduct a fair line-up regardless of whether the process is a physical line-up or a photo array of suspects. The courts will examine the identification procedure utilized by the police to determine whether the process was unnecessarily suggestive, resulting in a misidentification.

a. Physical Line-ups:

In order to ensure that due process requirements have been met when conducting a physical line-up all officers will comply with Section V, B, 2, a-e of this order.

b. Photo Line-ups:

When an identification is conducted by use of a photo array, all photos will be comprised of suspects bearing similar physical characteristics: of race, sex, age, height and weight, eyeglasses, facial hair, hair color and style, and complexion as the suspect. Photo line-ups comprised of color and intermingled black and white photos will not be conducted. A greater number of similar photos shown to a victim or witness will assure the witness that the due process requirements have been met.

B. Procedure:

The following procedure is to be used when conducting street show-ups, physical or photo line-ups. If exigent circumstances exist, this procedure may be deviated from after review of the circumstances and with the explicit approval of the Watch Commander.

1. Street Show-up Identification:

If, based upon probable cause, a suspect is taken into on-street custody within a reasonable amount of time after the reported offense and a victim or witness has indicated that an identification can be made, a street show-up identification may be utilized. The street show-up will be conducted at the place of the street stop,

unless a danger to the suspect or officer dictates that the suspect be viewed in a safer environment. The victim or witness will be transported by police personnel to the location of the street stop for immediate identification. If the suspect is not identified, he/she will be immediately released unless other circumstances dictate continued custody. If the suspect is identified, he/she is to be transported into the Oak Park Police Station and charged. The officer transporting the victim/witness to the street stop location will incorporate his actions, observations, and all victim/witness statements into a supplemental police report.

2. Physical Line-up:

When the amount of time that has elapsed between the occurrence of a crime and the identification procedure dictates that a physical line-up be conducted, the following tasks will be performed to ensure that the identification meets Constitutional requirements:

- a. When a suspect is taken into custody, based upon probable cause, he/she will be placed in a line-up for identification purposes as soon as practicable. If a victim or witness who is to view the line-up is unavailable after an attempt to locate, using due diligence, the line-up will be photographed for later identification purposes, and the suspect will be released unless other evidence is sufficient to charge the suspect with the particular offense.
- b. The line-up will be conducted by either the arresting officer or a detective in charge of the investigation.
- c. The on duty Watch Commander is to be informed of the nature of the offense and any other pertinent circumstances of the case.
- d. The line-up will be composed of at least five persons, including the suspect, all of similar physical characteristics.
- e. Non-suspect persons in the physical line-up: The line-up participants, other than the suspect(s), will be obtained as follows:
 - i. Volunteer recruitment for line-up purposes: When other methods of filling a line-up, in order to meet due process fairness requirements, fail, the officer or

detective conducting the line-up will so notify the Watch Commander and obtain permission to recruit volunteers for the line-up. If approval is given, volunteers will be asked to participate in the line-up after the requesting officer has explained the need for participation, the amount of inconvenience to be exacted, and the fact that participation can be refused. Officers will not force, coerce or in any way intimidate any person to participate in a line-up. A nominal fee can be paid to a volunteer to encourage participation in the line-up upon the expressed approval of the Watch Commander.

- ii. No juvenile will be allowed to participate as a filler in a line-up without the expressed permission of his/her parent or guardian.
- f. The line-up must be photographed and documented on a supplemental police report indicating the position of the suspect and volunteers, the location, date and time of the line-up, the person conducting and any persons viewing the line-up and if an identification was made and by whom.

C. Photo Line-ups:

When a suspect to a crime is developed through investigation or other means and it is not possible or practicable to conduct a physical line-up, a photo line-up may be conducted consistent with section V, A, 2, b. of this Order. If an identification is made by photo line-up, all photos used in the procedure, including the suspect's, are to be inventoried as evidence and a warrant for the suspect's arrest sought.

D. Required form to be completed by the officer/detective conducting a physical line-up:

Wade-Gilbert Waiver of Counsel at Identification Confrontation by Person Who Has Been Formally Charged (APPENDIX A). If a suspect has been formally charged by indictment, complaint or information, he/she must be read the Wade-Gilbert warnings. If the suspect waives his right to have an attorney present during the line-up procedure, the above form is to be completed by the officers conducting the line-up and made a permanent part of the case file.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.16
SUBJECT		MISSING PERSON/CHILD ABDUCTION	
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS 5.11 DATED 14 SEPT 98	NO. PAGES 7

I. PURPOSE:

The purpose of the Order is to define the procedures for investigating reports of missing persons.

II. POLICY:

It is the policy of the Oak Park Police Department to locate and return missing persons to their homes as expeditiously as possible, in accordance with legal and departmental directives.

III. DEFINITIONS:

- A. **MISSING ADULT** - Any person 18 years of age or older who is absent from home, where there is a reasonable belief that the person is endangered, disabled, or involuntarily absent. There is no minimum time of absence required before an adult may be reported as missing under these circumstances.

This definition does not include mentally competent persons 18 years of age or older who have left their homes voluntarily.

- B. **MISSING MINOR** - Any person who is under 18 years of age and who is absent from home without the consent of a parent. This definition does not include minors who are slightly overdue in returning from school or another activity, small children who have wandered away from home while out of sight of their caretakers, or other incidents where a minor's whereabouts are temporarily unknown but there is no indication of foul play or an intention to stay away from home.

- C. **PARENT** - For the purpose of this order, "Parent" will include natural or adoptive parents or any person defined as a "Guardian" or "Custodian," below.
 - 1. Guardian - A person who has the duty and authority, subject to residual parental rights and responsibilities, to make important decisions in matters having a permanent effect on the development of the minor in concert with his or her general welfare.
 - 2. Custodian - A person who by law or order of court has the responsibility of physical possession of a minor, subject to residual parental rights and responsibilities. This definition will include foster parents.
- D. **CARETAKER** - A person who is temporarily caring for a minor, but who has no legal rights or responsibilities with regard to the minor (i.e. babysitter).
- E. **INTERIM CRISIS INTERVENTION AGENCY** - An agency that provides interim crisis services to a minor who is taken into limited custody.

IV. PROCEDURES:

- A. West Suburban Consolidated Dispatch Center (WSCDC), upon being notified of a missing person will:
 - 1. immediately dispatch a police officer to meet the complainant;
 - 2. when requested by the investigating officer, enter the missing person into LEADS;
 - 3. broadcast a radio message which includes the physical description of the missing person and any other pertinent information;
- B. All missing and returned persons will be entered on the Police Summary Report.
- C. The desk will forward copies of all missing person reports to the Detective Division.

- D. Detectives and Youth Officers who are assigned to follow up missing person cases will complete them in accordance with Department directives.
- E. The return of a missing person may be verified by any Department member. When a missing person is located or returned home, members will:
 - 1. verify the return;
 - 2. cancel the LEADS message;
 - 3. complete the appropriate supplementary report(s); and
 - 4. submit copies of the reports to the Detective Division.

V. PROCEDURE - MISSING MINORS

- A. Members assigned to calls of missing minors will:
 - 1. determine the nature of the minor's absence. Older minors who have shown a clear intention to leave home for an extended period should be handled differently from incidents where a young child is absent from home showing no intention of staying away.
 - 2. if the absence of the minor appears to be spontaneous (i.e. late returning from school or ran out of the house during an argument or discipline), broadcast a message giving a full description of the missing minor, including the place and time the minor was last seen, the description of the minor, and likely routes and destinations. If routes and destinations include other jurisdictions, the officer will request that WSCDC make appropriate notifications;

in the case of young children or persons who are physically or mentally handicapped, request the assistance of a supervisor to assign an appropriate number of units for a search;

if a search of the area does not result in the location of the minor within a reasonable period of time, complete a Missing Persons Report and enter the minor into LEADS. This must be completed before going off-duty at the end of the officer's shift. The officer

must also brief the oncoming Watch Commander, who will continue appropriate activity to attempt to locate the minor.

3. if there is evidence that the minor intends to stay away from home (i.e., packed clothes, left a note stating intention to run away, or information from third parties):
 - a. complete a Missing Persons Report, filling in as much information as is available. The minor's parent must sign the form as the authorized signatory;
 - b. request a recent photograph of the minor;
 - c. immediately enter the minor into LEADS;
 - d. submit the appropriate reports for approval; and
 - e. submit a copy of the Missing Persons Report and photograph, if any, to the Youth Office.

VI. PROCEDURE - MISSING ADULTS

- A. Members assigned to reports of missing adults will:
 1. determine whether the adult is in fact a "Missing Adult" as defined in this order or is a competent person who has voluntarily left home.

in making this determination, carefully evaluate all the information regarding the individuals in question and their habits. For example, a person who is of extremely regular habits may be considered involuntarily absent from home after a relatively short time.

if there is doubt about whether an individual qualifies, consider the person to be involuntarily absent and handle in accordance with section 3., below.
 2. in the event that the person does not meet the criteria for a "Missing Adult," advise the complainant that a missing person investigation cannot be initiated for a mentally competent person who has left home voluntarily.

In this case, if the complainant requests it, the officer will complete an incident report regarding the matter.

3. in the event that the person does meet the criteria for a "Missing Adult":
 - a. complete a Missing Person Documentation Report form and have the complainant sign the form as the authorized signatory;
 - b. immediately direct WSCDC to enter the missing person into LEADS; and
 - c. submit a copy of the missing person report to the Detective Division.
 - i. The Detective Division will determine if the TRAC system will be utilized.

VII. PROCEDURES - RETURN OF MISSING PERSONS

- A. When a missing minor or missing adult is located or returns home, members will:
 1. verify the return;
 2. cancel the LEADS message;
 3. complete the appropriate supplementary report(s); and
 4. submit copies of the reports to the Detective Division.
- B. Missing adults who have been located will not be taken into custody merely because they have been reported as missing persons. If an adult is listed as missing, and there is no indication of mental illness or other reason why the person may not remain at liberty, the member will comply with section A., above, and allow the person to go free.
- C. Limited Custody for Minors
 1. A law enforcement officer may take into limited custody a minor whom he reasonably believes to be absent from home without parental consent. Such limited custody is not an arrest, and

members will be governed in such incidents by the Illinois Juvenile Court Act, 705 ILCS 405/3-4 and by the Department Special Order regarding Detention of Juveniles.

2. Minor runaways who are also arrested for criminal offenses will be processed in accordance with standard arrest and detention procedures.
3. A member who takes a minor into limited custody will:
 - a. immediately inform the minor of the reason for such limited custody;
 - b. upon arrival in the station, notify the watch commander and a youth officer that there is a minor in limited custody;
 - c. make a prompt, reasonable effort to inform the minor's parent that the minor is in limited custody at the Oak Park Police Department and request that the parent come to the station to take custody of the minor;
 - d. if the minor agrees to go home, and if the parents agree to take the minor home, release the minor to custody of the parents upon their arrival at the station. If the parents are unable to come to the station within a reasonable time, the Watch Commander may authorize transporting the minor home;
 - e. if the minor refuses to return home, or if the parent cannot or will not take custody of the minor, contact Family Service, which will make an alternative arrangement for shelter of the minor;
 - f. limited custody is not an arrest, and no arrest sheet is to be complete for a minor in limited custody. The details of limited custody should be recorded on an Incident Report.

VIII. CHILD ABDUCTION

- A. A member who is assigned to a call of a child abduction, whether parental or by a stranger, will immediately interview the complainant and any witnesses. If there is reason to believe that a child abduction did in

fact occur, the member will immediately notify the Watch Commander. The definition of Child Abduction will be found in 720 ILCS 5/10-5.

B. Watch Commander Duties

1. Upon being notified of a child abduction, the Watch Commander will:
 - a. if necessary, assign a field supervisor to coordinate activities;
 - b. ensure that a child abduction message is entered into LEADS;
 - c. notify the on-duty or on-call Detective Supervisor;
 - d. if necessary, request additional assistance from the Illinois State Police;
 - e. activate the Amber Alert System;
 - f. disseminate information on the TRAC computer system; and
 - g. if assistance from the State Police is requested, notify the Deputy Chief, Support Services Bureau.

Rick C. Tanskley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.17
SUBJECT PRELIMINARY INVESTIGATION			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 5.12 DATED 14 SEPT 98	NO. PAGES 4	

I. PURPOSE:

This Order provides procedures for conducting preliminary investigations by field personnel.

II. POLICY:

It is the policy of the Oak Park Police Department to respond as quickly and as safely as possible when the assignment of a field unit is required, and to process efficiently a request or an observed need for police service.

III. GENERAL RESPONSIBILITIES:

A. Department personnel conducting a preliminary investigation have the following responsibilities:

1. Promptly responding to calls for service.
2. Determining if there are grounds to establish the reasonable belief that a crime has been or is being committed.
3. Conducting and recording thorough and accurate preliminary investigations.
4. Conveying a sense of concern and general interest to a citizen in need of police service or assistance.
5. Making any required notifications.

6. Completing preliminary investigations efficiently, and promptly returning to an “in-service” status.
 7. submitting all reports for supervisor’s review and approval prior to completing their tour of duty.
- B. An on-duty sworn member who conducts a preliminary investigation is responsible for completing all necessary reports unless otherwise directed by a supervisor.
- C. Field supervisors are responsible for monitoring the effectiveness of their subordinates by complying with Department directives detailing their supervisory functions.

IV. PROCEDURES:

- A. Upon receipt of an assignment, patrol beat/sector officers and other Department units conducting a preliminary investigation will proceed immediately to the location of that assignment, unless a supervisor orders the dispatcher to reassign the call for service to another unit. Radio silence by a supervisor implies consent with the dispatcher’s assignment of a unit to a call for service. Radio assignments will take precedence over on-view incidents, unless those incidents are of an emergency nature where the safety of a citizen or officer is involved.
- B. Upon arrival, preliminary investigators will:
 1. render aid to the injured.
 2. effect the custody of any offender(s) that are at or near the scene.
 3. ensure that the crime scene is preserved for evidence collection and processing.
 4. locate, identify and interview any complainant, victim, or witness. Issue immediate information regarding offender description, direction and means of travel, or any other helpful information to other Police units.
 5. request additional assistance for crime scene investigation/processing, neighborhood investigations, witness

interviews, needed medical treatment, and notification for Detective Division personnel, when necessary.

6. complete the proper case/offense report, if required, in the presence of the victim/ complainant except in such incidents when an Incident Report form is used to record non-criminal matters.
 7. ensure that the Victim Information Notice is completed and provided to the victim/ complainant. Briefly explain the content of the Notice to the victim/complainant when necessary. Refrain from discussing the details of any follow-up investigation to be conducted by the Department.
 8. in handling non-criminal related incidents, exhaust all police service capabilities before referring a citizen to an outside agency. Referral to other agencies will be initiated only after completion of the preliminary investigation has determined that the incident is either non-criminal in content or did not occur within Oak Park's jurisdiction. When the services of agencies other than the Department's are more appropriate, the preliminary investigator will:
 - a. directly contact the agency, if possible, or
 - b. provide the complainant with sufficient information to enact the referral.
 9. ensure that the citizen/complainant thoroughly understands the nature of the police service provided, and the extent of police service which can be provided in response to the complaint. If applicable, inform crime victims of the availability of compensation under the Crime Victims Compensation Act. (The Victim Information Notice provides the required information concerning this Act.)
- C. Dispatchers will be notified upon completion of a preliminary investigation. The officer will notify the dispatcher of the type of report completed, or the Code, and immediately return to "in-service status." When applicable, the case report number will be provided to the complainant via the Victim Information Notice or by other means when completion of the Notice is not required.

- D. In situations where it is necessary for the unit assigned to leave the scene of the assignment (e.g., arrests, transportation of injured persons, pursuit of offenders, touring the area with the victim/complainant, or other tense or unusual situations, etc.), personnel will:
1. inform the dispatcher that they are leaving the scene.
 2. furnish the exact location of their intended destination, if possible.
 3. if the intended destination cannot be furnished, maintain frequent radio contact with the dispatcher and report any change in location until available for assignment.
- E. West Suburban Consolidated Dispatch Center personnel will note any change in location as provided by beat personnel, enabling them to provide correct locations to supervisors.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.18
SUBJECT PROCESSING MISDEMEANOR AND FELONY ARRESTS			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 5.13 DATED 26 OCT 01	NO. PAGES 10	

I. PURPOSE:

It is the purpose of this Order to define the procedures and terms for the processing of arrestees utilizing the following methods:

- A. Procedures for the processing of arrestees utilizing the Cook County ABT and LS21 system over the Cook County Network.
- B. Procedures for processing of arrestees through manual means when the Cook County ABT and LS21 system is not available.

II. POLICY:

It is the policy of the Oak Park Police Department to observe, uphold, and enforce the law without regard to sex, race, color, creed, national origin, economic status or sexual orientation.

Arrested persons will be booked, charged, and made eligible for bond in that order. These processes will be completed without unnecessary or unreasonable delay. Investigation or interrogation of an arrestee will not unduly delay the booking process. Extreme care must be taken to ensure that persons in custody are released on bond or brought before a judge at the earliest opportunity unless there is a valid reason for their continued detention.

NOTE: **Under some circumstances, a prisoner may be held for 72 hours before being brought in front of a judge, charged or released; e.g., ongoing investigations or by ASA request or**

approval. Felony Review MUST be contacted regarding any prisoner that is held for more than 24 hours.

III. DEFINITIONS:

ABT – Automated Booking Terminal

ADULT – A person 17 years of age or older.

ARRESTEE – A person taken into custody for the commission of an offense.

ARRESTING OFFICER(S) – A sworn member who actually affects the arrest of a person.

ARRESTING AGENCY – The police agency that actually arrests the offender and prepares the court complaints.

B. of I. – Illinois State Police Bureau of Identification in Joliet, Illinois.

BOOKING – The sequence of procedures involved in processing an arrested person prior to formal charging.

CABS – Criminal Apprehension and Booking System

CB# - Central Booking number (formerly Bureau Number)

CHRI – The Criminal History Record Information system maintained by the Illinois State Police.

CHRIS – The Criminal History Record Information System maintained by the Chicago Police Department.

CPD – Chicago Police Department

DETENTION FACILITY – The location where the arrestee is fingerprinted and held prior to bond hearings.

ISP - Illinois State Police.

JUVENILE - A person under 17 years of age.

LEADS – Law Enforcement Agencies Data System

LS21 – Fingerprint scanner and transmission system

SMT's – Scars, Marks and Tattoos.

IV. DUTIES AND RESPONSIBILITIES

- A. The Department's justification for the detention of any arrested person will be included in the Arrest Report. An arresting officer is required to set forth probable cause in the Arrest Report with sufficient information to substantiate all charges placed against an arrestee.
- B. Department personnel will at all times be aware of each arrestee's rights and will:
 1. Expedite all necessary processing so that the arrestee will not be detained longer than is necessary to complete the investigation.
 2. Never use force or coercion in seeking an admission or confession.
 3. Recognize and respect the arrestee's rights in conformance with established guidelines for custodial interrogations (Miranda vs. Arizona).
- C. Arresting Officers will adhere to all Department procedures relative to processing arrestees and will ensure that there is a valid basis for charges placed. They will notify witnesses of the date, time and location of court proceedings and will appear promptly at all judicial hearings as required. In addition, in the event of a Felony arrest, officers will ensure that the following procedures are adhered to prior to contacting the Felony Review ASA:
 1. Verify the identity of arrestee and all the necessary identifiers.
 2. Obtain the names, addresses, home and work telephone numbers, dates of birth, and social security numbers of all victims and witnesses.
 3. Obtain the Document Control number from the State fingerprint card.
 4. Verify the criminal history through fingerprints whenever possible.

D. Juvenile Arrests

Police officers who have apprehended a juvenile for a misdemeanor or felony will follow the current procedures of the Departmental Youth Officer Manual for processing of Juvenile arrests. Note that:

1. According to the Juvenile Justice Reform Act of 1998, all Illinois Police Departments are:
 - a. **Required** to transmit the fingerprints of all minors of the age of 10 and over who have been arrested for a felony.
 - b. **Permitted** to send the fingerprints of all persons of the age of 10 and over who have been arrested for a Class A or B Misdemeanor.

E. Hospitalized Arrestees

1. The fingerprints of hospitalized arrestees will be taken manually (ink and roll) when possible on the two separate F.B.I. fingerprint cards. One of these cards shall be marked "Local Copy."
2. The booking officer will enter all required demographic information into CHRIS at the Arrest Booking Terminal and enter the resulting C.B.# on the inked fingerprint card.
3. The Records Bureau shall mail the inked fingerprint card of the hospitalized arrestee along with a copy of the CHRIS arrest report to the Identification Section of the Chicago Police Department.
4. The Chicago Police Department will process the fingerprints and provide a verified criminal history record to the Oak Park Police Department.
5. If it is not possible to manually obtain fingerprints from a hospitalized arrestee, every effort should be made to identify the prisoner through other means prior to the initial court hearing.
6. Hospitalized arrestees who have never been fingerprinted and have been remanded to the custody of the Sheriff will be enrolled into CABS at the Cook County Department of Corrections.

F. The on-duty Watch Commander will:

1. Review each arrest report and ensure that the appropriate charges have been lodged against the arrestees.
2. Have the final authority for the release of a person without charging.
3. Ensure that the booking process is expedited and that all arrestees are charged without unnecessary delay after an investigation is completed.

NOTE: **If an arrestee has not been fingerprinted prior to the time investigation discloses that he/she will not be charged, the arrestee will not be fingerprinted before being released.**

G. Fingerprints and photographs are not required of persons arrested (on view or warrant) for traffic offenses or violations of Village Ordinances, punishable by fine only, unless the Watch Commander believes that the circumstances of the arrest warrant fingerprinting or the arrestee must be presented in court.

V. **MISDEMEANOR ARRESTS:**

- A. The arresting officer will use the ABT & LS21 system to create a validated arrest record.
 1. Complete the arrest report and include all pertinent data.
 2. Enter demographic data into the CHRIS application creating an arrest record. Review the data entry process provided on the Village Intranet Website ([//vopweb/police/livescan](http://vopweb/police/livescan)) for assistance with this process.
 - a. In the event the defendant is arrested on multiple incidents, i.e. incidents occurring on different times and locations, only one CHRIS entry is completed. However, local copy printouts are to be photocopied and placed with the appropriate case file.

3. Digital mugshots are captured by taking front and profile photographs of the arrestee and entering the photographs into the DCBOOK application. Note: Do not generate a bureau number or place the ID placard in the photographs.
 4. Scars, marks and tattoos are recorded by photograph and entered into the DCBOOK application.
 5. Upon completion of the Arrest Record, the booking officer selects the “Transmit” icon on the DCBOOK menu and forwards the record to the LS21 device.
 6. The Booking Officer captures all fingerprint images from the subject including:
 - a. Ten rolled finger impressions
 - b. Two plain thumb impressions
 - c. Two four finger “slap” impressions
- B. The Live-Scan machine prints the following arrest reports:
1. Local Records Copy
 - a. The Local Records Copy should be kept on file in the Records Department.
 - b. A duplicate (photocopy) of the Local Records Copy shall be added to the arrest packet and will accompany the prisoner to the courthouse and be provided to Sheriff's lockup personnel.
 - c. Enter the document control number from the Local Records Copy on the Oak Park Arrest Report in the Felony Review Section No. 29.
 2. Circuit Court Clerk's Copy
 - a. The Circuit Court Clerk's Copy should be taken to the 4th District Court Clerk's office at the time the prisoner is delivered to the Sheriff's lockup.

3. State's Attorney Copy

- a. The State's Attorney Copy should be taken to the office of the State's Attorney at the time the prisoner is delivered to the Sheriff's lockup.
- b. A copy of the arrestee's Criminal History Record should also be provided to the office of the State's Attorney at this time along with any record of the arrestee's probation or parole status.

C. Electronic Fingerprint Submission

1. Upon completion of the fingerprint capture, the booking officer selects the "execute" icon on the LS21 dispatch menu and the record is forwarded.
2. The completed booking record is electronically transmitted to the following destinations:
 - a. The Chicago Police Department
 - b. The Illinois State Police
 - c. Retained on the ABT & LS21 systems.

D. Misdemeanor Complaint Forms

1. Prepare the appropriate misdemeanor complaint forms, which will be signed by the complainant (victim), who will be sworn to the complaints by an authorized Deputy Clerk of the Circuit Court.

VI. FELONY ARRESTS:

- A. The procedure for processing an arrestee for a felony will be the same as for a misdemeanor, with the following additions. In these cases, the arresting officer will:
 1. Obtain positive identification of the arrestee using the Two Finger Identification (TFI) function, which contains the fingerprint data of the two thumbs and two index fingers of each person processed by the CABS program and is indexed by SID

number or IR number. A positive TFI search will provide the following demographic information:

- a. Name, including aliases.
 - b. Driver's license number and/or social security number.
2. Contact the Assistant State's Attorney and obtain a Felony Review number, which will be recorded on the arrest report.
 3. Complete the regular booking process with ten fingerprint impressions and digital photo.
 4. Prepare three copies of the felony 101 minute sheet.

NOTE: If the arrest is the result of a Felony Warrant, the arresting officer must still contact the Assistant State's Attorney for Felony Review approval.

VII. FINGERPRINT CHECK RESULTS:

A Chicago Police Department

1. When the Chicago Police Department has completed a fingerprint check, the results will be transmitted to Oak Park as soon as available.
 - a. If a previous criminal history is found, the IR number of the arrested person will be transmitted to Oak Park via the LEADS terminal and received in dispatch.
 - b. If no previous criminal history is found, a no record notification will be transmitted to Oak Park via the LEADS terminal and received in dispatch, along with the new IR number.
2. Reprint Requests – If the fingerprints received by the CPD were not suitable for classification, the CPD will:
 - a. Place the print in “REPRINT” status.
 - b. Notify Oak Park of the deficiencies of the fingerprints.

- c. Officers will correct the fingerprints and resubmit.
- d. Unclassifiable fingerprints will not be transmitted to the Illinois State Police by the CPD.

B. Illinois State Police Bureau of Identification

- 1. When the Bureau of Identification has completed the fingerprint check, the results will be transmitted to Oak Park by LEADS message as soon as available.
 - a. If a previous criminal history is found, the SID number of the arrested person will be transmitted to Oak Park.
 - b. If no previous criminal history is found, a no record notification will be transmitted to Oak Park along with the new SID number.
- 2. If the fingerprint check results are not received within two hours after the fingerprints are transmitted, the booking officer should telephone the Bureau of Identification (815) 740-5160.

VIII. PROCESSING ARRESTEES WHEN ABT IS DOWN:

- A. In the event that the local agency's Live-Scan system is inoperable, at the direction of the Watch Commander, arrestees shall be either booked at another Live-Scan municipality or County lockup, or shall be manually fingerprinted.
 - 1. Digital pictures taken at other agencies will remain with that agency. Therefore, Polaroid pictures shall be taken and marked with the Oak Park Arrest Report number, name and date of birth of the arrestee and forwarded to the Records Division.
- B. In the event that all Live-Scan systems are inoperable, ink and roll fingerprints will be taken on the two separate F.B.I. cards and State Card.
 - 1. The inked F.B.I. fingerprint cards will be faxed to the Bureau of Identification. FAX Telephone (815) 740-5170, Telephone (815) 740-5160

2. After the Bureau of Identification has completed the fingerprint check, the results will be returned by FAX.
3. The F.B.I. fingerprint card will then be mailed by the Records Bureau along with an arrest report to the Chicago Police Department Identification Section for input into CHRIS.
4. Polaroid pictures are to be taken of the arrestee and marked on the back with the arrest report number, the subject's name and date of birth.

IX. BOND HEARING:

- A. When an arrestee appears at a bond hearing, the arresting officer will ensure that the following are completed:
 1. For felony charges only: Felony 101 (3 copies);
 2. State print card (document control card) original and 2 copies; and
 3. Criminal history verified by fingerprints.

X. DUTY JUDGE:

- A. The duty judge shall only be contacted after the hour of midnight in cases of exigent circumstance. For example: when it is necessary for Detective personnel to obtain an arrest warrant and time is a crucial factor in an investigation.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.19
SUBJECT INVESTIGATION OF PROPERTY CRIMES			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 5.19 DATED 14 SEPT 98	NO. PAGES 3	

I. PURPOSE:

The purpose of this Order is to define the procedure for investigating Property Crimes reported to the Oak Park Police Department.

II. POLICY:

It is the policy of the Oak Park Police Department to have its Detectives diligently investigate the cases they receive for follow-up. The objectives of their investigations are to determine if a crime actually occurred, gather evidence of the crime, identify and arrest the persons(s) responsible for the criminal acts, recover stolen property, and aid in the prosecution of the arrestee.

Detectives will be thorough, careful and objective when conducting investigations. As in any contact with the public, detectives will be professional and courteous when interviewing victims and witnesses.

III. PROCEDURE:

The nature of investigative work is such that a detective functions with considerable autonomy. However, certain investigative procedures should be accomplished in each follow-up investigation. In cases received for follow-up investigation the assigned detective should:

- A. interview the complainant(s)/victim(s) without delay. The purpose of the interview is to:
 1. verify all information reported on the original offense report;

2. determine the actual loss suffered by the victims;
 3. ascertain if the victim has any information on the identity of the offender; and
 4. obtain any other information that may aid in the identification/arrest of the offender and the recovery of the victim's property.
- B. seek witnesses by performing a neighborhood canvass in the immediate vicinity of the location of the offense.
- C. view the crime scene and locate, secure and evaluate any evidence found.
- D. request the services of an evidence technician if necessary and not previously requested.
- E. obtain the Evidence Report if an evidence technician was previously requested and responded to the scene.
- F. submit any latent fingerprints recovered from the scene to the State Police Crime Lab for comparison and identification purposes.
- G. analyze all information obtained during the preliminary and follow-up investigation to determine what additional investigative steps may be necessary to identify the offender and/or recover any property.
- H. complete an Oak Park Police Special Bulletin to disseminate information on a wanted offender or the property stolen, when appropriate.
- I. pursue all investigative leads.
- J. prepare an Investigative Action Report recording all substantive information learned in the investigation.
- K. submit to the detective supervisor, upon completion of the investigation, a complete packet of information that includes:
1. the Original Investigative Action (Closing) Report;
 2. a copy of the original case report received when assigned the case;

3. copies of any Evidence Reports related to the case;
4. a copy of the Arrest Report for each person apprehended; and
5. all general progress reports prepared during the investigation.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.20
SUBJECT	STRIP SEARCHES		
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 5.15 DATED 14 SEPT 98	NO. PAGES	2
CALEA STANDARDS: 1.2.8.			

I. PURPOSE:

The purpose of this Order is to define the rules and procedures governing strip searches.

II. POLICY:

The Oak Park Police Department will conduct a strip search only if the circumstances warrant and such search falls within the parameters of the Illinois Compiled Statutes, 725 ILCS 5/103-1, C through J. (**CALEA 1.2.8. [a]**)

III. DEFINITION:

“Strip Search means having an arrested person remove or arrange some or all of his or her clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts, or undergarments of such person.”

IV. PROCEDURES:

A. No person arrested for a traffic, regulatory or misdemeanor offense, except in cases involving weapons or a controlled substance, shall be strip searched unless there is reasonable belief that the individual is concealing a weapon or controlled substance.

- B. All strip searches shall be conducted by persons of the same sex as the arrested person, and on premises where the search cannot be observed by persons not physically conducting the search. (**CALEA 1.2.8. [b]**)
- C. Every peace officer or employee of this Department conducting a strip search must obtain written permission from the Watch Commander prior to executing a strip search and, in addition, will: (**CALEA 1.2.8. [c]**)
 - 1. prepare a written report of the strip search.
 - a. The name of the person subjected to the search.
 - b. The names of the persons conducting the search.
 - c. The time, date, and place of the search.
 - d. The justification for conducting the search.
 - e. A list of the items recovered from the search.

Note: A copy of this report shall be provided to the person subject to the search, the Chief of Police, Deputy Chief of Support Services Bureau, and the Deputy Chief of Field Services Bureau.

- D. No search of any body cavity other than the mouth shall be conducted without a duly executed search warrant; any warrant authorizing a body cavity search shall specify that the search must be performed under sanitary conditions and conducted either by or under the supervision of a physician licensed to practice medicine in all of its branches within this State.
- E. The original report will be attached to the initial case report and processed pursuant to Departmental procedures.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.21
SUBJECT U.S. DEPARTMENT OF TREASURY, BUREAU OF ALCOHOL TOBACCO AND FIREARMS NOTIFICATION			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 5.17 DATED 14 SEPT 98	NO. PAGES 2	

I. PURPOSE:

The purpose of this Order is to define the procedures when officers must notify the Bureau of Alcohol, Tobacco and Firearms.

II. POLICY:

It is the policy of the Oak Park Police Department to develop procedures that are in compliance with the Cook County State's Attorney and the Bureau of Alcohol, Tobacco and Firearms.

III. DEFINITIONS:

SAWED OFF SHOTGUN - Total length less than 26" or barrel length less than 18".

SAWED OFF RIFLE - Total length less than 26" or barrel length less than 16."

FIREARMS TRACE - The tracking of a recovered crime gun's history from its source (manufacturer/importer) through the chain of distribution (wholesaler/retailer) to the individual who procures the firearm.

CRIME GUN - Any firearm that is illegally possessed, used in a crime or suspected to have been used in a crime. This may include firearms found abandoned. If it is suspected they were used in a crime or illegally possessed.

NATIONAL TRACING CENTER (NTC) - A facility that traces the history of firearms recovered in crimes and from juveniles for any federal, state or local law enforcement agency; stores information concerning the multiple sale of firearms, suspect guns, stolen firearms, and firearms with obliterated serial numbers; and is also the only repository for all Federal Firearms License (FFL) out-of-business records.

IV. PROCEDURES:

- A. Officers or detectives handling cases where a sawed-off shotgun, sawed off rifle or a machine gun has been recovered, **must** notify the Bureau of Alcohol, Tobacco and Firearms at (312) 353-6935.
- B. ATF **must** be notified if a suspect is arrested in possession of a firearm or firearm ammunition and is subject to federal prosecution under the Federal Armed Career Criminal Act, Chapter 44, Title 18, U.S.C.

Section:	922(G)	Prohibited person in possession of a firearm (e.g., convicted felon, illegal alien).
Section:	924(C)	Use of a firearm during or in relation to a crime of violence or drug trafficking crime.
Section:	924(E)	Possession of a firearm by a career criminal.

Federal prosecution may be in addition to state prosecution for whatever charges are approved by felony review.

- C. Officers must initiate a Firearms Trace on all Crime Guns by completing the National Tracing Center Trace Request Form (Appendix A). A copy of this form will be faxed to ATF and the original form will be made part of the permanent case file.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 12 JAN 2004	EFFECTIVE DATE 12 JAN 2004	DISTRIBUTION C	NUMBER 5.22
SUBJECT UNDERCOVER OPERATIONS			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS 5.16 DATED 14 SEPT 98	NO. PAGES 3	

I. PURPOSE:

This Order defines the general policy and procedures to be followed by members of the Oak Park Police Department concerning drug-related undercover operations.

II. DEFINITION:

Undercover work is an investigative technique used to infiltrate criminal enterprises, through covert means, in an attempt to determine the nature and extent of illegal activities.

III. POLICY:

It is the policy of the Oak Park Police Department to conduct undercover drug operations to obtain evidence against suspected drug trafficker(s) and/or organization(s), for presentation to the appropriate prosecutorial agency.

IV. PROCEDURES:

- A. To ensure full coordination in any undercover operation, including each separate facet as the investigation progresses, the appropriate supervisor(s) will be fully briefed, insofar as possible, to include potential developments that may occur.
- B. For purposes of safety and corroboration, [REDACTED]

- C. Priorities in operational considerations will include:
1. the safety of involved personnel and the general public;
 2. the security of official funds; and
 3. the attainment of the investigative objectives.
- D. Involved personnel should fully understand the objective of the particular mission and assist in the development of the overall investigation. Such team effort results in successful investigations.
- E. Official funds **will not be “fronted”** (advanced as a condition for subsequent delivery of drugs or other evidence) without prior approval (see General Order 5.11).
- F. Planning and execution of undercover operations shall include, insofar as possible:
1. full identification of the suspect(s), associates, and method of operation, etc.
[REDACTED]
 - [REDACTED]
 - [REDACTED]
 4. notification to, as well as solicitation for participation from, the appropriate local agency, as well as State and Federal agencies when appropriate, except when exceptional circumstances may dictate other considerations which necessitate the approval of the Detective Commander.
- G. Considering the hazards involved in undercover work, [REDACTED]
- H. Prior to the actual undercover operation, [REDACTED]
[REDACTED]
This will help reduce the anxiety concerning safety considerations and potential injury.

I. The primary function [REDACTED]

- [REDACTED] [REDACTED]
- [REDACTED] [REDACTED]
- [REDACTED] [REDACTED]
- [REDACTED] [REDACTED]

J. When informants are utilized, they should be thoroughly briefed concerning their particular activity or involvement, [REDACTED]

- [REDACTED]

K. Care should be taken not to allow informants to [REDACTED]

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 18 JULY 2005	EFFECTIVE DATE 18 JULY 2005	DISTRIBUTION C	NUMBER 5.24
SUBJECT ELECTRONIC RECORDING OF HOMICIDE INTERROGATIONS			
RELATED DIRECTIVES 5.12 & 5.18	RE-EVALUATION DATE 18 JULY 2007	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES	3

I. PURPOSE:

This Order outlines the legal requirements and Department procedure regarding the electronic recording of homicide interrogations.

II. POLICY:

It is the policy of the Oak Park Police Department to develop and implement a procedure for the electronic recording of homicide interrogations that complies with the legal requirements set forth in 725 ILCS 5/103-2.1 and 705 ILCS 405/5-401.5.

III. DEFINITIONS:

CUSTODIAL INTERROGATION – Any interrogation during which a reasonable person in the subject's position would consider him/herself to be in custody and during which a question is asked that is reasonably likely to elicit an incriminating response.

ELECTRONIC RECORDING – Defined as a motion picture, audiotape, videotape or digital recording.

PLACE OF DETENTION – A building or a police station that is a place of operation for a municipal police department or county sheriff department or other law enforcement agency at which persons are or may be held in detention in connection with criminal charges against those persons or allegations that those persons are delinquent minors.

IV. RESPONSIBILITIES:

- A. The Detective Bureau commander, or in his absence, the Detective Bureau supervisor, will ensure that the Detective Bureau interview rooms are properly equipped and maintained to facilitate electronically recorded interrogations.
- B. The Detective Bureau commander, or in his absence, the Detective Bureau supervisor, will ensure that all Detective Bureau personnel are trained and proficient in the use of the electronic recording equipment designated for the recording of interrogations.

V. PROCEDURE:

- A. Custodial interrogations must be electronically recorded and preserved per 725 ILCS 5/103-2.1 in the following incidents:
 - 1. First degree murder
 - 2. Intentional homicide of an unborn child
 - 3. Second degree murder
 - 4. Voluntary manslaughter of an unborn child
 - 5. Involuntary manslaughter and reckless homicide
 - 6. Involuntary manslaughter and reckless homicide of an unborn child
 - 7. Drug-induced homicide
- B. The recording requirement also applies to persons under age 17 at the time of the crime under investigation. If he/she is charged in a criminal or Juvenile Court proceeding for an act that, if committed by an adult, would be brought under one of the incidents listed above, per 705 ILCS 405/5-401.5.
- C. Any juvenile under the age of 13 years being interviewed as a suspect for one of the incidents listed above must have an attorney present.
- D. No consent to electronically record is required during interrogations of suspects in the incidents listed above as the recording is mandated by Illinois State Statute.

- E. Any electronic recording of an interrogation involving a criminal incident other than those listed above will require the consent of the person being interrogated.
- F. Interrogations will be recorded by audiocassette tape or DVD non-rewriteable disc (VHS videotape may be used if the DVD recording system is unavailable or malfunctioning). New audiocassette tapes, DVD non-rewriteable discs, or VHS videotapes are required for each recorded interrogation.
- G. A detective will operate and monitor the recording equipment throughout the interrogation.
- H. A maximum of two hours will be recorded on any one audiocassette tape, DVD non-rewriteable disc, or VHS videotape. If more than one tape is required for an interrogation, subsequent tapes will be started approximately two minutes before the allotted recording time runs out on the current tape. This two minute time period will be recorded on both tapes.
- I. Only one interrogation may be recorded on each tape or disc.
- J. Tapes and discs of interrogations are considered evidence. Original tapes and discs will be inventoried and submitted to the Evidence Custodian. A copy will be made of any original and submitted to the Cook County State's Attorney Office.
- K. All recordings shall be confidential and exempt from public inspection and copying, as provided under Section 7 of the Freedom of Information Act (5 ILCS 140/), and the information shall not be transmitted to anyone except as needed to comply with this section.
- L. Every electronic recording required per this order and State Statute must be preserved as evidence by the Evidence Custodian forever.

Rick C. Tanksley
Chief of Police

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 14 SEPT 2007	EFFECTIVE DATE 14 SEPT 2007	DISTRIBUTION C	NUMBER 5.25
SUBJECT CRIME SCENE EVIDENCE PROCESSING			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM 1	
AMENDS	RESCINDS	NO. PAGES 14	
CALEA STANDARDS: 42.2.1; 83.1.1; 83.2.1; 83.2.2; 83.2.3; 83.2.4; 83.2.5; 83.2.6; 83.2.7; 83.3.1; 83.3.2			

I. PURPOSE:

The purpose of this Order is to effectively process evidence at crime scenes by utilizing specially trained personnel, using professionally recognized methods.

II. POLICY:

It is the policy of the Oak Park Police Department to utilize scientific methods to identify, collect, and preserve evidence located at a crime scene, and ensure its proper transmission to the crime laboratory.

III. DEFINITIONS:

Chain of Evidence: The continuity of custody of material and items collected as evidence.

Computer Equipment: The physical components of a computer system, also called hardware. This includes, but may not be limited to: Keyboard, monitor, mouse, modem, printer, scanner, speakers, and the system unit (CPU) containing the main circuit boards and one or more storage and/or drive devices such as hard disk drive, CD-ROM drive, floppy disk drive, housed in a case.

Crime Scene: The location where a crime occurred or where evidence of a crime exists. For the purpose of this order, crime scene shall also refer to the

scene of an incident that may not be criminal in nature, but where common crime scene methods are used to gather evidence.

Crime Scene Evidence Processing: The specific actions taken at a crime scene or crash scene to identify, locate, document, preserve and collect evidence and/or known standards.

Detective Division Crime Scene Technicians: An experienced Detective who has generally received advanced training in accepted methods of evidence collection, evidence preservation, and evidence processing.

Evidence Technician: An experienced police officer who has been trained in accepted methods of evidence collection, evidence preservation, and evidence processing.

Evidence: Any substance or material found or recovered in connection with a criminal investigation.

Primary Responding Officer: The officer responsible for conducting the preliminary investigation and completing the preliminary case report.

Major Case: For the purpose of this order, major cases shall include all homicides, suicides, suspicious deaths, armed robberies, felony sex offenses, and burglaries over \$10,000.00.

Software: Programs that have been or can be installed in a computer.

Storage media: Materials that provide storage for computer data including, but not limited to, floppy disks, CD-ROM, magnetic tape.

Video Recording: Images of persons or objects recorded on a videocassette, videodisk or other recording medium, by means of video camera, for playing back on a video monitor.

IV. PROCEDURES: (CALEA 42.2.1[c] & 83.2.1)

A. Crime Scene Personnel: (CALEA 83.1.1)

A Detective Division Crime Scene Technician or an Evidence Technician shall process crime scenes.

1. Oak Park Police Department Detective Division Crime Scene Technicians are available twenty-four hours a day to process both major crime scenes and major traffic collisions. If a Oak Park Police Detective Division Crime Scene Technician is not on duty, one is on call-out status through the Department.

B. Crime Scene Processing:

1. The first officer to arrive at the scene shall take the appropriate actions to ensure the safety and/or welfare of the victim(s), and protect the scene. See General Order #5.03 (Crime Scene Responsibilities)
2. Upon arrival, crime scene personnel shall assume responsibility for the collection and preservation of evidence.
3. The crime scene shall be processed in an orderly manner. The order of tasks is dependent upon individual situations. Deviations from the following suggested progression of tasks shall be determined by the crime scene personnel assigned to the case:
 - a) Photography of the scene:
 - (1) Standard 35 mm or digital photographs shall be taken. See General Order # 5.23 (Photography and Video Recording)
 - (2) Video Recordings, if taken, shall be completed prior to still photography.
 - (3) Polaroid photographs may be taken in addition to 35 mm or digital.
 - b) Identify evidence to be collected.
 - c) Collect obvious trace evidence.
 - d) Process scene for fingerprints.
 - e) Take measurements and sketch scene.
 - f) Collect, mark, package and document evidence.

NOTE: Wet evidence may be transported to the Oak Park Police Department and allowed to dry before final packaging.

- g) Secure evidence
 - (1) Properly package evidence and submit to the custody of the Property Custodian. See General Order # 3.02 (Inventory System for Property Control).
 - (a) Biological evidence may be secured in the evidence refrigerator.
4. Methods utilized in the collection, preservation and processing of crime scene evidence shall be those generally accepted as proper for each type of evidence. It is the responsibility of the crime scene personnel assigned to the case to select the method of collecting, processing, and preserving items of evidentiary value.
5. To aid laboratory personnel with their analysis of evidence, Crime Scene Personnel shall, whenever possible, collect known comparison standards when processing a crime scene. **Known comparison standards shall be marked as such and when applicable, forwarded to the Crime Laboratory. (CALEA 83.3.1)**
6. Evidence collected may include, but is not limited to:
 - a) Serological evidence:
 - (1) Blood
 - (a) Liquid blood (standard)
 - (b) Dry blood stains
 - (2) Semen stains.
 - (3) Saliva stains.

b) Photographic evidence:

- (1) Video recording
- (2) Polaroid pictures.
- (3) Undeveloped film.
- (4) Digital pictures

c) Weapon evidence:

- (1) Sharp/cutting evidence.
- (2) Bludgeoning instruments.

d) Firearm evidence:

- (1) Firearms.
- (2) Ammunition.

e) Fingerprint evidence:

- (1) Latent prints.
- (2) Patent prints.
- (3) Fingerprint and palm print standards.

f) Drug evidence:

- (1) Green leafy substance.
- (2) Powders, pills, gases, and liquids.
- (3) DUI kits for toxicology.

g) Trace evidence:

- (1) Hairs.

- (2) Fibers.
 - (3) Paint.
 - (4) Glass.
 - (5) Soil.
- h) Tool marks.
 - i) Chemical evidence:
 - (1) Accelerants.
 - (2) Explosives.
 - (3) Poisons.
- 7. Recovered evidence is to be clearly marked or labeled in a manner that assures proper identification at a later date. Property shall not be marked where it may deface or decrease the actual or the evidentiary value of the item.
 - 8. Each item of evidence shall be packaged in a separate container. Large or irregularly shaped items, which cannot be packaged, shall be labeled with the proper information.
 - 9. Additional care shall be taken when packaging the following types of evidence:
 - a) Hazardous evidence, e.g., biohazard, flammable, sharp object, poison, explosive material, etc., as well as fragile evidence, shall be so marked on the outer packaging.
 - b) Ammunition shall be removed and packaged separately in such a way as to maintain the ammunition and firearm safely apart from each other. If firearms cannot be rendered safe before packaging, additional caution shall be taken in the packaging, labeling and notification of personnel involved in the transport and receipt of the firearm.

- c) All firearms, along with ammunition and magazines, recovered by members, except for those taken for safekeeping, shall be submitted to the Crime Laboratory's Firearms Identification Section for test firing and comparison with the fired evidence open case file. In addition, a trace will be run on weapons by completing form ATF 3312.1 "Request for a Firearms Trace". The completed form shall be faxed to the Department of the Treasury Bureau of Alcohol, Tobacco, and Firearm's National Tracing Center. Responses from ATF shall be directed to the Detective Commander for distribution to appropriate Department members.
 - d) Trace materials shall be packaged in suitable containers to eliminate the possibility of any loss of the trace material. Envelopes or other containers, which might have small openings, shall not be used, without first securing the trace material in a vial, Petri dish, or paper fold.
10. Vials, envelopes, paper bags, jars, cans, cartons, etc., into which evidence has been placed, shall be sealed in such a manner that they cannot be opened without breaking the seal. Once a seal has been affixed to a container, the officer shall write his initials, star number and date across the seal and the container.
11. Information may be supplied on the Bar coded Evidence Analysis Statistics & Tracking Program (B.E.A.S.T.) or other report prepared by the collecting officer. The following information shall be supplied with evidence collected:
- a. Incident number.
 - b. Victim's name (if known).
 - c. Suspect's name (if known).
 - d. Owner's name (if known).
 - e. Date of collection.
 - f. Description of item, as applicable:
 - (1) Make.

- (2) Model number or name.
- (3) Serial number.
- (4) Weight and/or amount.
- (5) Source or location obtained.
- (6) Name of person collecting item.

C. **Documenting, Collecting, Packaging, Preserving DNA Evidence: (CALEA 83.2.7[a,b,c,d])**

When DNA evidence is transferred by direct or secondary (indirect) means, it remains on surfaces by absorption or adherence. In general, liquid biological evidence is absorbed into surfaces, and solid biological evidence adheres to surfaces. Collecting, packaging, and preserving DNA evidence depends on the liquid or solid state and the condition of the evidence. The more that evidence retains its original integrity until it reaches the Laboratory, the greater the possibility of conducting useful examinations. It may be necessary to use a variety of techniques to collect suspected body fluid evidence.

- 1. DNA evidence should only be collected by trained Evidence / Crime Scene Technicians with training in collecting and preserving DNA samples for analysis, unless exigent circumstances exist and only with supervisor approval.
- 2. DNA evidence should be collected using the procedures outlined in the Illinois State Police Crime Laboratory's Crime Scene Services Command Training Manual (**Attachment A**).

D. **Evidence Photography: (CALEA 83.2.2)**

- 1. Photography and video recording of the crime scene shall be conducted by trained crime scene personnel prior to the removal of any evidence. The use of video equipment must be approved by a Detective Sergeant or Detective Commander prior to use. See General Order # 5.23 (Photography and Video Recording).

2. Video Recording, if taken, shall be taken prior to still photographs. Video recording shall be used to supplement still photography and not replace it. Crime scene video recording shall be recorded without sound.
3. Whenever photographs or video recordings are taken, every photographer/videographer shall record the following on the first frame of each roll of film, digital media, video recordings used in an incident, or on the back of every Polaroid photo:
 - a) Complaint number.
 - b) Date and time.
 - c) Name of person taking photographs or video.
4. When the exact size of an object being photographed is necessary, a photograph shall first be taken of the object and then a second photograph shall be taken of the object using a scale. Both photographs shall be taken using the same camera setting, position and lighting.

E. Crime Scene Sketches:

Whenever a crime scene sketch is prepared, it shall include at a minimum, the following:

1. All necessary dimensions.
2. The relationship of the sketch to other buildings and/or landmarks.
3. The exact location of the area depicted in the sketch.
4. The location of all important features, including the victim.
5. The date and time the sketch was prepared.
6. Name(s) of Crime Scene Personnel preparing the sketch.
7. An indication of the direction north.
8. Indications of where physical evidence was located.

F. **Processing of Fingerprint Evidence: (CALEA 83.2.3)**

1. Latents shall be developed and removed from surfaces with equipment such as dusting powders, brushes, clear and frosted tape, etc.
2. Wet items bearing latent prints shall be allowed to air-dry under normal conditions before processing with powders.
3. Visible prints subject to possible destruction or deterioration shall be photographed before measures are taken to further develop or collect them.
4. Items containing possible print evidence that cannot be processed at the scene shall be packaged in a manner that will protect their surfaces and prevent destruction of print evidence or contamination.
5. Fingerprints cards containing rolled impressions taken from known individuals shall include the following information:
 - a) Complaint number.
 - b) Date of collection.
 - c) Name of individual supplying standard.
 - d) Date of birth of individual supplying standard.
 - e) Sex of individual supplying standard.
 - f) Signature of individual supplying standard.
 - g) Name of individual taking standard.

G. **Crime Scene Equipment:**

The department provides or has access to equipment and supplies used for crime scenes for the following purpose:

1. Recovery of latent fingerprints. **(CALEA 83.2.4[a])**

2. Photography. (**CALEA 83.2.4[b]**)
3. Video recording.
4. Crime scene sketching. (**CALEA 83.2.4[c]**)
5. Collection and preservation of evidence. (**CALEA 83.2.4[d]**)
6. Arson Investigation.
7. Traffic Crash Investigation.

H. Computer Equipment Seizure: (CALEA 83.2.5)

1. When an officer becomes aware or suspects that computer equipment, storage media or software may contain evidence of criminal activity, he shall:
 - a. Immediately take the action necessary to prevent the removal or alteration of such evidence.
 - b. Prevent the removal, shutdown or start-up of the computer equipment.
 - c. Prevent the computer equipment from connection to or disconnection from, a power source, telephone line, or other computer or peripheral equipment.
 - d. Prevent the removal, destruction or alteration of computer storage media and software.
 - e. Protect the computer equipment, storage media and software from magnetic fields and from RF signals such as those that may be found in the trunks of vehicles with trunk-mounted radio equipment.
 - f. Make proper notifications, i.e., supervisor, and detectives.
2. Computer evidence enjoys the same protection as other types of property, and is generally subject to the same and often stricter laws of evidence and search and seizure.
 - a. Computer equipment, storage media and software cannot be searched without a warrant or the consent of the owner.

- b. Only a person specifically trained in computer forensics shall conduct the search of computer equipment, storage media and software.
3. The search and seizure of computer equipment, storage media and software shall be conducted in compliance with Federal Guidelines for Searching and Seizing Computers as published by the United States Department of Justice, and in compliance with applicable State of Illinois guidelines.
4. Only Crime Scene Personnel who have completed special training shall perform the collection, packaging and transportation of computer equipment, storage media and software.

I. **Crime Scene Report: (CALEA 83.2.6)**

1. If Crime Scene Personnel are not requested, the officer shall document the reason in the original report.
2. When Crime Scene Personnel process a crime, crash or arson scene, they are responsible for completing a report. This report shall include at a minimum:
 - a. Date and time of arrival at the scene.
 - b. Location of the crime scene.
 - c. Victim's name, if known.
 - d. Suspect's name, if known.
 - e. Documentation of the processing done at the scene.
 - f. Complaint number.
3. Listing of the evidence recovered at the scene..
4. When Crime Scene Personnel process a major crime scene, the following information shall be included on the report:
 - a. Date and time processing was requested.

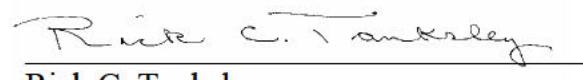
- b. Name of the investigating officer.
- c. Disposition of the evidence.
- d. Disposition of photographs taken.
- e. Crime scene measurement information.

J. Laboratory Submission of Evidence:

- 1. The responsibility for requesting laboratory examination of recovered evidence lies with the Crime Scene Personnel recovering the evidence. (**CALEA 83.3.2[a]**)
- 2. Illinois State Police Division of Forensic Services Evidence Receipt shall accompany all evidence submitted to the laboratory. All three parts of this form shall be submitted with the evidence. DO NOT place the form inside the evidence packaging. Included on the form shall be the following: (**CALEA 83.3.2[b & c]**)
 - a. Name and signature of the officer submitting the evidence.
 - b. Signature and identification number of the Crime Lab member receiving the evidence.
 - c. Date and time the laboratory received the evidence.
 - d. Description of evidence.
 - e. Mark the appropriate laboratory section the evidence is being sent to and describes what tests are to be performed.
- 3. Evidence shall be submitted to the laboratory directly by way of the Property and Evidence Custodian, or Crime Scene Personnel. In either case, the appropriate copy of the completed submission form shall be returned to the Property and Evidence Custodian.
- 4. Evidence recovered by Crime Scene Personnel which needs to be dried, shall be taken to and secured in the drying cabinet, located in the Evidence Technician Lab. This evidence shall be properly tagged when placed in the drying cabinet. After the evidence is

completely dry, it can be submitted to the laboratory along with the Analysis Request form.

5. Whenever evidence is transferred to the laboratory, Evidence/Property Room or the custody of another person, a Chain of Custody Form shall record such transfer. **(CALEA 83.3.1 & 83.3.2[d])**
6. When evidence is submitted to the laboratory, a written report of the laboratory's analysis is provided and shall be sent to the Police Department. A copy of the results shall be placed with the original case file.
7. Whenever evidence is submitted to an outside laboratory, the officer submitting the evidence shall include a request for a written report with the submission. **(CALEA 83.3.2[e])**



Rick C. Tanksley
Chief of Police

Subject Matter VII

Biological Evidence

-
- Evaluate Scene For Biological Evidence
 - Evaluate For Use Of Forensic Light Source
 - Recovery Of Evidence
 - Personal Protective Equipment
 - Documentation Of Evidence
 - Proper Packaging Of Evidence
 - Sexual Assault Kits
 - Bio-hazard Stickers
 - References
-

Introduction

This subject matter provides guidelines for crime scene investigators when evaluating scenes for biological evidence. The material for this subject matter was researched from publications released by laboratories and agencies already using these guidelines. The listings are not inclusive and should be used as reference material for proper procedures and techniques when collecting biological evidence.

Evaluate Scene For Biological Evidence

Upon arriving at a scene, crime scene investigators will conduct a walk-through to identify sources of evidence that may link the suspect(s) to the crime scene. Examples of biological evidence are blood, saliva, semen, vaginal secretions, hair, sweat, skin tissue, feces, and urine. Biological evidence can play a key role in solving the case. Crime scene investigators must carefully evaluate all locations at a crime scene for biological evidence.

Biological Evidence

At a burglary, blood or skin can be located on a broken piece of glass where the suspect cut himself. At a robbery scene, the suspect may drop a mask or hat departing the scene and a crime scene investigator could collect saliva or hair samples. The sources and locations for evidence are unending and the crime scene investigator must keep an open mind to these possibilities.

The following list identifies some possible locations and sources of DNA evidence at crime scenes or on the victim when a sexual assault has occurred.

Location	Sources
Bite mark - area licked	Saliva
Fingernail scrapings	Blood - skin cells
Inside/outside surface of a used condom	Semen - skin cells - saliva- vaginal secretions
Bedding items	Semen - sweat - hair - saliva- blood- vaginal secretions
Clothing	Hair - semen - blood - sweat- vaginal secretions
Undergarments worn during/after the sexual assault	Hair- semen - blood - sweat- vaginal secretions
Hat - bandanna - mask	Sweat - skin cells - hair - saliva
Tissue - washcloth	Saliva - semen - hair - skin cells - blood
Cigarette butt - toothpick - rim of bottle/can/glass	Saliva
Dental floss - toothbrush	Semen - skin cells - saliva
Tape - ligature	Skin cells - saliva - hair
Stamps - envelopes	Saliva - skins cells

Biological Evidence

* Urine and feces are possible sources for DNA analysis but should not be considered a primary source for evidence. The laboratories would prefer other types of evidence.

Evaluate For Use of Forensic Light Source

Trace evidence may be recovered when evaluating a scene for biological evidence. Trace evidence can be microscopic in size. Biological evidence included in trace evidence can be hair, blood, semen, vaginal secretions, saliva, and urine. These sources may not be visible to the human eye but can be identified using a forensic light source. Forensic light sources are made up of a powerful lamp containing ultra-violet, visible, and infrared components of light. Evidence may glow or fluoresce under these conditions. When using a forensic light source, dyed hair will fluoresce but blood will absorb light and appear as a dark stain. Since body fluids naturally fluoresce, they will actually glow under forensic light source conditions.

Crime scene investigators should use forensic light sources prior to any other processing. Refer to the subject matter on Forensic Light Sources for details regarding this topic. Stains identified with the forensic light source should be circled and initialed on the item, if possible, to aid in the location of the stain during future laboratory analysis.

Biological Evidence

Search And Recovery of Biological Evidence

Items with biological evidence at crime scenes should be collected, when practical. When collecting these items is impractical the following methods can be used:

Bloodstains

When evaluating for bloodstains at a crime scene, the stains should not be classified solely by color or characteristics. Bloodstains that exhibit the traits of blood may in fact be composed of other substances and those that deviate from the normal characteristics may in fact be blood. The crime scene investigator must assess each stain for its evidentiary value.

Liquid blood samples should be collected using a sterile cotton swab or cloth, then packaged loosely to allow for air drying. Liquid blood that has begun to coagulate should be collected with both the liquid and the clot.

Dry stains can be collected by these methods:

- Scrape the stain with a sterile, disposable scalpel onto a pharmacist's fold of paper, then package in an envelope.
- Absorb the stain onto sterile cotton swabs moistened with distilled water until the blood is visibly transferred then package in a box.
- Cut out an area around the bloodstain to include the stain using a sterile, disposable scalpel, then package in an envelope.
- Scrape frozen stains onto sterile cloth and fold twice, then package loosely in a box to allow for air drying. The crime scene investigator should wash the tools with a 10 percent bleach solution before and after each stain is recovered or use disposable tools. When using the 10 percent bleach solution allow tools to air dry prior to next use.

Biological Evidence

Bloody clothing

Blood soaked items may require short term packaging in plastic to avoid contamination while transporting them to a hood or other appropriate drying facility. In those instances, the bag should also be dried and maintained as evidence. The dried item should be properly packaged in paper. The plastic bag should also be packaged separately and labeled as a sub exhibit of the original item.

Saliva

Saliva evidence should be collected on a sterile swab or cloth, then packaged loosely in paper to allow for air drying. Saliva stains or bite marks can be collected with sterile cotton swabs moistened with distilled water then packaged in an envelope.

Seminal Stains

Seminal stains at crime scenes can be present on a variety of surfaces and forensic light sources can assist with their recovery. The dried seminal stains are collected, packaged, and preserved in a similar way to bloodstains.

Stains on clothing or bedding should be packaged loosely in paper to allow for air drying. Bed sheets, blankets, or pillows should be marked to identify the head, foot, or side positions. The bedding should be folded toward the center to prevent loss of trace evidence.

Hair

All hair present should be recovered using disposable tweezers or tape. Hair attached to an object or in dry blood should not be removed. The crime scene investigator should collect the object, if possible or wrap the area containing the hair to prevent loss. Refer to the subject matter on Trace Evidence for details regarding proper hair collection procedures. Also, animal hair should not be overlooked as potential evidence from a crime scene.

Note: There is no requirement to submit control swabs for DNA evidence. If extraneous DNA is found during laboratory analysis, a buccal swab from the crime scene investigator collecting the evidence should be submitted to eliminate that individual as a possible source.

Biological Evidence

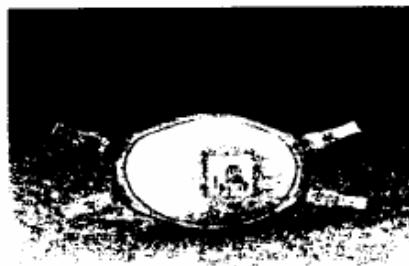
Personal Protective Equipment Use

When applicable, the crime scene investigator should wear personal protective equipment (hand, eye, foot, head, respiratory protection, and bio-hazard suits) and use disposable instruments. Equipment should be changed when necessary but especially when recovering items of stained evidence to avoid cross-contamination.

Biohazard Suit



Biohazard Boot Covers



Biohazard Small Partical Mask



Biohazard Gloves

Biological Evidence

Document Biological Evidence

All areas of bloodstains, semen, or other biological material should be documented during the preliminary examination of the crime scene by photographs and sketching. All biological evidence should be properly packaged, sealed, and documented on an evidence receipt.

Proper Packaging of Biological Evidence

Biological evidence must be handled properly so as to not destroy or contaminate the evidence. If transporting wet items (e.g., bloody clothing) from a scene, the items should be packaged at the scene and taken to a secure location, removed, and allowed to dry completely before repackaging. The items should not be allowed to remain wet and sealed in plastic or paper containers more than two hours. The plastic bag should also be packaged separately and labeled as a sub exhibit of the original item. Items from the victim and the suspect should be handled separately to avoid cross-contamination. The crime scene investigator should change gloves and use new, disposable tweezers between recovering each new item of stained evidence to also prevent cross-contamination. Paper products should always be used to prevent further decomposition.

Suitable containers:

- Pill boxes
- Glass or plastic vials
- Folded paper packets
- Paper bags
- Cardboard boxes
- Envelopes
- Puncture resistant containers

The package will be sealed with evidence tape and the signature or initials of the crime scene investigator should cross the border of the seal and the package. The package will be labeled with the date, case number, a description of the evidence and the crime scene investigator's name.

Biological Evidence

Bio-Hazard Stickers

Any evidence that is a potential source of infection must be packaged in a safe manner and properly marked identifying the contents as a bio-hazard.

The universal symbol is:



This symbol is widely recognized as a means of identifying the contents of packages as hazardous. This sticker informs others who come in contact with the package to use precaution when handling it. The stickers should be used whenever the packaged item is possibly contaminated.

Biological Evidence

Sexual Assault Kits

An examination should be conducted by trained, medical personnel as soon as possible after a sexual assault to treat injuries, test for sexually transmitted diseases, and collect any forensic evidence from the victim. The Illinois State Police, Division of Forensic Services currently provides the sexual assault kits to local hospitals. The following is a checklist for evidence collection:

1. Patient Consent Form
2. Forensic Laboratory Report Form
3. Miscellaneous/ Debris Collection
4. Clothing
5. Oral Specimens
6. Penile or Vaginal/Cervical Specimens
7. Rectal Specimen
8. Miscellaneous Stains
9. Pubic Hair Combings
10. Head Hair Combings
11. Fingernail Specimen
12. Blood Specimens on Filter Paper

Biological Evidence

References

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Forensic Light Source Applications,
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DNA Evidence,
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Criminal Investigation,
Osterburg, James and Ward, Richard.

Autopsy

If the body has been in water, the fingers often wrinkle and the above methods may fail to give good results. If the wrinkling is not too severe, the skin may be pulled taut while obtaining the print. Another technique is to inject tissue builder or water into the area. A hypodermic needle, containing the solution, will be inserted into the second phalanx then slanted toward the fingertip. The tissue builder will be injected into the fingertip area and the solution should thicken quickly. It may be necessary, at times, to tie a string tightly around the finger between the fingertip and the point of injection to prevent leakage. This method should fill the finger tip out sufficiently to obtain a good print.

Biological Evidence

Blood from the deceased will be collected by the pathologist/medical examiner/coroner. Refer to Subject Matter VII of the Training Manual for the collection and preservation of biological evidence.

When possible, hair standards of the deceased are to be collected. Using disposable tweezers or a gloved hand, the pathologist/medical examiner/coroner or crime scene investigator will pull a sufficient amount of hair from various locations on the deceased. These areas include but are not limited to the top, front, sides, and back of the head; beard/moustache; armpit; chest; pubic area; legs; or any other area. When head hair standards are collected, the crime scene investigator must separate the areas from which the standards were obtained. For example, hair standards from the top of the head would be kept separate from the standards collected from the front, each side, and back of the head. The standards from the top of the head would be placed in a druggist fold or coin envelope and labeled "top of the head". The crime scene investigator should repeat this procedure for each area of the head. These standards should be one exhibit but must be kept separate within that exhibit.

The collection of fingernail scrapings is a procedure generally completed by the forensic pathologist/medical examiner/coroner but at times will be completed by the crime scene investigator. The crime scene investigator will prepare a druggist fold or coin envelope for each finger and label them as such.

Autopsy

The crime scene investigator will either use the wooden instrument packaged inside the Illinois State Police Evidence Collection Kit to scrape the under side of each fingernail or will clip the deceased's fingernails into the druggist folds or coin envelopes. The fingernails will be one exhibit but must be kept separate within that exhibit. In addition, the fingernail clippers or wooden instrument should be submitted with the clippings.

At the direction of the forensic pathologist/medical examiner/coroner, the crime scene investigator will document the deceased's stomach contents. This entails the crime scene investigator photographing and making note the stomach contents after the pathologist/medical examiner/coroner has opened the stomach. Generally, if there is something unusual or of interest with the stomach contents, the forensic pathologist/medical examiner/coroner will make note of this finding in their report and retain samples for further analysis.

Decedent's Clothing / Personal Property

The deceased's clothing should never be removed from the body of the deceased or the morgue prior to the forensic pathologist/medical examiner/coroner having the opportunity to examine the clothing. Generally, the forensic pathologist/medical examiner/coroner will make note of the clothing description and any defects in their report. Once the clothing has been removed from the deceased, the crime scene investigator will follow the procedures set forth in Subject Matters VII and XXIII of the Training Manual for proper packaging of the clothing.

Unless pertinent to the case investigation, the crime scene investigator should not take possession of any valuables or other personal property from the deceased. The forensic pathologist/medical examiner/coroner should take possession of these valuables. Examples of these items are rings, watches, other jewelry, or currency.

Evidence

Latent print impressions in blood require macro photography and should be collected by crime scene investigators.

Collection and Packaging of Biological Evidence

Whenever possible, crime scene investigators should use the suspect standard collection kit which is available at the forensic laboratories

Collection Standards:

Blood standards shall be collected by appropriate medical personnel. Blood should be placed onto filter paper and air dried. The filter paper should be sealed in a paper container.

Buccal swab standards shall be collected by swabbing the inner cheek area of the inside of the mouth with an approved collection device. The device must be air dried and sealed in a paper container.

Only under rare circumstances will a standard from another source (hair, bone, tooth) be used as a substitute for a known standard.

If a consensual partner is identified in the course of the investigation of a sexual assault, officers will collect an elimination standard of the consensual partner.

Head hair combings shall be obtained by lightly combing the head hair over a piece of white paper so that loose hairs fall onto the paper. The loose hairs and the collection comb shall be placed into a secure envelope and sealed.

Packaging

Avoid touching the area of the stain. Air dry wet stains at room temperature before packaging. Do not hasten drying with heat or sunlight.

DO NOT PACKAGE IN PLASTIC

If a liquid sample must be collected, place it in a clean container, using clean utensils. A portion of the liquid should be placed onto a piece of sterile gauze and allowed to air dry before packaging in a paper bag. The remaining

Evidence

liquid should be packaged, sealed, and refrigerated. Do not freeze.

Biological evidence that has been packaged and appears to be leaking through the evidence package (paper bag/envelope) must be placed into another package to prevent unwanted transfer of biological fluids and to protect individuals coming in contact with the evidence. Seal and initial storage containers immediately after collection of the exhibit.

Biological evidence from one scene **must not** be transported into another scene.

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 4 SEP 2012	EFFECTIVE DATE 4 SEP 2012	DISTRIBUTION C	NUMBER 5.26
SUBJECT			
MINORS IN POSSESSION OF TOBACCO PRODUCTS			
RELATED DIRECTIVES		RE-EVALUATION DATE	ADDENDUM
AMENDS		RESCINDS	NO. PAGES 4

I. PURPOSE:

This order is to inform all members of the Oak Park Police Department of the procedures for addressing minors found to be in possession of tobacco products.

II. POLICY:

It is the policy of the Oak Park Police Department to both educate minors regarding the dangers of cigarette smoking and tobacco use, and to enforce the laws of the State of Illinois and the ordinances of the Village of Oak Park concerning minors in possession of tobacco products.

III. PROCEDURE:

A. Preliminary Investigation:

An officer who finds a minor (person under 18 years) to be in possession of a tobacco product shall:

1. Seize the tobacco product and either release the same only to the minor's parent or guardian; cause the item to be destroyed at the scene or alternatively; inventory the item(s).
2. Using their discretion, determine whether the minor will receive a warning, be arrested under State law or be charged with violating a local ordinance.

3. Notify the minor's parent or guardian by telephone or in person of the contact with the minor and the outcome of that interaction.
4. If the minor's parent or guardian aren't immediately notified, a representative of the Community Policing Unit shall be responsible for making a follow up notification by telephone to the minor's parent or guardian. Should the attempt at telephone notification fail, a letter shall be sent to the address provided by the minor to advise the minor's parent/guardian that an officer found their child to be in possession of tobacco and the outcome of that interaction.

B. Warning Issuance:

1. In the event that an officer elects to release the minor with a warning, the officer will document the contact with the minor, by notifying West Suburban Consolidated Dispatch and creating a Dispatch Ticket. The dispatcher will title the dispatch ticket using the appropriate UCR code to specify a Juvenile in Possession of Tobacco Products.
2. When an officer elects to release the minor with a warning, the officer shall inform the minor that he or she is being issued a warning and present the minor with an educational brochure (see attachment #1). The officer shall make a reasonable attempt to notify the minor's parent or guardian of the warning. The issuance of the warning shall be documented on the dispatch ticket which shall also include the following information:
 - a) The date, time and location of the contact;
 - b) The name, date of birth and address of the minor;
 - c) A description of the enforcement action taken (Warning, citation, or custodial arrest).
 - d) The status of the tobacco product seized (turned over to guardian, destroyed at scene, or inventoried).
3. The Records Division of the Police Department shall maintain a list of minors previously issued warnings for possession of tobacco and shall forward the list to WSCDC on a regular basis so that it may be checked when officers

have contact with a minor to determine whether the minor has been previously issued a warning citation.

C. Local Ordinance Enforcement:

1. In the officer's discretion, an officer may elect to issue a minor in possession of tobacco products a Local Ordinance Citation. The officer shall cite Village Ordinance number **8-6-7: PURCHASE OR POSSESSION OF TOBACCO PRODUCTS BY MINORS** (see attachment #2).
2. The officer shall seize the tobacco product, issue the citation, and may release the minor on the scene. In the event the minor is released on the scene, the officer shall attempt to notify the guardian or parent of the minor by telephone or by personal contact. If the officer is unsuccessful, a representative of the Community Policing Unit will notify the minor's parent or guardian.
3. In the event the minor is brought into the station, the officer shall, in addition to issuing the citation, complete an arrest report, and otherwise follow the procedures as outlined below.
4. A copy of all citations issued and or reports generated must be given to the juvenile office.

D. Arrest under State Law:

When the officer determines that circumstances necessitate the arrest of a minor of State law, the minor shall be placed in custody, and transported into the station, and processed per established Department procedures.

E. Seizure of Tobacco Products:

When an officer seizes tobacco products from a minor the following procedures shall occur:

1. In the event the product has no evidentiary value, the officer will use discretion to seize the tobacco product and either release the same only to the minor's parent or guardian or cause the item to be destroyed at the scene.

2. Either of the above dispositions shall be noted on the dispatch ticket; on the citation if issued; and on the arrest report if applicable.
3. Should the officer elect to inventory the product, the officer shall place the same in the pre-printed plastic zip locked bags. The front of the bag shall be filled out by the officer and include the following:
 - a) the dispatch ticket number;
 - b) the date, time and location of the seizure;
 - c) the name, date of birth and address of the minor;
 - d) a description of the product seized;
 - e) check the box for the disposition of the product; and
 - f) the officer's name and identification.
4. The officer shall seal the envelope and place the same in an evidence locker so that it may be retained by the Department.
5. Items inventoried in this manner need not be placed in the BEAST and, if not otherwise necessary, there is no requirement for an Arrest, Incident or Inventory report to be completed.
6. Items inventoried in which officers do not clearly note '**Do Not Destroy**', will be destroyed by the Department within a reasonable period of time, not to exceed 72 hours.

F. **Parental Notification**

Following any contact with a minor found to be in possession of tobacco products, the parent or legal guardian of the minor will be notified of the contact and whether the contact resulted in a warning, an ordinance violation citation or a charge under State law.

Rick C. Tanksley
Chief of Police



Tobacco & Minors *What you should know...*

Possession is Against the Law

Possession of tobacco by a minor is prohibited by state and local law. Any police officer who finds a minor in possession of tobacco is authorized to seize and destroy the tobacco product.

Prosecution Process

In the past, minors caught in possession of tobacco were prosecuted through the Circuit Court of Cook County. Violations now will be heard through administrative hearings in Village Hall, 123 Madison St. This approach will mean no arrest record and opportunities for referrals to services that help minors give up smoking and lead healthier lifestyles.

Penalties may include, but are not limited to...

- First offense: fines \$25 - \$300
- Subsequent offenses: fines of \$50 - \$500
- Community Service as determined by the administrative law judge
- Placement in smoking cessation classes or similar training to educate and deter future use.



For More Information
Call 708.386.3800
E-mail police@oak-park.us
Online www.oak-park.us/police

**ORDINANCE AMENDING CHAPTER 8, ARTICLE 6
OF THE VILLAGE CODE ENTITLED
“COMPREHENSIVE REGULATION OF TOBACCO PRODUCTS”**

BE IT ORDAINED by the President and Board of Trustees of the Village of Oak Park, County of Cook, State of Illinois, in accordance with the Home Rule Powers granted to it under Article VII, Section 6 of the Constitution of the State of Illinois (1970), as amended, that Chapter 8, Article 6 of the Village Code entitled “Comprehensive Regulation of Tobacco Products” is hereby amended as follows:

8-6-7: PURCHASE OR POSSESSION OF TOBACCO PRODUCTS BY MINORS:

- A.** It shall be unlawful for any person under the age of eighteen (18) years to purchase or possess any tobacco product as defined in Section 8-6-1 of this Article, or to misrepresent their identity or age, or to use any false or altered identification for the purpose of purchasing or possessing a tobacco product.
- B.** Any law enforcement officer who finds a person under the age of eighteen (18) years of age to be in possession of a tobacco product is authorized to seize and destroy the tobacco product.

8-6-13: PENALTIES:

- A.** Any person convicted of violating Section 8-6-7 of this Article shall be fined not less than twenty-five dollars (\$25.00) nor more than three hundred dollars (\$300.00) for the first offense, and not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) for any subsequent offense. In addition to, or, in lieu of a fine, violators may be ordered to perform some reasonable public service work or be ordered to complete a community based education, counseling or treatment program.
- B.** Any person convicted of violating any section of this Article other than Section 8-6-7 of this Article, shall be fined not less than fifty dollars (\$50.00) and not more than seven hundred and fifty dollars (\$750.00) for each offense.

THIS ORDINANCE shall be in full force and effect from and after its adoption and publication in pamphlet form as required by law.

ADOPTED this 4^h day of June, 2012, pursuant to a roll call vote as follows:

AYES: Trustees Brewer, Hedges, Johnson, Lueck, Salzman and Tucker;
President Pope

NAYS: None

ABSENT: None

APPROVED by me this 4th day of June, 2012.

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

Published by me in pamphlet form this _____ day of June, 2012.

Teresa Powell, Village Clerk

**OAK PARK POLICE DEPARTMENT
GENERAL ORDER**

DATE OF ISSUE 4 SEP 2012	EFFECTIVE DATE 4 SEP 2012	DISTRIBUTION C	NUMBER 5.27
SUBJECT MINORS IN POSSESSION OF CANNABIS			
RELATED DIRECTIVES	RE-EVALUATION DATE	ADDENDUM	
AMENDS	RESCINDS	NO. PAGES 3	

I. PURPOSE:

The information contained in this order is provided to inform all members of the Oak Park Police Department of the procedures for addressing situations where minors are found to be in possession of cannabis.

II. POLICY:

It is the policy of the Oak Park Police Department to both educate minors regarding the dangers of drug use and to enforce the laws of the State of Illinois and the ordinances of the Village of Oak Park.

III. PROCEDURE:

A. Preliminary Investigation:

Those officers who have established probable cause that a minor (person under 18 years) may be in possession of cannabis:

1. Shall seize the contraband and transport the minor to the police station
2. Shall contact an Evidence Technician to field test and weigh the substance.
3. If the substance field test positive for cannabis, the officer shall inventory the contraband in accordance with Department policy.

B. Arrest under Village Ordinance

1. The minor shall be placed in custody and transported into the station per established Department procedures.
2. The Watch Commander will be notified, a juvenile officer will be requested and the minor's parent or guardian must be contacted.
3. If the total weight of the cannabis, without packaging, is less than 30 grams and does not otherwise qualify as a felony charge under state law, the arresting officer shall issue a Local Ordinance citation and complete an arrest report, citing the local Village Ordinance, 17-2-7 POSSESSION OR SALE OF CANNABIS AND CANNABIS PARAPHERNALIA BY MINORS.(SEE ATTACHED)
4. The arrestee will not be fingerprinted or processed through LIVESCAN.
5. The minor will be issued a citation, given a court date for adjudication and released to a parent or guardian.
6. The officer shall include on the citation a statement that the seized material weighed less than 30 grams and field tested positive as cannabis. The officer can then bring the material into the station, weigh and inventory the cannabis.
7. In the event it is determined that this is not the minor's first offense for violating this ordinance, the Juvenile Officer may consider charging the minor under the State law.

C. Arrest under State Law

1. The minor shall be placed in custody and transported into the station per established Department procedures.
2. The Watch Commander will be notified, a juvenile officer will be requested and the minor's parent or guardian must be contacted.

3. If the total weight of the cannabis, without packaging, is more than 30 grams, the arresting officer shall complete an arrest report utilizing the appropriate state charge (720ILCS550/4).
4. The arrestee will be photographed, fingerprinted and processed through LIVESCAN.
5. The minor will be referred to juvenile court.

Rick C. Tanksley
Chief of Police