

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 207-P

REFERENCE STANDARDS: 41.2.4 42.2.1 42.2.2 45.1.1 82.2.5 83.2.1a

SUBJECT: Patrol Bureau Functions

PURPOSE: To establish the basic functions of the Hanover Park Police Department Patrol Bureau, establish written objectives, and to establish a uniform policy for preliminary and follow-up investigative responsibility.

- I. The Patrol Bureau of the department is responsible for the following functions:
 - A. Preventative patrol services,
 - B. Protection of life and property,
 - C. Preservation of the peace,
 - D. Enforcement of laws and suppression of crime,
 - E. Conduct preliminary investigations,
 - F. Traffic law enforcement, traffic control and accident investigations,
 - G. Response to calls for service,
 - H. Crime prevention activities, (45.1.1a)
 - I. Reporting of information to appropriate organizational divisions through various reports, (45.1.1a)
 - J. The development of relationships between citizens and the agency through good public relations. (45.1.1b)

- II. Written objectives are established each year in the following way:

- A. Administrative and supervisory officers set the objectives for the Patrol Bureau during the yearly budget preparations.
- B. The objectives established become part of the budget package presented to the Village board for approval.
- C. Patrol objectives will be reviewed periodically throughout the year for compliance or revision.

III. Preliminary Investigations

- A. Patrol officers have the following responsibilities:
 - 1. Respond to the scene in a safe and prompt manner, (83.2.1a)
 - 2. Establish that a crime has been committed: (42.2.1c) (83.2.1a)
 - a. Maintain and protect the scene
 - b. Arrange for the collection and preservation of evidence
 - 3. If offender is still present, affect an arrest.
 - 4. Locate and identify witnesses. (42.2.1b)
 - 5. Observe all conditions, events, and remarks and record all pertinent information. (42.2.1a)
 - 6. Conduct a through interview of the complainant, witness(s) and suspect(s) in order to complete the preliminary investigation: (42.2.1d)
 - 7. Submit all reports for the supervisor's review and approval.
- B. An officer who conducts a preliminary investigation is responsible for completing all necessary reports unless otherwise directed by a supervisor.
- C. Preliminary investigations will utilize all resources available to include:
 - 1. Establishment and use of informants as outlined in DIR 485-I;
 - 2. Conducting interviews and interrogations.
 - 3. The collection, preservation and use of evidence;
 - 4. Use of surveillance and surveillance equipment when available;
 - 5. Background investigations may be conducted in conjunction with various criminal investigations:

- a. All background investigations shall be conducted with discretion and will remain confidential, available only to law enforcement agencies.
 - b. Background information obtained shall be used only for the purposes of valid criminal investigations and that which is of no investigative value will be purged.
- D. Ensure that proper notifications are made that are appropriate to the incident being investigated. These notifications may include supervisory personnel, fire and ambulance services, and other law enforcement agencies. Notifications that are not of an immediate medical or fire emergency will be made after the officer has conferred with supervisory personnel. Other such agencies that might be notified include public works employees, utility companies, the office of the Medical Examiner or Coroner, etc. (41.2.4)

IV. Follow-up Investigation

- A. Patrol officers are expected to pursue and follow-up preliminary investigation leads when resources permit. The supervisor should give approval prior to conducting any lengthy investigation.
- B. Patrol officers are expected to conduct follow-up investigations when:
 - 1. There is a reasonable chance of apprehending the suspect.
 - 2. There is a need for obtaining additional information for the preliminary investigation.
 - 3. There are other compelling circumstances.
- C. When conducting follow-up investigations, patrol officers should be conscious of:
 - 1. Reviewing all previous reports, departmental records, laboratory results, etc., (42.2.2a)
 - 2. The possibility of conducting further interviews, (42.2.2b)
 - 3. Seeking additional information, (42.2.2c)
 - 4. If applicable, plan, organize, conduct searches, and collect additional evidence, (42.2.2d)
 - 5. Identify and apprehend suspects, (42.2.2e)
 - a. Determine if suspects are involved in other criminal acts, (42.2.2f)
 - b. Conduct background investigations on the suspects (42.2.2g)
 - 6. Prepare the case for criminal court presentation. (42.2.2h)

V. Tele-Serv Call Handling (82.2.5)

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- A. Tele-Serv calls are requests for service that do not require the presence of an officer at the scene. These are calls where the protection of life or property is not an issue and they may be diverted to Tele-Serv for processing. Station desk officers or those assigned will take Tele-Serv report calls. Criteria for Tele-Serv calls:
1. An offense if not in progress or just occurred.
 2. No offender is at the scene that presents either a continued threat to persons or property or the opportunity for an apprehension if a patrol unit is dispatched.
 3. The incident is not a type of offense or in combination with other offenses for which department policy specifies on-the-scene investigation.
 4. There is no physical evidence to be collected or witnesses to be interviewed at the crime scene.
 5. There are no other circumstances present (i.e.: injuries) that would lead the call taker to believe it would be appropriate for an officer to respond to the scene.
 6. Any other incident deemed appropriate by the on-duty supervisor.
- B. An officer will be dispatched to a call if it is determined that the call does not fit the Tele-Serv criteria, or if the caller asks to see a police officer.