



GENERAL ORDER

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<u>SUPERSEDES</u> N/A
<u>OTHER REFERENCE</u> GO 300.02, 300.03, 300.04, 300.05

<u>SUBJECT</u> Career Development Program
<u>DISTRIBUTION</u> Commissioned Personnel
<u>CALEA REFERENCE</u> 23.1.1, 23.1.2, 23.1.3, 23.1.4, 23.1.5, 23.2.1, 23.2.2, 23.3.1, 23.3.3, 23.3.4, 23.3.6, 23.3.7, 23.3.10
<u>AUTHORITY</u> John W. Stenson Police Chief

I. PURPOSE

Career development encourages the development of the skills, knowledge, and abilities (SKA) necessary for an officer's current assignment, a desired assignment, a promotion, or a selected career path. Through personal growth and achievement, career development can enhance the level of individual job satisfaction and performance.

II. RESPONSIBILITY

A. Coordination and development

The administrative captain is responsible for administering the career development program. This responsibility includes but is not limited to:

1. Establishing a training curriculum for officers and supervisors responsible for career development counseling
2. Identifying the SKA for each job classification/description
3. Reporting to the police chief on an annual basis, the state of the career development program and any recommended changes

B. Career development counseling

1. Career development counseling is the responsibility of those officers, training officers, and supervisors designated by the division commander or police chief.
2. All personnel assigned to conduct career development activities must be trained in at least the following areas:
 - a. General counseling techniques

- b. Techniques for assessing SKA
 - c. Salary, benefits, and training opportunities offered by the department
 - d. Educational opportunities and incentive programs offered by the department
 - e. Awareness of the cultural background of ethnic groups in the program
 - f. Record keeping techniques
 - g. Career development programs of other agencies
 - h. Availability of outside resources
- C. Training committee
- 1. The training committee shall consist of the assistant police chief, training sergeant, technical services lieutenant, and two officers to be named on an annual basis.
 - 2. The training committee shall meet annually, or on an as-needed basis, to review and if necessary revise, the training and career development programs.

III. OBJECTIVES

The career development program is intended to guide officers in the pursuit of their personal goals and objectives and to provide the department with a versatile and well-trained work force.

The fact that an officer does not aspire to a supervisory position does not in any way limit his value to the department. The career development program is directed at actual job performance, with the objective of aiding an employee to reach the highest level of SKA possible in the chosen area of expertise. In addition, the program has the following specific objectives:

- A. To inventory the SKA of each officer relative to present and future job assignments
- B. To maintain a file of SKA inventories for each officer, to be updated annually
- C. To identify training needs by comparing SKA inventories with job task analyses
- D. To identify possible candidates for promotion or job reassignment by comparing the SKA of officers to those required by the new position
- E. To provide career counseling to all officers on an annual basis

- F. To identify the potential number of officers who will utilize career development services each year to make the appropriate allocations in the annual budget

IV. CAREER DEVELOPMENT PROGRAM

A. Career counseling

Annually, during an officer's employee performance review, a career counseling session is conducted between the officer and his career counselor and/or supervisor. The counseling session is intended to help an officer formulate and maintain his career development plan. This session also enables the department to update the officer's SKA file based on his training and achievements throughout the previous year.

The counseling session should facilitate:

1. The officer making an informed decision on an appropriate career path (with the decision based on both the skills and desire of the officer, as well as the long-term needs of the department)
2. The officer preparing himself for positions of greater responsibility
3. Guiding an officer through self-assessment of his career goals and identifying steps to achieving those goals

B. Career path

Generally career tracks can be channeled into four different paths:

1. Supervisory/management

Designed for those officers who qualify for, and desire promotion and/or management positions
2. Investigative

Designed for officers who want to develop the SKA necessary for investigative work
3. Technical

Designed for officers who want to develop the SKA necessary for the support function
4. Patrol specialist

Designed for officers who want to further develop the SKA required in patrol work

C. Program development

After an officer has identified a career path, a development program for the officer is constructed. Program development involves the officer and career counselor establishing a training agenda, including a projected time line for completion. Each career path contains areas of specialization and the training required to gain expertise in the area.

D. Training/educational resources

A variety of training and educational resources are available for officers involved in the career development program. The department has four training categories:

1. Core/recruit training

This is the minimum amount of training needed to be a Peoria police officer (GO 300.02).

2. Proficiency in-service training

Proficiency in-service training keeps the officer up-to-date on the duties and responsibilities of the job presently being performed, and enhances the officer's skills beyond the minimum level. Also covered are general issues relating to local law enforcement (GO 300.03).

3. Advanced training

Officers are selected for advanced training when selected for promotion or transfer to a new duty assignment. Advanced training may also be authorized as part of an officer's career development plan (GO 300.04).

4. Specialty training (career development training)

Career development training must be consistent with an officer's career development plan and the core training requirements for the position sought.

Career development training may either be offered by specially certified department trainers, trainers from outside agencies, or seminars and/or college courses.

For career development training to be approved, the officer submits a memo to the training sergeant describing the training course, expected costs (if offered outside the department), and a copy of the officer's career development plan. The training sergeant reviews the package for consistency with the officer's career development

plan and appropriateness of the training course and either approves or rejects the request.

All career specialty training received, including course and grade information, is to be kept the in the officer's career development/personnel file.

IV. JOB ROTATION

In order to facilitate movement within the career development program, a job rotation plan will be initiated (GO 300.05).



GENERAL ORDER

	NUMBER 300.02
	EFFECTIVE DATE April 27, 2018
SUBJECT Personal Social Media Policy	NUMBER OF PAGES 4
DISTRIBUTION ALL Personnel	SUPERSEDES N/A
CALEA REFERENCE N/A	OTHER REFERENCE
AUTHORITY	Loren Marion III Chief of Police

I. POLICY

It is vital that all personnel accept their role as ambassadors of the PPD, striving to maintain public trust and confidence, not only in their professional actions, but also in their personal and online actions. Any online activity that has the effect of diminishing the public's trust and/or confidence in this department will hinder the efforts of the department to fulfill our mission. Any online actions taken that detract from the mission of the PPD, or reflect negatively on your position will be viewed as a direct violation of this policy.

Nothing in this policy is intended to inhibit or infringe upon any communication, speech, or expression that is protected or privileged under law. Any social media participation made pursuant to an officer's official police duties is not considered protected speech under the First Amendment.

II. PURPOSE

The purpose of this policy is to outline expectations of personnel in respect to their use of social media and social networking, and the direct effect such use has upon the reputation and perception of this department. This directive addresses the full breadth and scope of social media rather than any one particular format. The department recognizes that as technology advances, new methods for social media participation will emerge.

III. DEFINITIONS

- A. *Social Media:* A variety of websites and applications that enable users to create and share content or to participate in social networking.
- B. *Social Networking:* Social networking is an online platform that people use to build social networks or social relations with other people who share similar personal or career interests, activities, backgrounds or real-life connections. Currently existing platforms include, but are not limited to Facebook, Twitter, MySpace, Instagram, Snapchat, Foursquare, online forums, message boards, blogs, and other similarly developed formats.

- C. *Professional Networking Platforms:* Social Networking platforms for the use of professional development and career networking.
- D. *Post:* A piece of writing, image, or other item of content published online, typically on a blog or social media website.
- E. *Comment(s):* Response(s) to a blog post, news article, social media entry, or other social networking post.
- F. *Profile/Identity:* An online identity, Internet identity, or Internet persona, including an avatar or bitmoji that a social networking user establishes. This can be a real name, alias, a pseudonym, or a creative description.
- G. *User/Screen Name:* The name provided by the participant during the registration process associated with a website that will be displayed publicly on the site.

IV. RULES AND REGULATIONS

A. Department Members' Personal Use of Social Media Outlets

1. When using social media, department employees should be mindful that their communications become part of the worldwide electronic public domain. Department employees should be aware that privacy settings and social media sites are subject to constant modifications, and they should never assume that personal information posted on such sites is protected or secure.
2. Department employees should expect that any information that they create, transmit, download, exchange, or discuss that is available online in a public forum may be viewable by the department without prior notice. The department may be provided with the information from members of the public or others.
3. Department employees are prohibited from posting, messaging, displaying, or transmitting:
 - a. Any communications that discredit or reflect poorly on the department, its missions, or goals.
 - b. Content that is disparaging to a person or group of persons based on race, religion, sexual orientation, or any other protected class.
 - c. Any information or knowledge that is gained as a result of their employment, including department information, investigations, calls for service, records, documents, video recordings, audio

recordings, or photographs without written permission from the chief's office.

- d. Any references to any other department employee's employment by the department without that person's consent.
 - e. Content that is disparaging to the department, the City of Peoria, or fellow employees. Employees need not be named for the comment to be disparaging.
 - f. Any intellectual property of the department or the City of Peoria without the specific authorization of the chief or his designee. Department or City of Peoria intellectual property includes but is not limited to logos, uniforms, official photographs, audio/ video files, or any text documents (paper or electronic).
- 4. All personnel are prohibited from using any social media while on duty unless for investigative purposes or in the performance of their duties, or while on an authorized break.
 - 5. Employees should have no expectation of privacy when using City owned computers, tablets, phones, or any other electronic devices provided by the City.
 - 6. All usage of City owned computers, tablets, phones or other electronic devices provided by the City may be subject to the Illinois Freedom of Information Act.
 - 7. Employees may not use City of Peoria email addresses to register any account on social networks, blogs, or other online tools. This excludes professional networking accounts/memberships.
 - 8. Engaging in prohibited social media activity may undermine or impeach an officer's testimony in criminal, civil, administrative, or any other proceedings where an officer is called to provide testimony.
 - 9. All personnel that choose to maintain or participate in social media or social/professional networking platforms shall conduct themselves with professionalism and in accordance with the department Rules and Regulations.
 - 10. All personnel will be held responsible for the content that appears on their maintained social media or social/professional networking sites and will be obligated to remove any posting or material contributed by others that reflects negatively upon the PPD.

B. Reporting Violations

1. Any employee becoming aware of or having knowledge of a posting or of social medial usage that is in violation of this policy shall notify his or her supervisor immediately for follow-up action.
2. Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge personnel's criminal or civil liability in any way, except as to any disciplinary action that might arise. 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 an employment related proceeding.



GENERAL ORDER

<u>NUMBER</u> 300.03
<u>EFFECTIVE DATE</u> 6/5/00
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<u>SUPERSEDES</u> GO 239-76
<u>OTHER REFERENCE</u> N/A
<u>AUTHORITY</u> John W. Stenson Police Chief

<u>SUBJECT</u> Civil Actions Involving Officers
<u>DISTRIBUTION</u> Commissioned Personnel
<u>CALEA REFERENCE</u> N/A
<u>AUTHORITY</u> John W. Stenson Police Chief

I. POLICY

Experience has shown that there is an increasing tendency for attorneys in civil actions involving police officers to seek to discover information through police personnel records. It is the policy of this department that the personnel records of an officer should be privileged from disclosure except as the interests of justice demand, and that unnecessary discovery of police personnel records should be resisted in all cases. So the city may be properly prepared to defend this privilege, it is essential that the city be advised well in advance of pending litigation.

It is the further policy of this department that maintenance of the chain of command requires that an employee who intends to file a claim against the city so notify his superiors.

II. PROCEDURES

- A. A police officer who becomes involved in any civil action excluding divorce, shall notify the chief's office through the chain of command within three working days of being served a lawsuit or summons.
- B. An employee of the police department who intends to file any claim or action against the city of Peoria shall notify the chief's office through the chain of command not less than three working days prior to the filing of such action. This three-day time period allows the department and the employee an opportunity to mediate or resolve the situation prior to a potential lawsuit or legal action.
- C. In either case, this notice shall contain the name of the case, the case number (if known), a brief statement of the nature of the action, and a statement of whether the action is or is not duty related.
- D. Upon the final conclusion of any such action, the employee involved shall notify the chief's office of the disposition of the matter within three working days.

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GENERAL ORDER

NUMBER

300.04

EFFECTIVE DATE

June 9, 2017

SUBJECT

Police Cadet Program

NUMBER OF PAGES

5

DISTRIBUTION

All Personnel

SUPERSEDES

N/A

CALEA REFERENCE

N/A

OTHER REFERENCE

N/A

AUTHORITY

**Jerry E. Mitchell
Chief of Police**

I. PURPOSE

The Peoria Police Department is committed to recruiting young adults, at least 17 years old, who desire to pursue a career as a sworn police officer for the department. The Cadet Program will mentor, train, and develop selected cadets with the intention of retaining the highest quality candidates to serve as commissioned officers.

II. POLICY

The Police Cadet program is established to encourage, recruit, train, and prepare young people from within the local community for a future career in law enforcement with the Peoria Police Department. This policy will also serve to delineate responsibilities of the cadet coordinator, the cadet, and other members of the Police Department.

III. DEFINITIONS

Cadets will be designated in two categories, Cadet I and Cadet II, however, the designation does not increase wages, benefits, or rank of the cadet:

- A. *Police Cadet I:* A cadet with less than one year of service and less than 64 credit hours, or has not qualified to be a police recruit, awaiting appointment.
- B. *Police Cadet II:* A cadet with at least one year of service and has completed at least 64 academic credit hours; or has qualified to be a police recruit, awaiting appointment. Police Cadet II's will be able to begin more police officer training, such as, firearms training, defensive tactics, electronic control device, CORE, and Police Training Institute basic training.

IV. ELIGIBILITY

A. Applicant Criteria

- 1. Reside within a 20 mile radius of the City of Peoria.

2. High school graduate or have attained a General Education Development certificate.
3. At least 17 years of age at the time of appointment.
4. Possess a valid Illinois Driver's License.
5. Enrolled in a minimum of 12-course hours per semester at an accredited college or university upon appointment as a cadet.
6. Must be able to pass a physical examination, written examination, oral interview, psychological exam, polygraph, and background investigation.

V. DEPARTMENT RESPONSIBILITIES

A. Cadet Coordinator

Shall be a lieutenant, serving under the command of the support services captain. The cadet coordinator shall:

1. Facilitate the recruiting, supervising, screening, and processing of applicants.
2. Ensure cadets are utilized and trained in accordance to department policies and procedures.
3. Review and counsel cadets on their work performance, educational pursuits, career plans, and otherwise serve as a mentor.
4. Manage the cadets' work schedules, to be conducive with their school schedule.
5. Review copies of the cadets' academic records to ensure the educational requirements are being met.
6. Conduct exit interviews for the purpose of program evaluation.

B. Training Unit

The Training Unit shall facilitate training, maintain records related to the cadet program.

VI. POLICE CADET RESPONSIBILITIES AND FUNCTIONS

A. Rules and Regulations

Cadets are employed by and represent the Peoria Police Department. Therefore, they are bound by all General Orders, policies, and procedures. Cadets shall:

1. Obey all laws and execute lawful orders.

2. Perform duties as assigned.
3. Report for duty at the time and place specified.
4. Submit requests for leave time with as much advance notice as possible.
 - a. The cadet shall call in to the information office sergeant to report their absence at least one hour before their scheduled start time. All other leave requests must be approved through your chain of command.
5. Take proper care of department equipment.
6. Maintain strict confidentiality of sensitive information regarding the department, criminal activity, and criminal investigations. Successfully pass LEADS awareness training.

B. Education and Work Requirements

Cadets shall be enrolled in an accredited college or university, and successfully completed 24 credit hours over a continuous 12 months, and a minimum grade point average of 2.0 on a 4.0 scale. Cadets shall work an average of 20 hours per week (coordinating with the school schedule), with the option to adjust the work schedule based on opportunities for additional cadet assignments, or to account for academic demands. Cadets may seek secondary employment as long as it does not hinder the cadet's performance at school and/or work as a cadet, provided it is approved by the cadet coordinator.

C. Duties/Assignments of Cadets

Cadets will participate in capacity building projects within various divisions/units as assigned by the cadet coordinator. Cadets will receive their project description, and with direction from the supervisor of the unit they are assigned, work to fulfill the project objectives and learning outcomes. Cadets may be temporarily assigned to any division of the police department to provide support and/or learn specialized police functions. Cadets should be rotated to ensure a variety of experiences within the agency.

All commissioned officers are responsible for the safety and actions of the cadets. Cadets shall follow the chain of command. Supervisors shall report incidents concerning cadets to the cadet coordinator.

D. Prohibited Cadet Duties

Police Cadet is a civilian employee and shall not be assigned any responsibility that requires authority as a commissioned police officer.

Cadets shall not:

1. Take action as a police officer or refer to themselves as police officers.

2. Be assigned to guard or handle prisoners.
3. Complete incident reports involving a crime or a traffic offense while on a ride-a-long.
4. Act as a supplemental or a backup unit for calls during ride-a-longs.
5. Drive any marked police vehicles, except for maintenance purposes under the supervision of a police officer or supervisor.
6. Handle money.
7. Inventory or handle property that is deemed evidentiary.

E. Cadet Ride-A-Longs

Cadets will be allowed to ride-along, without compensation, with officers on any shift, as long as it does not interfere with their class/work schedule. During school breaks, Cadets shall be scheduled to ride-a-long at least one shift per month that will be with compensation.

F. Cadet Uniforms

Each Cadet will be issued uniforms to wear during their assigned work schedules. Unit supervisors may authorize different attire for special events, assignments, or occasions.

The Training Unit will be responsible for providing each Cadet with the following gear:

3 summer shirts	1 coat
3 winter shirts	1 rain jacket
3 summer weigh trousers	1 ball cap
1 tie	1 garrison cap with rain cover
2 badges, 1 hat badge	1 flashlight and holder with traffic cone
2 nameplates	1 personal protective equipment, gloves, and carry pouch
1 reflective vest	1 personal body armor
1 whistle	

Cadets will be required to purchase their own authorized shoes, socks, belt, and undergarments. Additional equipment may be issued by the Training Unit as needed to fulfill the cadet's responsibilities. Upon separation from the Cadet Program, Cadets shall return all issued equipment. (Those selected as Police Recruits, will be issued replacement equipment).

VII. ANTI-FRATERNIZATION

Employees of the Peoria Police Department are prohibited from engaging in a dating or sexual relationship with any Cadet.

VIII. DISQUALIFICATION - REMOVAL OF CADETS

Cadets are considered “at will” employees and serve at the discretion of the police chief. Therefore, the chief of police may terminate a cadet’s employment at any time.

A. Factors that may lead to termination of the police cadet position:

1. Arrest or indictment of offenses enumerated in the Illinois Compiled Statutes or misconduct.
2. Failure to progress toward passing the physical ability standards, as established by the Illinois Peace Officers Wellness Evaluation Report (POWER Test).
3. Failure to maintain established minimum grade point average of 2.0.
4. Dropping out/kicked out of school for any reason.
5. Violations of any department rule, policy, or procedure, on or off duty.
6. Access and disclosure of information in violation of department policy.
7. Any offensive social media post meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, sexual orientation, religion or any other protected status; discriminatory remarks; harassment, and threats of violence or similar inappropriate or unlawful conduct.
8. Attaining the age of 25 years old, without appointment as commissioned officer.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer’s criminal or civil liability in any way, except as to any disciplinary action that might arise. 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 an employment related proceeding.



GENERAL ORDER

	<u>NUMBER</u> 300.05
	<u>EFFECTIVE DATE</u> December 11, 2017
<u>Subject</u> Training Procedures	<u>NUMBER OF PAGES</u> 4
<u>DISTRIBUTION</u> ALL Personnel	<u>SUPERSEDES</u> N/A
<u>CALEA REFERENCE</u> 33.1.4, 33.1.5, 33.1.6, 33.5.1, 33.5.3, 33.6.2, 33.8.2	<u>OTHER REFERENCE</u> N/A
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. TRAINING ADMINISTRATION

The Training Unit is responsible for planning and coordinating training opportunities for department personnel. This includes notifying personnel of required training and available optional training, maintaining training records, and evaluating training sessions.

II. TRAINING PROCEDURES

A. Training Class Selection (33.1.4)

1. In order to meet the state requirements as well as departmental needs for training, the Training Unit will solicit instructors to provide that training. Lesson plans for all training courses conducted by the agency are to include provisions for the following (33.1.4):
 - a. Lesson purpose and training objectives
 - b. Training content summary (lesson plan) and instructional method
 - c. References and resources used to develop the training, and list required in the delivery of the training
 - d. Title, length, prepared by, and date prepared
 - e. Any training aids and technology needs
2. The Training Lieutenant or his designee will review the lesson plans submitted for in-house training and approve or deny the training.

B. Requesting Training

1. Department personnel may request to attend training that would enhance their skills, knowledge and abilities, or may be ordered to attend mandatory training by their supervisors.

2. This request shall be submitted for approval through the chain of command.
3. Department personnel will receive an email notifying them as to whether the training was approved or denied. If approved, a departmental Personnel Order shall be sent out at least 3 weeks prior to the start of class/training that states the type of training, date/time and location of training and department personnel attending the training.

C. Records Maintenance (33.1.6, 33.1.7)

1. For training offered within the department, the Training Unit shall maintain a record on each course provided, to include the course content (lesson plans), names of agency attendees, participation, and/or evaluation measures if applicable. Records may also be accessed on an individual personnel basis.
2. Training conducted at the Central Illinois Police Training Center will have their own records of lesson plans and information on instructors as per their standards.
3. Upon completion of approved training, the employee's training records shall be updated. Department training records shall include the following:
 - a. Date of training
 - b. Type of training
 - c. Certificates received, if applicable

III. TYPES OF TRAINING

A. Annual In-Service Training Program (CORE Training) (33.5.1)

1. Peoria Police Department personnel are required to attend annual in-service training in addition to the training received at shift briefings (roll call), advanced training, and task specific training. The department follows State guidelines regarding which topics must be covered, as well as identifying training needs over the course of the year. The purpose of this training is to provide police officers with supplemental training on advances, changes, and improvements in the law enforcement profession, as well as the opportunity to complete annual required certifications.

B. Accreditation Training (33.5.3)

As a part of the new employee orientation process and within thirty (30) days of beginning their employment or completing Basic Law Enforcement Training, all

newly hired personnel shall receive training regarding accreditation and the accreditation process.

C. Tactical Team Training Program (33.6.2)

Members of the department assigned to the Special Response Team (SRT) shall participate in training and readiness exercises on a periodic basis. The SRT Leader shall be responsible for documenting the SRT training and readiness exercises and retaining the records for future reference. This training will include an annual 40 hour in-service training for all team members.

D. Weapon's Qualifications

All sworn members shall meet the annual weapons qualification training requirements as mandated by Illinois Training and Standards Board.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. 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 an employment related proceeding.

Training/Administrative Function description	Initial Hire	Every 6 Months	Every Year	Every 2 Years	Every 3 Years	Every 4 Years	Every 5 Years
1. BLE 560 hours for Full and Part Time LEOs	X						
2. Auxiliary Officers	X						
3. Auxiliary Deputies	X						
4. Court Security Training	X						
5. 40 Hours Mandatory Firearms	X						
6. Hepatitis B vaccination (OSHA)	X						
7. Roster of Department Sworn LEO Personnel	X	X					
8. HBV Vaccinations (OSHA)	X						
9. Firearm Qualifications	X		X				
10. Naloxone (NARCAN)	X						
11. Epi Pen (not required unless issued equipment)	O						
12. Legal Updates			X				
13. Use of Force (w/ Scenario based or similar training)			X				
14. HAZMAT (OSHA)			X				
15. Sheriff's and Chief's 20 Hour Minimum			X				
16. Narcotic Detection K-9			X				
17. Blood Borne Pathogens (OSHA)			X				
18. Portable Fire Extinguisher Training (OSHA)			X				
19. CPR / AED (OSHA)				X			
20. Constitutional & Proper use of L.E. Authority					X		
21. Procedural Justice					X		
22. Civil Rights					X		
23. Human Rights					X		
24. Cultural Competency					X		
25. Trauma Informed Response & Investigation of Sexual Assault & Abuse for all officers *					X		
26. Lead Homicide Investigator (32 hours over 4 years)						X	
27. Standardized Field Sobriety Testing refresher						X	
28. Domestic Violence Act.							X



GENERAL ORDER

<u>SUBJECT</u> Military Deployment and Reintegration Policy	<u>NUMBER</u> 300.06
	<u>EFFECTIVE DATE</u> March 26, 2018
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	<u>SUPERSEDES</u> N/A
	<u>OTHER REFERENCE</u> N/A
<u>DISTRIBUTION</u> Commissioned Personnel	
<u>CALEA REFERENCE</u> 22.1.9	
<u>AUTHORITY</u>	Loren Marion III Interim Chief of Police

I. PURPOSE

The purpose of the policy is to provide procedures for Department of Public Safety (DPS) employees who face military deployments including service of 30 days or less; service of 31 to 180 days and long term service of more than 180 days. This policy shall apply to employees in any branch of military service covered under the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. § 4301 et seq. (USERRA).

II. PRE-DEPLOYMENT PROCEDURES

A. Present Military Orders

An employee seeking a military leave of absence to deploy shall provide a copy of his military orders or appropriate documentation to his supervisor and the Human Resources Department as soon as possible, unless advance notice is precluded by military necessity or is otherwise impossible or unreasonable, considering all relevant circumstances.

B. Point of Contact (POC)

For all military deployments, the Human Resources Department benefits coordinator will serve as the employee's point of contact with the City for all personnel matters.

1. For military deployments exceeding 180 days, the Training Unit Lieutenant shall be assigned as the department liaison to assist the HR POC.

2. The department may assign a liaison for shorter deployments at the discretion of the Department Head.

C. Pre-Deployment Interview

1. Police Department Interview

For military deployments exceeding 180 days, a pre-deployment interview will be conducted with the employee by the chief or his designee. Logistical matters of deployment, position responsibilities, and communications plan will be discussed.

2. HR Interview

The employee will also meet with the Human Resources POC to review any legal, financial, and personnel matters. Issues including salary matches, accrued leave, and time credited towards retirement, health insurance coverage, etc., should be discussed, as well as plans to meet the medical, financial, and emotional needs of the family. The employee shall be informed of the availability of EAP and Veteran's services in the community prior to deployment.

III. DEPLOYMENT PROCEDURES

A. Equipment Storage

1. Equipment such as firearms may be held by the department for safekeeping.
2. Department issued equipment such as radios, car keys, laptops, flashlights, etc., shall be returned to the department, and will be re-issued upon the employees return. Employees may keep uniforms, badge, ID, duty gear, and computer/program access.
3. The Training Unit and the Weapons Instructor shall be responsible for maintaining records for this equipment collection and re-issue.

B. Communication

During the deployed employee's absence, the department will maintain periodic contact with the employee, in the form of relevant department emails as well as periodic personal communications from the department and Human Resources POC.

IV. REINTEGRATION PROCEDURES

A. Reemployment Policy

All employees subject to military activation are entitled to reemployment as set forth in USERRA, 38 U.S.C. § 4312 and 4313. For reemployment, notice shall be provided to the Department liaison (if one has been assigned) and Human Resources Department as set forth in 38 U.S.C. § 4312 (e)(1).

B. Notice

In addition to the above, any employee who is returning from a military deployment exceeding 180 days shall notify HR and his department supervisor as soon as possible, unless otherwise impossible or unreasonable, considering all relevant circumstances.

C. Reintegration Interview

For military deployments exceeding 180 days, upon reemployment, the department liaison shall coordinate an interview with the returning employee and the chief or his designee as soon as is possible after returning to full duty.

1. If deployment paperwork was not previously submitted (e.g., due to an emergency deployment), and was not provided with the reemployment application, it must be provided during the post-deployment meeting with the Department Head.
2. Reemployment is subject to provisions set forth in 38 U.S.C. § 4313 regarding qualifications and specific employment in the position the employee held before deployment, or a position of like seniority, status and pay.
3. At this time, the chief or his designee shall discuss position related logistics, such as seniority status, review of potential missed or upcoming opportunities (promotion process), significant department changes or updates, and position assignment responsibilities. This may include discussion of temporary 3V or light duty status as appropriate for the transition period to facilitate family reorientation, and/or ride-alongs with an experienced officer or supervisor.

D. Administration

The department liaison and Human Resource POC shall coordinate to organize the administrative details for reemployment. This may include:

1. Ensure all necessary clothing and equipment are issued.
2. Consult with the Training Unit to schedule all relevant training for reemployment.
3. Provide an up-to-date copy of all policies and procedures.
4. Issue a current identification card.
5. Ensure access to email, ADSi, Microsoft 365, and all other computer programs are working.
6. Schedule any required training, certifications, and/or weapons qualifications that are necessary for the position (including devising a schedule to accomplish the above).

E. Requirements for Active Duty

The returning employee shall be required to complete all state mandated and department required annual training, weapons proficiency training and qualification, and receive legal and procedure updates before returning to active duty.

The returning employee may be required to complete a short term assignment with a Field Training Officer for refresher training as determined by the chief.

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GENERAL ORDER

<u>NUMBER</u> 300.07
<u>EFFECTIVE DATE</u> June 9, 2017
<u>NUMBER OF PAGES</u> 5
<u>SUPERSEDES</u> GOs 431-91, 365-87; 5/15/00, 5/8/09
<u>OTHER REFERENCE</u> N/A
Jerry E. Mitchell Chief of Police

<u>SUBJECT</u> Injury Procedures
<u>DISTRIBUTION</u> Commissioned Personnel
<u>CALEA REFERENCE</u> N/A
<u>AUTHORITY</u>

I. POLICY

Employee safety requires an examination of all injury incidents to determine if steps for improvements would eliminate future safety incidents or accidents. The department requires timely documentation on all injury incidents to implement these improvements and to coordinate payment of benefits. This order will outline steps to be followed on all on/off-duty injuries and duty related illnesses.

II. PROCEDURES

A. Off-Duty Injury/Illness Procedures

1. An employee who requests the use of sick leave shall make the request to his supervisor as far in advance as practicable but not less than one and one-half hours before the beginning of his next scheduled tour of duty, unless extenuating circumstances preclude such notification. Any employee who violates this procedure shall be considered absent without leave (Collective Bargaining Agreement Article 13).
2. If as a result of an off-duty injury/illness an employee is unable to report to work for three or more consecutive days, the employee may be required to furnish a release to work from his private physician. In addition, depending on the type of injury or illness, it may be necessary for the support services captain to send the employee to the city's physician to obtain his release to return to full duty.
3. It is the responsibility of the division commander to notify the support services captain when an employee under his command has missed three consecutive working days. This notification shall be made prior to the employee returning to work.

B. On-Duty Injury/Illness: Minor Injury/Illness with No Lost Time (medical only)

1. Officers injured in the line of duty who are in need of immediate medical attention shall go to the preferred provider hospitals or prompt care facilities (OSF St. Francis, Unity Point Proctor, Unity Point Methodist in that order), unless emergency medical conditions warrant the need to go to the nearest hospital.
2. The employee notifies his supervisor, obtains emergency medical treatment, and then returns to duty if medically released to do so.
3. A Form 45 shall be completed, along with a medical release form/waiver signed by the employee, and given to the immediate supervisor.
4. The immediate supervisor shall investigate the circumstances—including interviews, photographs, and checking available video footage, if applicable—and fill out a Form 650.
5. The employee shall complete an incident report on the injury/illness, and show related case number(s) if applicable. Included in the report shall be a detailed description of how the injury occurred, what treatment was received, and by whom the treatment was administered.
6. All forms and reports shall be completed before going off duty. It is the responsibility of the shift/unit commander to ensure all forms and reports are completed, and then forward them to the support services captain. The shift/unit commander shall then notify command staff via command advisory.
7. Completed injury forms and medical release forms are immediately sent via email or fax to the human resources risk/safety manager and the city's third party workers' compensation administrator, by the support services captain's office.

C. On-Duty Injury/Illness: Injury/Illness with Lost Time or Potential for Lost Time (IOD or workers' compensation)

1. The supervisor shall notify the support services captain by email or phone before going off duty, indicating if the employee was sent home, admitted to the hospital, will miss work, or might miss work as a result of the injury. If the employee has been injured while on duty, and may lose time, he shall be carried on the payroll as IOD.
2. The support services captain shall confer with the Risk Manager and/or the third party administrator regarding workman's compensation for each injury involving lost time.
3. The support services captain's office will schedule the employee for an examination with the city's physician to determine the extent of the injury. Employees shall not make their own appointments with the city's physician.

4. The support services captain shall be responsible for making any necessary changes to payroll or the officer's work status. The support services captain's office shall then notify the employee and his supervisor of the action taken via information bulletin/email.

D. Old Injuries/Illnesses

1. If an employee misses work due to a previous work related injury/illness, a supplementary report shall be made immediately by the employee. The supplementary report must contain a detailed explanation of how the reoccurrence occurred and any other medical information that is available at that time.
2. The employee shall notify his supervisor, and the division commander shall notify the support services captain of any employee reporting an old injury and requesting to be carried IOD or on workers' compensation.
3. The support services captain shall advise the Risk Manager and/or the third party administrator of the workman's compensation program regarding the officer's claim.
4. The support services captain's office will schedule the employee for an examination with the city's physician to determine the extent of the injury. Employees shall not make their own appointments with the city's physician.
5. An employee reporting an old injury shall be carried on the payroll as sick, unless the third party administrator determines the injury is work related. The support services captain's office will then make the necessary changes on the payroll and any other records, and notify the employee and his supervisor of the action taken via information bulletins/email.

E. Treatment by Private Physician

An employee who goes to a private physician for treatment of a job related injury/illness shall ensure the medical history of the injury is forwarded immediately by the private physician to the city's physician.

F. Accounting of IOD (Lost Time)

The support services captain and staff will account for and keep track of IOD time used per officer, per accident, and will inform the assistant chief and human resources director when the time has been used.

III. RETURNING TO WORK

A. Physician Release

1. If the injury was work related and the officer missed time, he must have a release form from the city's physician before returning to work.

2. If the injury was not work related, the officer must have a release from the treating physician as well as from the city's physician. The support services captain's office will schedule an appointment with the city's physician once notified of the treating physician's release. Both releases shall be returned to the support services captain's office.

Any officer returning to work shall notify their supervisors as soon as they obtain their release.

B. Modified Duty/Light Duty

1. When an employee is unable to continue his regularly assigned duties due to illness or injury, he may be offered a modified/light duty assignment if one is available. The city shall be under no obligation to create a specific modified/light duty assignment if one does not exist.
2. A modified/light duty assignment must be approved by the city's physician, who will give specific restrictions on job functions.
3. Employees may be placed in a modified duty assignment only if the projected return date is less than 180 days. Modified/light duty shall not exceed 180 days.
4. When considering these assignments, an employee with an on-duty injury/illness shall take priority over an employee with an off-duty injury/illness. (An employee may choose to use sick time for an off-duty injury.)
5. Available modified/light duty assignments may require schedule changes, shift changes, assignment changes, and temporary (3V) transfers, at the discretion of the support services captain.
6. Restrictions of modified/light duty
 - a. The restrictions shall determine the job assignment and whether or not the officer remains in uniform or wears appropriate business attire.
 - b. Officers on modified/light duty assignments shall not respond to situations that might necessitate official police action where there is potential for a physical confrontation. Exception to this rule would be based on the specific restrictions and must have the approval of the division commander.
 - c. While on restrictions of modified/light duty status, employees shall not work overtime unless approved by the police chief.

C. Differences Of Opinion Between Physicians

1. If there is a difference of opinion between physicians, an employee is encouraged to request his physician discuss any difference in return-to-work restrictions or requirements with the city's physician, in order to facilitate a resolution.

2. The employee must provide written documentation from his personal physician outlining which, if any, of the limitations the personal physician feels are inappropriate, and/or what additional limitations the personal physician believes are necessary. This documentation must include the medical basis for the physician's determination.
3. Any difference in the limitations by the employee's personal physician and the city's physician that cannot be resolved shall be determined by a third physician selected jointly by the employee's and the city's physician. The third physician's opinion shall decide the dispute, and shall be paid for by the city.
4. The employee is required to report for a light duty assignment, unless the city's physician determination is disputed with the written medical documentation outlined above within three working days.

IV. RESPONSIBILITIES

A. Use of Leave Time

Officers on IOD/light duty status and scheduling sergeants should not misconstrue IOD status or light duty status as a substitute for any other type of authorized leave.

1. Officers on IOD or light duty status shall be considered available while on IOD or light duty; they shall be required to answer department communications, to be served subpoenas or other court notices, to testify in court, and to attend medical appointments and therapy. Conversely, officers on vacation, personal days, or stress days are treated as unavailable.
2. Officers shall submit any leave time requests, whether for vacation, stress days, or personal days through their chain of command as an ordinary course of scheduling business.

B. Court

Officers on IOD or light duty status are required to answer to Court when summoned, notified or handed a summons by any employee of the department unless they can secure specific permission to disregard the summons or notification or a continuance has been granted by the State's Attorney's Office. Officers on IOD or light duty status are also obligated to appear in Court and testify unless a medical reason restricts the officer from Court testimony supported by the City doctor.

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GENERAL ORDER

	<u>NUMBER</u> 300.08
	<u>EFFECTIVE DATE</u> December 23, 2019
<u>SUBJECT</u> Leave Time Procedures	<u>NUMBER OF PAGES</u> 7
<u>DISTRIBUTION</u> All Personnel	<u>SUPERSEDES</u> GO 300.08 Dated 7/14/97; 4/5/99; 1/5/07; 1/26/07; 12/13/08; 6/9/17; 12/28/18
<u>CALEA REFERENCE</u> 22.2.1	<u>OTHER REFERENCE</u> N/A
<u>AUTHORITY</u>	Loren Marion III Chief of Police

I. PURPOSE

This Order is issued to provide scheduling practices for Vacation, Duty Relief, and Personal Leave among the divisions and units of this department consistent with the existing Collective Bargaining Agreement.

II. CHIEF OF POLICE AUTHORITY

Nothing stated herein shall prohibit the chief of police or his designee from granting additional leave time in excess of guidelines listed in this order.

III. DEFINITIONS

A. General Vacation (22.2.1d)

1. Vacation days not scheduled and/or not taken by the end of the calendar year shall be forfeited unless Vacation is not taken at the direction of the department, or by written authorization of the chief.
2. Any employee may change all or part of his Vacation at any time, provided that:
 - a. The newly selected Vacation is not in conflict with the Vacations, Duty Relief Days, or Personal Leave that have been previously selected, and
 - b. The employee notifies the commanding officer of his division in writing, not less than five days prior to the date of his previously selected Vacation or newly selected Vacation, whichever comes first.
3. Once selected, Vacations Days shall not be canceled for disciplinary reasons.
4. If a voluntary transfer of a lieutenant, sergeant, or patrol officer into a posted position occurs, the transferred employee shall reselect Vacation from what is available.

Exception: If an employee can show by dated receipt he has a financial commitment to a Vacation or by letter from a spouse's employer that a Vacation cannot be changed, he shall be exempt from the reselection process. Financial

commitment shall be deemed any amount in excess of \$150. An employee who is involuntarily transferred may have his Vacation changed only by mutual consent between the individual and the appropriate supervisor.

5. Administrative personnel shall schedule Vacations around critical and peak work load periods such as budgeting and end-of-the-year license renewals, project implementation periods, and work deadlines.
6. Command personnel shall schedule vacation consistent with directives of the chief.

B. Duty Relief Days

1. Two Duty Relief Days must be taken every quarter. The scheduling periods are January— March; April—June; July—September; October—December.
 - a. All officers are responsible for ensuring that they have scheduled their Duty Relief Days in the proper quarter. They may not be carried over into another quarter of the year without prior approval of the chief of police, unless at the request of the shift/unit commander and with the approval of the chief of police.
 - b. The employee may be permitted an exception for an extraordinary family or personal hardship.
2. Duty Relief Days shall be linked with regular days off.
3. Duty Relief Days may be scheduled on holidays. They may be linked to vacations and/or holidays so long as they are connected to your days off and they do not exceed the maximum number of officers allowed off per shift.

Example:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day Off	Stress	Stress	HOLIDAY	Stress	Stress	Day Off

*Stress days are allowed because they are “linked” with regularly scheduled days off (gold-gold; blue-blue).

4. Duty Relief Days of a transferred officer will be rescheduled in accordance with his newly assigned days off, unless the division commander approves otherwise because of prior commitments.
5. The Detective, TOU, Traffic, Neighborhood Services, and Training Units are not allowed overtime fill-in for Duty Relief Days off, unless approved by the shift commander.
6. Probationary officers will have their Duty Relief Days assigned in conjunction with their FTO. When not assigned to a FTO, all other provisions of this Order shall apply.

C. Personal Leave

1. All personnel are allowed four working days of Personal Leave with pay in any one calendar year. The accrual basis is 2.67 hours for each month of service, starting January 1 of each year. Personnel with five years of service or more are allowed five personal days each year. This is accrued at a monthly rate of 3.33 hours.
2. Personal time is accrued time and may be used in advance within the calendar year.

D. Recognition Days

1. For the purposes of scheduling, Recognition Day(s) shall be approved as staffing permits and shall not cause overtime without the prior approval of a captain or above.
2. Recognition Days, once scheduled and approved, shall not be canceled with less than five day notice.
3. Recognition Days shall not be scheduled on New Year's Eve and/or the Fourth of July.

E. Military Leave (22.2.1f)

An officer is entitled to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces (5 U.S.C. 6323).

F. Medical Leave (22.2.1c,e)

Including Sick Leave, FMLA, Maternity Leave. For guidelines on the use of Sick Leave, refer to the Collective Bargaining Agreement Chapter 13.

Female officers may be eligible for a modified work assignment or leave. See Sworn Officer Pregnancy General Order 300.16 for more information on Modified Duty Assignments for pregnant officers. To be eligible for leave, pursuant to the Family Medical Leave Act, the employee must have been employed by the department for at least 12 months prior to making the request.

G. Administrative Leave (22.2.1a)

See General Order 200.01 (Discipline) and the Collective Bargaining Agreement.

H. Critical Incident Leave

Critical incident leave may be used for commissioned members following a deadly force or other traumatic incident. The purpose is to help the member adjust and handle any personal or emotional needs resulting from traumatic events. Any member whose actions or use of force results in a death or serious physical injury shall be removed from line duty or placed on administrative leave with pay, whichever is deemed more appropriate by the chief of police or designee and authorized under Collective Bargaining Agreement

Section 15.9. This assignment will be temporary while an administrative review is conducted of the incident.

IV. SCHEDULING PROCEDURES

- A. Round One: Refer to division breakdown on pages 5 and 6 for the number of officers allowed off. Ends no later than February 15th.

Round One applies to Vacation Days, and first set of Duty Relief Days.

In order of seniority, sworn staff may schedule the following:

1. Vacation days for the entire year in set blocks of 5, 10, 15 or 20 days and/or any extra vacation days attached to the blocks of five.
2. First set of duty relief days

- B. Round Two: Begins immediately after round one but concludes no later than March 15th.

Starting in Round 2, by order of seniority, sworn staff may schedule the following:

1. Vacation time at any length, or modify initial blocks of vacation time, for example by removing days from initial selection blocks and applying that time to other days of the year.
2. Any vacation or duty relief not scheduled in round one.
3. Personal days.

During the shift bid, no leave time is given priority over other leave time; i.e. vacation does not carry more weight than a personal day. Once a day is filled with the maximum number of officers allowed off, they cannot be removed or “bumped” for any reason.

V. LEAVE APPLICATION

- A. The following are the maximum number of officers allowed to be on any scheduled leave time per the respective units/shifts.

Unit/Division		Vacation Leave	Maximum Number Allowed on Any Leave	Notes/Additional Comments
Uniformed Operations Division				
	1 st , 2 nd , 3 rd shift officers	2	3	
	4 th shift	1	2	
	K9	2	2	
	Uniformed Operations Division clerical position	1	1	
	Patrol Sergeants-uniformed division	3	1 per shift	
	Patrol Lieutenant	1	2 (not on same shift)	
	Neighborhood Services officers	1	1	
	Neighborhood Services Sergeant	1	1	
	Traffic Unit officers	2	3	
	Traffic Unit Sergeants	1	1	
	Traffic Lieutenant	1	1	

Unit/Division		Vacation Leave	Maximum Number Allowed on Any Leave	Notes/Additional Comments
Criminal Investigations Division				
	CID Lieutenant	As directed by commander		
	CID Clerical position	1	1	
	Juvenile officers	1	2	
	Property	1	2	
	Crime Scene Unit officers	1	2 (not on same shift)	
	Fraud and Computer Crime officers	1	1	(draw time separate from detective unit)
	Persons	1	2	
	Domestic Investigator		1	
	Auto Theft		1	
	CAC		1	

Unit/Division		Vacation Leave	Maximum Number Allowed on Any Leave	Notes/Additional Comments
Special Investigation Division	Target Offender Unit officers	2 (not on same shift)	3	Liquor Investigator may not be on vacation the last two weeks before liquor licenses normally expire
	Target Offender Unit Sergeant	1	2	
	Target Offender Unit Lieutenant	As directed by commander		
	Detective Unit Sergeants and Juvenile Sergeants	1	2 (if scheduling permits)	
	SID Clerical position	1	1	

Unit/Division		Vacation Leave	Maximum Number Allowed on Any Leave	Notes/Additional Comments
Support Services Division				
	Public Information Officer	1	1	
	FTO Sergeant	1	1	
	Training Lieutenant	As directed by commander		
	Technical Services Lieutenant	As directed by commander		

B. Military Leave

Types of leave include:

1. Active Duty, Active Duty Training, or Inactive Duty Training: 15 days per calendar year.
2. Emergency Duty as ordered by the President, the Secretary of Defense, or a State Governor: 22 days per calendar year.

3. Reserve or National Guard Technicians: 44 days of military leave for duties overseas under certain conditions.

For more information on how to schedule military leave, see Information Bulletin 161-16 Military Time.

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GENERAL ORDER

<u>NUMBER</u> 300.09
<u>EFFECTIVE DATE</u> 6/5/00
<u>NUMBER OF PAGES</u> 4
<u>SUPERSEDES</u> N/A
<u>OTHER REFERENCE</u> N/A
John W. Stenson Police Chief

<u>SUBJECT</u> Mentoring
<u>DISTRIBUTION</u> All Personnel
<u>CALEA REFERENCE</u> N/A
<u>AUTHORITY</u>

I. POLICY

The recruitment and hiring process of police department employees is a time-consuming and costly endeavor that must receive attention from all department employees. To reach the highest level of excellence and achieve the overall mission of our department, we are committed to selecting highly qualified, diverse individuals for commissioned and noncommissioned employees, and providing them the tools necessary for successful completion of their initial training and continued career growth.

II. PURPOSE

The mentoring program will assist the transition of new employees into the organization, foster employee retention, and begin the process of employee development. The process will encourage police recruits through successful completion of the police academy.

The mentoring program will not interfere with the FTO program or other department training or supervision.

III. PROCEDURES

- A. During the hiring process the administrative captain will inform the prospective new hire of the mentoring process and provide him with a program brochure.
- B. The administrative captain will contact the "mentor coordinator" with an overview of the applicant's background and the date of his employment. The mentor coordinator will select the most suitable mentor for the applicant and provide the mentor with the applicant's background. He will also contact the field training commander to provide mentor/recruit assignments.
- C. Each new employee will be paired with a veteran employee who has been trained in the skills of mentoring. The mentor will serve as a resource, confidant, facilitator, and advisor.

- D. The mentor will meet the new hire in the administrative offices on the first day of employment. After completion of any necessary paperwork, the new hire will be paired with the mentor.
- E. The length of the initial mentoring phase will be determined by the mentor coordinator, after consultation with the administrative captain.

IV. MENTOR COORDINATOR

The mentor coordinator is responsible for administration and oversight of the program, including the selection, assessment, pairing, and orientation of mentors with new hires. The police chief shall appoint the coordinator from commissioned personnel holding the rank of sergeant or above. The duties of the coordinator are collateral to other department duties and include the following:

- Serving as liaison with the administrative division to determine the date of appointment and obtain background information on the new hire
- Recruiting, training, and maintaining a mentor pool
- Maintaining a mentor skills/background database
- Serving as chair of the mentor advisory board
- Pairing mentors with new hires
- Coordinating and scheduling introduction of the new hire to the mentor
- Scheduling and conducting mentor meetings
- Conducting new hire pre-police academy orientation
- Maintaining a mentor/new hire log
- Maintaining and reviewing mentor program evaluations
- Troubleshooting and fine-tuning the process when necessary
- Family orientation

V. MENTORS

Civilian and commissioned mentors are key components to a successful mentoring process. They must be individuals who have a strong desire to participate in the process and are recognized by their peers as role models. Mentors shall serve on a voluntary basis, without compensation.

A. Selection

Volunteer mentors may be selected from any division of the police department. Mentors for police recruits shall be commissioned personnel below the rank of lieutenant who have completed probation. Mentors for noncommissioned employees shall be nonsupervisory civilian employees with at least one year's experience with the department. Additional qualifications of the position are:

- Ability to communicate
- Demonstrated job knowledge
- Interest in the mentoring process and professional growth
- Knowledge of department policies and procedures
- Good attendance and discipline record
- Ability to assume responsibility
- Organizational loyalty
- Flexibility
- Completion of the mentoring new employees training course

B. Duties

- Contacting the new employee prior to the date of appointment to explain the mentoring function
- Meeting the new employee on his date of appointment to ensure a positive introduction to the agency
- Answering questions and observing the new employee's assimilation
- Introducing the new employee to the various work sites and entities in the department, government, and community
- Explaining the organizational structure and mission of each division and unit
- Providing insight and overview of police academy expectations
- Providing personal guidance and support as needed, and eliminating potential distracters that would prevent the new hire from focusing on the duties of his position or on police academy training
- Providing feedback to the mentor coordinator of concerns or conflicts
- Attending regularly scheduled mentor meetings to address concerns and fine-tuning of the program
- Making contact and providing encouragement to the new hires during the first few weeks of employment or during police academy training

VI. MENTOR ADVISORY BOARD

The mentor advisory board shall be chaired by the mentor coordinator, and shall consist of two commissioned employees and one civilian employee who have served as department mentors and who have been selected by the police chief upon the recommendation of the mentor coordinator.

The advisory board shall assist the mentor coordinator in carrying out the functions of the mentoring process, including recruiting and training the mentor pool, making mentor/new hire pairings, and reviewing mentor program evaluations.

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GENERAL ORDER

	<u>NUMBER</u> 300.10
	<u>EFFECTIVE DATE</u> June 9, 2017
<u>SUBJECT</u> Transfer and Rotation	<u>NUMBER OF PAGES</u> 4
<u>DISTRIBUTION</u> All Personnel	<u>SUPERSEDES</u> 300.05 Rotation; 300.10 6/5/00, 6/7/00, 6/30/08, 11/10/08, 7/12/12
<u>CALEA REFERENCE</u> N/A	<u>OTHER REFERENCE</u> Position Opening Selection
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. PURPOSE

The purpose of this policy is to define the requirements, conditions and process for the transfer and rotation of sworn personnel and civilian staff duty assignments.

II. POLICY

Duty assignments available in the Peoria Police Department vary widely with regard to required skills, knowledge and abilities. This policy establishes a fair and impartial system for the transfer and rotation of personnel for the efficient delivery of police services to the community, while also providing personnel the opportunity for career development.

III. PROCEDURES

A. General

1. All provisions of this policy shall be instituted and applied in accordance with the current Peoria Police Benevolent Association (PPBA) Collective Bargaining Agreement.
2. Nothing in this policy restricts the chief of police from assigning or transferring any employee to a duty assignment that is deemed to meet the requirements of the department.
3. Officers holding the rank of sergeant or above may be transferred as needed without a selection process at the discretion of the chief.
4. Transfers to patrol from posted positions are exempt from the posting provisions of this policy. Such transfers shall be at the discretion of the

chief when deemed to be in the best interest of the department and shall normally occur during the Annual Shift Bid.

B. Vacancies

1. Division captains shall notify the captain of support services as soon as position vacancies occur or are anticipated.
2. The captain of support services is responsible for ensuring that a current job description is included in all vacancy postings.
3. Postings (Information Bulletins used to announce anticipated vacancies) shall include information on opening and closing dates for submission, minimum qualifications for applicants, and job description/responsibilities. Unless otherwise stated, the employee must meet all requirements by the date of submission deadline. Vacancies shall be posted for a minimum of 14 calendar days.
4. Candidates must agree to the job responsibilities and working conditions before being considered for filling a vacant position.
5. The captain of support services is responsible for:
 - a. preparing and disseminating postings
 - b. accepting applications for transfer
 - c. screening applicants for minimum qualifications
 - d. notifying unqualified applicants that they will not be eligible to participate in the selection process
 - e. forwarding candidate applications and qualifications to the selection committee
 - f. notifying candidates that have participated and have not been selected and whenever possible make notifications prior to departmental announcement of the results
 - g. debriefing candidates that have not been selected
 - h. incorporating transfer information into employees' permanent files
 - i. preparing Personnel (transfer) Orders

6. In order that all new assignments may be finalized by the end of November, all units with multiple officers assigned (examples listed below) shall be posted prior to shift bid whether or not a vacancy is expected at the time of the posting.

- Violent Crimes
- Property Crimes
- Juvenile
- Target Offender Unit
- Crime Scene Unit
- Traffic

Units with one or two officers assigned (PIO, Neighborhood Services, etc.) shall be surveyed and only anticipated potential vacancies shall be posted.

C. Transfer Procedures

1. Employees requesting transfer shall submit transfer requests to the captain of support services.
2. The captain of support services may issue additional announcements for the vacancy or the chief may fill the vacancy by assigning an officer at his discretion if no qualified personnel are identified.
3. Upon request, unsuccessful applicants for posted vacancies may receive a debriefing by the captain of support services to receive useful feedback to assist the applicant in the future. Requests for a debriefing must be received within 14 days after selection notifications.

D. Selection Committee

1. A selection committee consisting of a mixture of management and non-management personnel as determined by the chief shall be responsible for overseeing the screening, evaluation, and recommendation of applicants for posted vacancies.
2. The selection committee shall develop questions and/or demonstrations of specialized qualifications.
3. Upon completion of selection process, the selection committee shall make a recommendation(s) to the chief, in writing, with a copy forwarded to the PPBA. In the event the committee cannot reach a consensus, the chairman shall make the recommendation. The final selection rests with the chief.
4. The support services shall be the repository for all records related to transfers and assignments.

E. Rotation

1. Mandatory Commitments – Positions may require a mandatory commitment to a minimum assignment which shall be designated in postings. In all cases, the chief reserves the right to establish minimum and maximum terms of service for select duty assignments that may serve the best interest of the department.
2. Rotation Length - All officer assignments to posted positions shall be for 3 years, unless an officer is assigned to a posted position after January of a calendar year, in which case the term shall expire at the end of the first calendar year following their 3rd anniversary. Example: The term of an officer who transfers into a unit effective February 1 of 2013, would expire at the end of December 2016.
3. At the end of the calendar year all officers having completed their latest 3 year term shall be subject to rotational transfer.
 - a. An officer vacating a position due to rotational transfer shall be allowed to re-apply for that position when it is posted. If they are selected, a new 3 year term shall commence.
 - b. Officers subject to rotational transfer shall not be limited in the number of consecutive terms of assignment they may apply for in a posted position.
 - c. For the purposes of determining seniority within a unit, any officer that re-applies and is selected to remain in a unit shall have all continuous time served counted.
 - d. The selection committee shall modify their interview questions for candidates that are subject to rotational transfer in such a manner that they are pertinent and relevant under the circumstances.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. 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 an employment related proceeding.



GENERAL ORDER

NUMBER

300.11

EFFECTIVE DATE

June 24, 2018

SUBJECT

Field Training and Evaluation

DISTRIBUTION

Commissioned Personnel

CALEA REFERENCE

33.4.1, 33.4.2, 33.4.3

AUTHORITY

NUMBER OF PAGES

11

SUPERSEDES

6/5/00; 6/9/17

OTHER REFERENCE

N/A

**Loren Marion III
Chief of Police**

I. PURPOSE

This order establishes guidelines for the police department's field training and evaluation program, which provides post-basic academy training and on-the-job training for recruit officers. This order also establishes a program review procedure to measure the effectiveness of the department's selection and training processes through feedback regarding a recruit's strengths and weaknesses. (33.4.3a)

II. POLICY

All newly sworn officers shall complete a basic law enforcement/academy training program prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm and is authorized to make an arrest. Upon successful completion of the academy, the officer shall commence the department's Field Training Program.

III. ORGANIZATION

A. Training Academy

1. The department shall send newly sworn recruits to a basic law enforcement training program certified by the Illinois Law Enforcement Training and Standards Board.
 - a. The academy curriculum must be based on tasks of the most frequent duties of sworn personnel, and the evaluation techniques must be designed to measure competency in the required skills, knowledge, and abilities for sworn personnel.
2. The Training Unit shall coordinate enrollment and ensure that recruits are provided an orientation handbook, which outlines the academy rules and regulations, evaluation system, skills requirements, and training schedule.
3. The training unit lieutenant shall serve as liaison between the department and the selected academy to monitor recruit progress, field any questions, and ensure all state training requirements are met before starting the Field Training Program.

B. The Field Training Unit Commander

1. Shall be the Training Unit Lieutenant, assigned to the Support Services Division.
2. Shall be responsible for the general control and evaluation of the field training and evaluation program and assume the staff monitoring of all recruit officers for the duration of their probationary employment period.
3. In preparation for FTO assignments, he shall attend the various training sessions and field training unit meetings to provide/ receive firsthand information concerning recruit officer (RO) performance and to evaluate the instructional techniques of the FTOs; and shall formally request and disseminate information pertaining to the recruit officer's basic training academy performance to the field training unit on a weekly basis.
4. Shall prepare an End of Probation Memo and submit it to the police chief through his chain of command, with a recommendation to retain or dismiss the recruit officer.

C. The Field Training Unit Coordinator (33.4.3c)

1. Shall be a sergeant as designated by the police chief.
2. Shall be responsible for the daily operation of the program and assisting the field training unit commander with the general administration and evaluation of the field training and evaluation program and the staff monitoring of all recruit officers for the duration of their probationary period.
3. Shall monitor and evaluate the overall development of recruit officers during the field training process to ascertain any deficiencies and resolve them through training.
4. Shall be responsible (in concert with the unit commander) for planning, directing, and evaluating field training assignments, and for any changes in such assignments or variations in the length of the assignments.
5. Shall facilitate the assembly of information relating to a recruit officer's progress to the field training unit commander.
6. Shall conduct whenever possible, field training unit meetings to provide/receive firsthand information concerning recruit officer performance, and to allow the opportunity to observe the performance problem-solving techniques of the FTOs. Whenever possible, he should also attend the various training sessions conducted by and for the officers of the field training unit.

D. An FTO (33.4.3b,e)

1. Shall receive formal FTO training consistent with this program.

2. Shall serve as a role model for recruits, and be responsible for the development of the knowledge, skills, and abilities needed to perform patrol duties and practical application of police academy materials, and subsequent evaluation of their performance.
3. Shall be a sworn officer who has successfully completed the FTO selection process, or has been appointed by the police chief. If no qualified candidate is chosen during the selection process, or exigent circumstances exist.
4. May be released from field training and evaluation duties at his request after at least two years as an FTO, and/or with the approval of the field training commander and the operations captain; by removal of assignment from patrol duties; or at the direction of the police chief, assistant chief, or operations captain.
5. Selection Process
 - a. The police department shall post notice of FTO openings. Memos expressing interest shall be sent to the support services captain.
 - b. Minimum qualifications:
 - 1) Four years employment as a sworn law enforcement officer with at least two years with the Peoria Police Department, or otherwise authorized by the chief of police.
 - 2) Satisfactory department performance evaluations and disciplinary record.
 - c. A selection board shall assess all qualified applicants. The FTO candidate must successfully attain a passing assessment. Final FTO selection shall be made by the police chief and/or his designee.

IV. ASSIGNMENT OF RECRUIT OFFICERS

A. Assignments (33.4.3f)

1. Recruit officers shall be assigned to the uniformed division, patrol operations, unless otherwise ordered by the police chief, assistant chief, or operations captain.
2. Each recruit officer who is assigned to patrol operations shall be placed in a field training and evaluation assignment under the supervision of a field training coordinator and an FTO.
 - a. The field training assignment shall be predetermined and will be varied only when a recruit officer requires retraining.
 - b. Recruit officers assigned to organizational units other than patrol operations may not be assigned to FTOs.

B. Phases

Throughout the phases of the FTO program, recruits will study and complete the Training Tasks curriculum, which is based on the core functions of a Peoria Police Officer (33.4.2a)

1. Orientation

Orientation consisting of in-house training, and proficiency testing/evaluation.

2. Phase I: minimum 20, maximum 35 working days (excluding classroom instruction)

- a. For the first working day, the recruit officer works with the FTO and is not formally evaluated (daily observation report). This period is referred to as the Non-Evaluation Day (NED). During this time the recruit will receive training from the performance areas required in Phase I of the program.

Each time the recruit is assigned to a new FTO for a phase, the first day is always a NED. For example, a recruit could have six NED's in their file.

- b. This phase includes structured field training in basic skills and a subsequent evaluation required to progress to the next training phases in the field training program.
- c. The field training coordinator will ensure that any missed days are made up and that the minimum number of working days of training and evaluation have been completed.

Training may include a temporary assignment of eight-hour shifts to other operational areas to provide the recruit officer with a more comprehensive understanding of the law enforcement/emergency services functions in the community. These assignments will not count toward the minimum and maximum working days, and may continue throughout the rest of the program.

- d. The recruit officer is responsible for completing at least 25% of the workload during this phase of training prior to advancing to the next training phase.

3. Phase II: minimum 20, maximum 35 working days

- a. The recruit officer is responsible for completing at least 55% of the workload during this phase of training before progressing to the next training phase.

4. Phase III: minimum 20, maximum 35 working days

- a. This is a field training and evaluation period with an emphasis on reviewing the essential skills and knowledge required of a competent police officer, as well as corresponding classroom instruction.

- b. The recruit officer is responsible for completing at least 95% of the workload during this phase of training before advancing to Phase IV.
- 5. Phase IV: minimum 10, maximum 15 working days
 - a. During this phase the FTO is in plainclothes and the recruit officer is in uniform. The trainer “shadows” the recruit in the same patrol unit and serves solely as an evaluator of the recruit officer’s performance.
 - b. The recruit officer is responsible for completing 100% of the police functions conducted during this phase of training.
 - c. The recruit officer shall certify for a solo patrol assignment upon successful completion of this phase of training.
- 6. Phase V: balance of probationary employment period
 - a. This is the solo field patrol assignment of the recruit officer, and he will remain in patrol operations unless otherwise assigned.

V. EVALUATION PROCESS (33.4.2b; 33.4.3h)

FTO’s are responsible for evaluating the progress of recruits, and their application of skills, knowledge, and abilities taught during their rotation. Forms and reports are provided as guidelines for the FTO to detail the observations and evaluations. See attachments for recruit standards and the weekly evaluation template (33.4.3g).

A. Daily Observation Report

Completed by the FTO each patrol shift, whether rating or not. Shall be submitted to the field training unit coordinator every Monday, with the Weekly Evaluation Report.

B. Weekly Evaluation Report

Completed by the FTO for each training and evaluation week (Sunday through Saturday). Shall be submitted to the field training unit coordinator every Monday.

C. Written Examinations

Completed by recruit officers during the field training and evaluation period, with 85% required as a passing grade for all written exams.

D. Monthly Evaluation Report

Completed in Phase V by the shift training sergeant, with collaborative assistance from other shift command/supervisors, and with administrative assistance from the field training coordinator each month during the recruit officer’s probationary period.

- 1. The monthly evaluation reports will be reviewed by the field training coordinator and commander and made available to the field training cadre (FTOs) for review/discussion.

2. The reports shall be placed in the recruit officer's field training file after they are reviewed and signed by the recruit officer.
3. The field training coordinator shall facilitate an evaluation of the recruit officer's Phases I through V performance, and forward the reports to the field training commander for review and submittal to the police chief through his chain of command.

E. Records Retention

All field training and evaluation program files shall be maintained in the department training files, filed by name.

VI. EMPLOYMENT STATUS PROCESS

The successful completion of field training is required for all sworn personnel (33.4.1)

A. Unsatisfactory Performance

At any time during the probationary period a recruit is not performing at a satisfactory level, a performance review may be conducted.

1. Memoranda and recommendations for termination are forwarded to the field training commander, who shall gather all memorandums and ensure that all supporting data is attached. A detailed report shall be prepared forwarded through the chain of command to the police chief, with a recommendation.
2. If the police chief concurs with the recommendation, the recruit shall be administratively relieved of duty by the field training commander (or designee) and scheduled for an employment status hearing within seventy-two hours of such notification.
3. The police chief shall preside over the employment status hearing, at which time the field training commander and coordinator shall present the reasons for the termination recommendation. The recruit shall be afforded an opportunity to respond to the field training unit's report of recommendation.
4. Upon completion of the employment status hearing, the police chief (or designee) shall make the final decision for dismissal or retention.

B. Satisfactory Performance

1. Upon successful completion of probation, the following personnel compile a completion packet including training certifications, end of phase evaluation, basic training certificate, and other supporting documents as necessary with a memorandum with the training unit commander's recommendation for advancement.
 - Police chief and/or designee
 - Field training unit commander
 - Field training unit coordinator
 - Patrol sergeant designated by the operations captain
 - FTO designated by the field training command staff
2. The completion of probation report, if confirmed by the chief, is sent to human resources for the change of status and records retention. The file is also maintained in the Training Unit.

VII. RETURNING OFFICER TRAINING

A. Program

The program provides a system to provide retraining and orientation to sworn officers returning to patrol operations from extended absences or assignments:

1. A sworn officer who has been absent from patrol operations for a period of four years or more may be assigned to an experienced police officer. The time period will be determined by the shift commander, and this decision will be based upon the officer's skill and capabilities.
2. During the time such a sworn officer is assigned with an experienced officer, he may be subject to the formalized evaluations required of a recruit officer in training. The experienced officer's function is to re-familiarize the officer with agency forms, updated policy/procedures/general orders, and in conjunction with the shift commander and/or training unit, ensure that the returning officer is provided such opportunities as are necessary to meet or requalify in skills required by officers assigned to patrol duties.

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PERFORMANCE AREAS

Acceptable by Process Standards

ELECTRONIC COMMUNICATION SKILLS

Without FTO prompting –RO responds to radio / computer in accurate, brief and clear fashion; provides electronic communications with patrol unit's location. RO listens to transmissions for other patrol units and self-initiates backup response as well as being aware of own radio traffic. Utilizes appropriate codes and procedures, clearly and concisely when transmitting / receiving information / data; is not discourteous. Transmissions are well thought out and do not have to be repeated. Actively listens and hears transmissions. Volume, rate of speech is correct – not too slow and / or too fast.

MOTOR VEHICLE OPERATION

Moderate and High Stress Conditions

Evaluates driving situations and reacts properly. Maintains control of vehicle. Anticipates driving situations in advance and acts accordingly. Demonstrates defensive techniques. Responds very well relative to the degree of stress present. Is not involved in chargeable accidents. Use red lights / sirens when appropriate. Drives according to the situation (i.e. not too fast or too slow).

Normal Conditions

Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, etc. Obeys traffic laws, when appropriate. Performs vehicle operation while maintaining and alertness to surrounding activity. Drives defensively.

ORIENTATION SKILL / JURISDICTIONAL GEOGRAPHY

Demonstrates knowledge of major streets / intersections, locations / landmarks, block numbering sequence and patrol district / sector boundaries. Utilizes street directories / maps (without FTO prompting) to determine locations / destinations. Remembers locations from previous visits and does not need the district map to get there. Is aware of and utilizes shortcuts. Arrives within a reasonable time. Is able to relate / articulate Officers location. Does not rely on FTO / Electronic Communications to find call location. Does not compromise public safety or Officer Safety by lengthy call response.

WRITTEN COMMUNICATION

Collects and records all available information necessary to complete the proper forms. Organizes reports in a logical manner. Reports are legible and do not leave out pertinent details. Word usage is proper and complete. Completes reports within a reasonable amount of time without assistance from the FTO.

FIELD PERFORMANCE

RO's actions do not place self or others at physical risk. Maintains position of advantage and is alert to changing conditions. Actions are reactive to movements / comments of others and are accompanied by levels of verbal / non-verbal response which neutralizes and / or de-escalates the situation. Speaks with authority in a calm, clear voice. Controls situations with voice tones, word selection and inflection. Obtains and maintains control without excessive force. Good knowledge and ability in the use of restraints. Selects the right amount of force for the situation. Detects and takes enforcement / investigative action upon suspicious situations. Initiates field interrogation contacts with suspicious

persons / known offenders. Does not hesitate to take action. Can reason through complex situations and make appropriate decisions. Secures pertinent information and recognized and protects potential evidence. “Thinks through” problems by identifying multiple options / alternatives for dealing with situations. Has excellent perception. Anticipates problems, prepares solutions in advance and makes decisions without assistance. Is physically able to perform task. Does not become emotional or panic-stricken. Continues to function without loss of temper or overreaction. Exercises officer safety, i.e.:

- **RESPONDS APPROPRIATELY TO DANGERS SITUATIONS**
(i.e., Courage not reckless)

- Does not expose weapon to suspect (baton, mace, handgun, etc.)
- Keeps gun hand free during enforcement situations
- Does not stand in front of violator’s car door
- Controls suspect’s movement
- Keeps suspect / violator in sight
- Uses illumination when necessary and uses it properly
- Utilizes or maintains personal safety equipment
- Anticipates potentially dangerous situations
- Does not stand too close to passing vehicle traffic
- Is not careless with gun and other weapons
- Does not stand in front of doors when knocking
- Makes good choice of weapon to use and when to use it
- Does not fail to cover other officers
- Does not stand between police and violator’s vehicle on car stops
- Searches police vehicle prior to duty and after transporting suspects
- Does not rationalize and / or minimize suspicious circumstances

Effects field interrogation contact with suspicious persons / known offender. Can recall previous solutions and apply them in similar situations. RO reacts to follow FTO’s direction. FTO does not exercise “discretionary override”. Immediately determines / summons assistance of others (e.g. backup, supervisors, and support personnel).

CRIMINAL LAW / ORDINANCES

RO demonstrates knowledge of and application of substantive criminal law. Can distinguish between criminal and non-criminal activity. Is able to reference criminal code. Displays and articulates understanding of laws of arrest, search and seizure in field performance and / or verbal situational testing (e.g. role-play) conditions. Knows / recognizes necessary elements of criminal offenses. Lawfully applies procedural principles (e.g. Miranda, Mapp, Terry, etc.) when tested. Prepares for courtroom testimony by reviewing criminal offense report(s) and evidence.

DEPARTMENT POLICIES / PROCEDURES

RO’s knowledge of and ability to apply applicable policies / procedures is demonstrated during field operations and / or verbal situational testing (e.g. role-play) conditions with limited interpretative assistance from the FTO. Familiar with the most commonly used policies / procedures while having a working knowledge of the less known and seldom used policies / procedures. When tested verbally or written, meets minimum requirements.

SELF-INITIATED FIELD ACTIVITIES

RO demonstrates the ability and willingness to apply learned skills without prompting from FTO. RO observes, recognizes, and identifies suspicious or suspected criminal activity or situations requiring police attention, then takes appropriate action without delay or FTO instruction. Makes cases and arrests from routine activity, while on vehicle or foot patrol. RO shows a willingness to volunteer for calls or assist other Officers when possible and routinely initiates activities during uncommitted patrol time. Displays inquisitiveness and is independently motivated. Generally able to choose a solution, and analyze responses for further action by other officers or other agencies. Stays up-dated on current criminal information, such as vehicle theft hot sheets.

TRAFFIC LAW / ENFORCEMENT

RO demonstrates knowledge and application of Illinois Vehicle Code. Is able to reference code to apply the suitable charge with the offense. Is not hesitant to enforce traffic laws. Does not require FTO prompting in field situations when enforcing traffic laws. Is able to use discretion.

ATTITUDE TOWARDS POLICE WORK, DEPENDABILITY AND RELATIONSHIPS

RO shows enthusiasm and desire along with the will to learn. Takes criticism as a learning tool and applies it as such. Is respectful towards other officers and keeps the chain of command intact. Is willing to extend themselves beyond the minimum acceptable standards including doing those things believed to be unpleasant. Takes pride in their job and does it to the best of their ability. **RO RESPONDS POSITIVELY TO THE EVALUATION / COACHING PROCESS. RO DEMONSTRATES OWNERSHIP, ACCOUNTABILITY AND RESPONSIBILITY FOR THEIR ACTIONS, BEHAVIORS AND ATTITUDES.**

RO has excellent attendance, very prompt and prepared for each shift. Is consistent in completing reports, study assignments and other work required during the shift. Responds to efforts of the FTO to correct unacceptable performance. Can be depended upon to act professionally.

RO's actions / service delivery / enforcement action is "neutral" (e.g. not influenced by the individual's gender, ethnicity, etc.). RO does not enter situations with predetermined beliefs / opinions; remains neutrally objective and responsive to the individual's concerns and service delivery needs. RO's decision-making reflects understanding and execution of feasible law enforcement service delivery options / alternatives. RO is responsive to self-evaluation / coaching process (e.g. demonstrates "ownership" and accountability / responsibility for actions / behaviors). RO utilizes Daily Training Plan and Training / Task Guide to prepare for duty and facilitate the training process. Accepts constructive criticism and actively solicits feedback to improve performance. Does not blame others for mistakes. Demonstrates an active interest in new career. Utilizes off-duty time to further improve professional knowledge. Maintains high ideals towards professional responsibilities.

WEEKLY TRAINING PROGRESS EVALUATION

RECRUIT:	FTO:	EVALUATION PHASE: FROM: TO:		DATE:		
<p>The following performance rating indicates the Recruit performance during this rating period. The specific meaning of each rating can be found in the breakdown below:</p> <p>S - <i>Meets Performance Standards</i>: Performance meets the required standards.</p> <p>B/R - <i>Below Performance Standards/Responding to Training</i>: Performance does not meet standards, but Recruit is responding to training.</p> <p>B/F - <i>Below Performance Standards/Failure to Respond to Training</i>: Performance is below acceptable level. Remedial training has been tried. Recruit is not responding.</p> <p>N/R - There is insufficient data to rate this area.</p>						
PERFORMANCE AREAS		S	B/R	B/F	N/R	INITIAL
1. Electronic Communications Skills						
2. Motor Vehicle Operation						
3. Orientation Skill / Jurisdictional Geography						
4. Written Communication						
5. Field Performance						
6. Criminal Law / Ordinances						
7. Departmental Policies / Procedures						
8. Self-Initiated Field Activities						
9. Traffic / Law Enforcement						
10. Attitude Towards Police Work / Dependability / Relationships						
11. Attire / Dress / Equipment						

Narrative: *(Optional on weekly)*

I have reviewed this Weekly Progress Evaluation Report with my Field Training Officer. I wish to discuss the evaluation with my FTO's Supervisor.

Yes

No

Recruit Officer's Signature

Field Training Officer's Signature

Field Training Sergeant's Review

Field Training Lieutenant's Review

Typist _____

Recruit _____

FTO Off _____

FTO Sgt _____

FTO Lt _____



GENERAL ORDER

<u>SUBJECT</u> Critical Incident Stress Management (CISM) <u>DISTRIBUTION</u> All Personnel <u>CALEA REFERENCE</u> N/A <u>AUTHORITY</u>	<u>NUMBER</u> 300.12
	<u>EFFECTIVE DATE</u> July 30, 2018
	<u>NUMBER OF PAGES</u> 5
	<u>SUPERSEDES</u> N/A
	<u>OTHER REFERENCE</u> N/A
	Loren Marion III Interim Chief of Police

I. PURPOSE

Critical Incident Stress Management (CISM) programs are designed to minimize the damaging effects caused by stressful events, and to assist emergency services personnel in their ability to cope effectively with their reactions to these events.

II. POLICY

It is the policy of the department to use CISM to take proactive measures to assist all its staff, to include police, fire, EMS, telecommunications, etc., in the wake of critical incidents.

III. DEFINITIONS

A. *Critical Incident*: any work-related event with sufficient impact to produce significant emotional reactions in emergency services personnel at the time of the incident or later, having the potential to overwhelm the person's normal coping skills. This may include, but is not limited to:

- Line of duty death
- Serious line of duty injury
- Assault/sexual assault
- Suicide
- Officer involved shootings/victim of shooting
- Disarming/siege/hostage
- Multi-casualty incident
- Traumatic event involving children
- Knowing the victim of an incident

- B. *Department Representatives:* the department shall ensure that in-house personnel are certified in CISM to serve as department representatives and liaisons to regional resources and the HOI Coordinator. They will be qualified to facilitate demobilization and/or defusing stages as needed.
- C. *Heart of Illinois Critical Incident Stress Management Team:* The Heart of Illinois CISM Team is composed of volunteer emergency service personnel and mental health professionals. Team members are volunteers trained to provide peer driven interventions to those in need. The team is activated through the Medical Communications Department at OSF St. Francis. The HOI team is part of a statewide network established for this purpose. A coordinator serves a point of contact for the regional team, called HOI Coordinator.
- D. *Critical Incident Leave:* a paid leave of absence, approved by the Chief of Police, granted to an employee directly involved in a critical incident when it is determined by the individual's work unit supervisor, or relevant policy/statute, that it is in the best interest of the employee and the department.
- E. *Critical Incident Stress Management (CISM):* strategies designed to reduce the effects of stress resulting from a critical incident and to assist them in managing and recovering from that significant stress. These strategies are deployed in three main stages:
- Demobilization- a brief intervention immediately after a critical incident which provides a transition period from the incident back to the normal work routine. A demobilization is reserved for large scale events that are on-going (usually more than eight hours). The demobilization usually lasts approximately 30 minutes. This strategy is the broadest, most encompassing stage in regards to the personnel involved. It can be facilitated by the department representatives.
 - Defusing- a small group process led by specially trained mental health professionals and peer support personnel (internal or external), and is usually instituted within one or two hours after a critical incident. Best practice is to hold a defusing within 12 hours of a critical incident, but mitigating or individual circumstances may prevent this. Individual attention may be given if certain personnel are not available for the defusing, or a debriefing may be held. Defusing is intended to reach more “core” or “involved” personnel.
 - Debriefing- a group meeting or discussion led by specially trained mental health professionals and peer support personnel from the regional team (usually held 24-72 hours after an incident) employing both crisis intervention and educational processes. The meeting is targeted toward mitigating or resolving the psychological distress associated with a critical

incident or traumatic event and accelerating the recovery or directly involved personnel.

- F. *Mental Health Professional*: an individual trained at the master's degree level mental health professional, psychologist or psychiatrist.

IV. PROCEDURE

A. CISM Activation

1. When a critical incident occurs, the unit commander will immediately contact the department representative to determine which personnel services are required. The department representative will contact the HOI Coordinator as needed.
 - a. Any employee may request a demobilization/defusing/debriefing through the chain of command whenever a critical incident occurs that is not covered by the definition or is not activated by the department. The department representative will immediately contact the original caller to assess the need for on scene support services— demobilization, defusing, debriefing, or individual consultation— make the appropriate arrangements, and notify the appropriate command staff of the activation.
 - b. Employees may also seek services through the Employee Assistance Program for both work and non-work related incidents that are affecting the employee in a negative way.
2. The department representative shall prepare the internal logistics for the CISM response to include:
 - a. Ensure communication/debrief reaches the division captain and the chiefs.
 - b. Identifying and scheduling involved personnel to attend the session (after coordination with the CISM coordinator)
 - c. Providing basic “ground rules” to personnel that no one has to speak if they choose not to, that no notes will be taken, and the information is strictly confidential.
 - d. Ensuring that physical and logistical requirements have been finalized.

- e. Providing CISM team members with information related to the incident, including but not limited to pictures, diagrams, incident reports audio/radio/ video tapes, or newspaper articles.

- f. Notify Human Resources that CISM is being activated.

B. CISM Response

Mental health professionals, chaplains, and peer support advisors are assigned according to the need identified by the department representative and HOI coordinator. Employees specifically notified to attend demobilization/defusing/debriefing session(s), must attend the session(s) although active participation by the employee is not required. Involved employees are entitled to leave according to General Order 300.08 (Leave Time Procedures) and 400.36 (Post-Critical Incident Procedures.)

1. Demobilization/Defusing

- a. The program coordinator, or designee, will respond to the affected employee's location. In complex cases, response will be supplemented with other CISM peer support personnel. CISM personnel will inform on-scene supervisors of their arrival.
- b. Contact will be made with the affected personnel to assess the emotional needs, support self-esteem and self-reliance, offer team services as appropriate, and activate their social support network.
- c. The demobilization/defusing will be confidential. The only information released will pertain to notifying the employee's chain of command regarding returning to duty or initiating a request for administrative leave, as appropriate.
- d. CISM will remain available to the employee and/or family members for follow-up services during the readjustment period.

C. Follow-up Services

- 1. Follow-up services will be provided to ensure all personnel who need or want additional support receive it from the team or community-based professional resources. The follow-up services **will** be provided to participants of the debriefing immediately after the debriefing is complete. These services include, but are not limited to:
 - a. District or work location visit
 - b. Telephone call
 - c. Chaplain visit
 - d. Individual consultation

- e. Referral for therapy
- f. Additional meeting with group, and/or family session
- g. EAP

D. Documentation

1. The department representative shall document the activation of a CISM response in the Personnel Management Module. The report shall include the incident, level of strategy deployed, and personnel in attendance at each strategy.
2. The decision for or against a CISM response shall also be noted in the Incident Action Plan created for the critical incident.

V. GENERAL PROVISIONS

CISM team members will not interfere with any on-going criminal or internal investigations. In the case of an extended incident, the unit commander, or designee, will initially contact the department representative. The department representative will contact the on-scene commander periodically to determine which personnel and/or services are currently required. These procedures do not interfere or prevent in any way the voluntary use of or referral to any of the other Employee Assistance Programs.

These procedures are to be used in conjunction with all relevant department policy and procedures.

All information shared during a debriefing/defusing/demobilization, except that involving danger to the employee or others, is **CONFIDENTIAL**.

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GENERAL ORDER

	<u>NUMBER</u> 300.13
	<u>EFFECTIVE DATE</u> June 9, 2017
<u>SUBJECT</u> Off-Duty Employment	<u>NUMBER OF PAGES</u> 2
<u>DISTRIBUTION</u> Commissioned Personnel	<u>SUPERSEDES</u> GO 292-88; 10/20/00
<u>CALEA REFERENCE</u> N/A	<u>OTHER REFERENCE</u> N/A
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. POLICY

Peoria police officers are expected to avoid appearances of wrongdoing and conflicts of interest. Officers should be mindful of the fact that even when off-duty, they represent the department, and therefore should not misuse their public authority for private purposes.

II. PROCEDURES

A. Off Duty Employment Requests

1. All requests for approval for off-duty security employment shall be submitted on an Off-Duty Employment Request Form and must be signed by the requestor's supervisor and commanding officers, and may only be approved by the chief of police. All employees with off-duty employment shall submit an off-duty employment extension request every January.
 - a. A copy of these forms will be retained in the officer's personnel file in Administration. The forms can be found on SharePoint.
2. As a general principle, the police chief will not approve off-duty employment without the favorable endorsement of the requestor's supervisor and commanding officer, certifying that the officer's normal duty performance is sufficiently satisfactory to allow outside employment. Approval may be revoked upon the request of the individual's superiors if the employment is impairing or interfering with police job performance.
3. On short notice, approval for off-duty employment on a single occasion that does not infringe upon the preceding policies may be approved by the

officer's division commander. Notice of this approval shall be forwarded to the administrative captain.

B. Prohibited Positions (22.3.4)

1. Off-duty employment involving the investigation of people and their affairs is prohibited.
2. Permission will not be given to work off-duty in any capacity in any business that is licensed for the sale of alcoholic liquor for consumption on the premises (as defined by the liquor code).

Exception: Officers may work in security or other capacities as long as they are not involved in the handling, sale or serving of alcohol, or work in an area of a business where alcohol is served

C. Reporting Responsibility

1. Off-duty officers are required to report to the department all crime and offenses that occur during their off-duty employment.
2. While working in an off-duty capacity, the officer shall handle the situation according to department policies and procedures unless relieved by on-duty officers, and shall then assist on-duty officers as appropriate. Supervisory officers engaged in off-duty employment shall be responsible for the conduct of on-duty subordinates and proper performance of the police mission until relieved by an on-duty supervisor of equal or higher rank.

D. Probationary Officers

Probationary officers who have not graduated from FTO training will not be permitted to work off-duty employment in a police capacity

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GENERAL ORDER

	<u>NUMBER</u> 300.15
	<u>EFFECTIVE DATE</u> October 9, 2017
<u>SUBJECT</u> Scheduling Information Office Technicians	<u>NUMBER OF PAGES</u> 7
<u>DISTRIBUTION</u> Command Personnel, Information Technicians	<u>SUPERSEDES</u> GO 435-92; GO 300.15 7/26/00; 1/17/06; 12/17/08
<u>CALEA REFERENCE</u> 22.2.1	<u>OTHER REFERENCE</u> N/A
<u>AUTHORITY</u>	Jerry E. Mitchell Chief of Police

I. PURPOSE

To provide clear and consistent scheduling practices for vacation, personal, holiday, sick leave, shift bid, overtime, and mandatory callout situations, etc., for the Police Department Information Office Technicians; to adapt scheduling practices in accordance with the current AFSCME contract; and to ensure that these scheduling practices will be reviewed regularly to meet the above.

II. DEFINITIONS

- A. *Voluntary Overtime*: Overtime chosen by an Information Office Technician.
- B. *Mandatory Overtime*: Overtime assigned to an Information Office Technician (not the Information Office Technician's choice) necessary to maintain minimum staffing levels.
- C. *Advance Overtime Sign-up*: A list of anticipated/projected overtime positions, including dates and shifts available.
- D. *Last-Minute Overtime*: Overtime created with four hours or less notification.
- E. *Voluntary Call-out List*: A rotating list of Information Office Technicians originating with the most senior Information Office Technician, which is used to identify which Information Office Technician is next to be offered overtime.
- F. *Mandatory Order-in Book*: A rotating list of Information Office Technicians originating with the least senior Information Office Technician which is used to identify which Information Office Technicians will be ordered to work.

III. PROCEDURE

A. Total Shift Bid

1. The shift bid, which takes effect the first full week of January, shall begin on November 1.
2. Each Information Office Technician, by seniority, shall be given a maximum of 48 hours to pick a shift and days off for the following year.

B. Vacation Scheduling

1. The annual vacation selection shall begin on December 1 by seniority. Each Information Office Technician shall have 48 hours to make their selection in writing to the scheduling sergeant through their supervisor. Each Information Office Technician may pass on the first selection process if they wish, and shall have a chance to make their selections after all other employees have made their initial selections. Vacation picks shall be in blocks of five, ten, fifteen, or twenty. Any extra days attached to the blocks of five, during the 2nd round of selection, shall be scheduled by January 15 of each calendar year, by seniority.
2. Any vacation days not scheduled by January 15 shall be scheduled at any length by seniority no later than February 15. After February 15, all vacation days shall be granted on a first come first serve basis and may not be denied later in order to grant a request from an Information Office Technician with more seniority.
3. Personnel needing to schedule advance vacation time for the period of January 1 through February 16 shall make the request in writing to the scheduling sergeant, through their supervisor prior to December 15. Requests will be granted based on seniority by December 16.
4. Vacation days shall take preference over personal days, except those personal days attached to a block of vacation days, to create a five-day block. Once both rounds of picks are complete, a request for a vacation day shall not cause a previously scheduled personal day to be removed from the books.
5. Any Information Office Technician may change all or part of a scheduled vacation period at any time. Such newly selected vacation shall not be in conflict with the vacation or personal days that have been previously selected. The Information Office Technician must notify in writing the scheduling sergeant, through their supervisor, not less than five days prior to the date of the previously selected vacation or newly selected vacation, whichever comes first. Last minute requests not meeting this criteria may be granted at the discretion of a supervisor as long as the request does not

create a hardship on the scheduling of other Information Office Technicians.

6. No more than one Information Office Technician, per shift, shall be on vacation or personal days, or reserve holidays at one time. No more than two Technicians shall be off, on any combination of leave days, per day.

C. Personal Day Scheduling

1. Timeline for Scheduling

- a. Personal time may be scheduled in advance by seniority beginning January 16, after all Information Office Technicians have been given the opportunity to schedule vacation.
 - b. All personal time not scheduled by the end of the second round of picks shall be granted on a first come first serve basis.
2. Personnel needing to schedule advance personal time for the period of January 1 through February 16 shall make the request in writing to the scheduling sergeant, through their supervisor prior to December 1 of the preceding year. Requests will be granted based on seniority by December 2.
 3. If a last-minute request for a personal day is due to a bona fide emergency, the request shall be granted. An overtime position will be allowed if necessary.
 4. An Information Office Technician may request in writing to the scheduling sergeant, through their supervisor, to change a scheduled personal day. The request must be made at least five days in advance of the previously selected personal day or the newly selected personal day, whichever comes first. Last minute requests not meeting these criteria may be granted at the discretion of a supervisor as long as the request does not create a hardship on the scheduling of other Information Office Technicians.

D. Holiday Scheduling

1. Holidays staffing of Information Office Technicians, on Veterans Day and the day after Thanksgiving, may be offered at up to two Technicians per 1st and 2nd shift. The extra position will be offered on a voluntary basis and will not result in an order-in if there are no volunteers. All other holiday staffing shall remain the discretion of management.
2. Any requests for a vacation day on a holiday will take precedence over voluntary requests to have the day off, provided that such requests are made in accordance with the appropriate sections of this order.

3. A yearly list will be distributed on December 1, for each shift, to all Information Office Technicians requesting they indicate whether they would prefer to work or have the holiday off on a voluntary basis. Each Information Office Technician will have 48 hours to notify the scheduling sergeant, in writing, of their choices. Holiday positions may be left open until two months prior to the date. The slots will then be offered again. If they are not voluntarily filled, they will be filled on an order-in basis.
4. Positions on each shift will then be filled on a seniority basis.
5. Information Office Technicians are authorized to wear proper business attire on all recognized City holidays.

E. Sick Call-In

1. All Information Office Technicians are required to notify the appropriate shift supervisor of the need to schedule sick time at least two hours in advance of the scheduled shift. In the event of an emergency absence, these will be handled on a case-by-case basis.
2. Requests for use of sick time shall be granted only as allowed by the current AFSCME contract.

F. Voluntary Overtime

1. Information Office Technicians will be offered voluntary overtime in progressive order, as indicated by the overtime rotation list and call out book.
2. Voluntary overtime will first be offered in eight hour blocks. If no Information Office Technicians take the 8-hour blocks, four hour blocks will be offered.
3. Voluntary overtime of at least four hours will be offered to Information Office Technicians, in progressive order. Overtime of less than four hours will not move you to the back of the overtime rotation list.
4. An Information Office Technician who accepts an advance overtime position shall be responsible to work the position. The Technician shall also have the option of splitting the shift with another Technician. In any event, the Technician who accepts the overtime position is responsible for making sure that it is covered.
5. If an advance overtime position is cancelled by the Department, the Information Office Technician shall be placed at the top of the voluntary list to be offered the next overtime position which becomes available. If the person who has had their overtime position cancelled currently holds the top spot on the voluntary list, they shall have the option of the next two

picks. If it becomes apparent that the Technician is using this position to pick an available spot, only to give it someone who is further down the list, Management reserves the right to re-assign the overtime slot.

6. Information Office Technicians shall not work more than two double shifts in succession or more than twenty-four hours of overtime in one-week.
7. Information Office Technicians shall not work overtime when on vacation.
8. A trainee is not authorized to work overtime until they have successfully completed the training program.
9. In cases where adequate last minute (one hour or less) call-in for sick time or emergency leave is not received, on-duty Information Office Technicians will be asked to volunteer for the overtime.
10. In cases of emergency situations, the shift supervisors may allow an exception to the above restrictions.

G. Mandatory Overtime

1. If an overtime position is not accepted on a voluntary basis, an Information Office Technician will be ordered to work the overtime, in progressive order, according to the mandatory overtime book.
2. An Information Office Technician on holiday, holiday leave, vacation day, personal day, sick day, training leave, days off, or who has someone working for them, will not be considered for mandatory overtime.
3. An Information Office Technician working overtime on his or her days off or working for someone else can be ordered to work mandatory overtime.
4. Advance overtime not filled by voluntary overtime will be filled by mandatory overtime, and the Information Office Technician will be notified of the mandatory overtime at least two days in advance of the overtime position.
5. If an overtime position becomes available during the current shift for the following shift, the overtime will first be offered as an 8-hour block, and if not filled, may be taken in four-hour blocks. If the overtime will be less than four hours, the overtime may first be offered, by seniority, to the Information Office Technicians working just before or just after the overtime period.
6. If the above overtime position is not filled on a voluntary basis, the overtime becomes mandatory—four hours for an Information Office Technician working the current shift and four hours for an Information

Office Technician working the following shift, as indicated by the mandatory order-in book. An Information Office Technician ordered to work a four hour block has the option to work an 8-hour block.

7. If the second four hour block cannot be filled by the above method, the Information Office Technician working the first four hour block may be mandated to work the entire eight hour block of overtime, as long as the Information Office Technician does not exceed 16 hours of work in any one 24-hour period.
8. No Information Office Technician shall be ordered to work more than two consecutive shifts, unless emergency conditions exist.

H. Overtime Rotation List

1. An Information Office Technician who works a minimum of four hours overtime, either voluntary or mandated, will move to the back of the mandatory overtime book when they start working the overtime.
2. Voluntary overtime worked in other areas shall not allow the Information Office Technician to be placed at the back of the mandatory overtime book. If an Information Office Technician is ordered to work in another area, the order-in policy shall prevail.
3. The Desk Sergeant will keep the overtime call-out list and mandatory order-in book, which will be available for review by the Information Office Technicians.

I. Trading Time

1. Trading time shall remain in accordance with the current AFSCME contract.
2. If an Information Office Technician fails to report for a shift of traded time, the Information Office Technician who is regularly scheduled to work shall be docked the leave time. Repeated occurrences shall result in the refusal of the trading time privilege for the Information Office Technician who has failed to report for duty.

J. Filling Vacant Posts

1. When an Information Office Technician position comes open, it shall be offered by seniority within two weeks of vacancy notification, and implemented as soon as possible.
2. An Information Office Technician offered the open position shall have a maximum of 48 hours to accept or decline the position.
3. Any position that comes open, due to the acceptance of the vacated position, will be offered by seniority as described above in section A.

4. The remaining vacant position may be filled by a relief Information Office Technician, until a newly hired Information Office Technician has completed training.
5. An Information Office Technician can only exercise his or her seniority with respect to the open position and thus cannot bump anyone out of his or her previously bid shift.

K. Relief Position Assignments

1. Relief positions will be assigned to shifts, as needed, and as staffing allows.
2. A relief Information Office Technician shall not be required to work more than two different shifts during the same week, unless the Information Office Technician agrees to do so.
3. The relief Information Office Technician must have 8-hours off between shifts.
4. The relief Information Office Technician cannot be forced to work a double shift as part of his or her normal work week. (Example: Work 3rd & 1st shifts)
5. A relief person must be given at least a one-week (7 days) advance notice when changing their shift/and or days off.

L. Annual Review

This General Order shall be reviewed each October by the Technical Services Lieutenant and the AFSCME President or their designee, and up to two Information Office Technicians for necessary changes to ensure the efficient and effective operation of the Information Office Technician positions, and compliance with the current AFSCME contract.

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GENERAL ORDER

<u>NUMBER</u> 300.16
<u>EFFECTIVE DATE</u> December 6, 2019
<u>NUMBER PAGES</u> 3
<u>SUPERSEDES</u> N/A
<u>OTHER REFERENCE</u> N/A
Loren Marion III Chief of Police

<u>SUBJECT</u> Sworn Officer Pregnancy
<u>DISTRIBUTION</u> Commissioned Personnel
<u>CALEA REFERENCE</u> N/A
<u>AUTHORITY</u>

I. PURPOSE

To provide options which allow for a pregnant Officer to remain working in a full-time capacity and performing full duty assignments, in combination with a modified duty assignment, for as long as reasonably possible. This policy seeks to ensure a woman's right to work, free from discrimination, and to protect the property interest she has in her job, while guarding against the risks inherent in the performance of her duties.

II. DURATION AND COVERAGE

The Department recognizes that its diverse workforce is a valuable asset and that trained and experienced female Police Officers are a critical resource. Pregnancy is a temporary physical condition, which may or may not affect an employee's ability to perform many of the usual duties of the job classification. This policy establishes procedures to modify full-duty assignments and, when needed, provide temporary, alternate duty assignments to eligible pregnant police officers when they are unable to safely perform all of the essential functions of their normal assignments.

III. NOTIFICATION

- A. Because pregnancy is a condition with the potential to affect an employee's ability to perform her job functions, when pregnancy is confirmed, the employee shall submit a memo to the Chief of Police as soon as it is practical to do so.
- B. The employee should seek medical attention relating to her pregnancy and shall notify the Chief of Police or his/her designee, of any restrictions or limitations on her ability to work, as determined by her physician.
- C. If no restrictions or limitations have been placed on the employee by her physician, the employee may elect to continue to perform in her full duty capacity or accept a modified duty position, which shall be created or designed by the Chief of Police or his/her designee.

IV. MODIFIED DUTY/RESTRICTIONS

Unless the employee's physician has restricted her duties, the employee may continue to function as she would absent the pregnancy with or without a reasonable accommodation. The department will not assume an employee is unable to continue her regular job function on the basis of her pregnancy related condition alone.

If the employee is unable to continue her regularly assigned duties due to a pregnancy related restriction, a modified duty project will be extended to the employee (if one is available and it is approved by her physician).

Modified duty positions may require schedule changes, shift changes, assignment changes, or transfers. The city shall be under no obligation to create a specific modified duty position if one does not exist.

A. Restrictions of modified duty positions

1. The maternity policy on clothing shall be flexible during an officer's pregnancy. Current acceptable maternity attire is that which is appropriate for the business community, with the exception of casual Friday.
2. An officer on a modified assignment shall not operate a marked vehicle, but may be a passenger in a marked vehicle with approval of a supervisor. She may operate and be a passenger in any unmarked vehicle.
3. An officer on modified duty assignment shall not respond to a situation that might necessitate official police action where there is potential for a physical confrontation. Exception to this rule would be based on specific restrictions and must have the approval of the division commander.

B. Leave

If no modified duty project is available or the employee is otherwise unable to continue working in any capacity, for medical reasons the employee may request to be placed on the appropriate leave (if available), or may apply to the Pension Board for disability leave to be granted at the board's discretion.

C. Policy duration

This policy shall remain in effect for the duration of the pregnancy and will no longer apply after the conclusion of the officer's pregnancy.

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State of Illinois
Department of Human Rights



PREGNANCY and your **RIGHTS** in the **WORKPLACE**

Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy?

If so, you have the right to:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an unsolicited accommodation offered by your employer for your pregnancy.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

Your employer cannot:

- Discriminate against you because of your pregnancy.
- Retaliate against you because you requested a reasonable accommodation.



GENERAL ORDER

<u>NUMBER</u> 300.17
<u>EFFECTIVE DATE</u> December 6, 2019
<u>NUMBER PAGES</u> 5
<u>SUPERSEDES</u> N/A
<u>OTHER REFERENCE</u> N/A
Loren Marion III Chief of Police

<u>SUBJECT</u> Peer Support Program
<u>DISTRIBUTION</u> Commissioned Personnel
<u>CALEA REFERENCE</u> N/A
<u>AUTHORITY</u>

I. PURPOSE

The purpose of this General Order is to establish department procedure for a voluntary Peer Support Program to include the selection and training of Peer Support Team Members and for the manner in which peer support services are provided for Peoria Police Department personnel, their families, and retirees.

II. POLICY

The Peoria Police Department is committed to ensuring the safety and well-being of all its members and their families. The Department recognizes that members may experience personal difficulties which may impact their personal and professional lives. The Department both supports and encourages members in securing quality, confidential assistance with these difficulties. The Department will provide all public safety employees within the department the opportunity to receive emotional and tangible peer support through times of personal or professional crises and to help anticipate potential difficulties.

III. CONFIDENTIALITY

1. The acceptance and success of the Peer Support Program is dependent on the peer supporter's ability to maintain confidentiality. It is imperative that peer supporters and other program members maintain and adhere to strict confidentiality of all information surrounding an employee's situation within the guidelines of the Peer Support Program. No records identifying employees who utilize the program will be maintained.
2. Communication between the peer supporter and the requesting employee is strictly confidential in accordance with 5 ILCS 840/20 "1st Responder Suicide Prevention Act", however are subject to subpoena for "good cause shown" (section c-5).
3. A general principle for the peer supporter is to inform the person prior to discussion what the limitations and expectations are regarding the information revealed. In those cases where there is a concern or question about confidentiality, the peer support must contact the peer support team coordinator or their designee.

IV. STRUCTURE AND PROCEDURE OF PEER SUPPORT PROGRAM

1. The administrative captain will contact the "Peer Support Coordinator" with a list of new recruits, and the peer support coordinator will then assign a recruit officer to a peer supporter. He will also contact the field training commander to provide supporter/recruit assignments.
2. Each new recruit officer will be paired with an officer who has been trained in the skills of peer support. The peer supporter will serve as a resource, confidant, and advisor.
3. The peer supporter will meet with the new hire in a timely manner before the recruit begins training at a police academy and explain the peer support program. After the initial contact by the supporter, the recruit officer will be expected to contact their peer supporter at intervals determined by the peer support coordinator.
4. This contact between the peer supporter and the recruit officer will be for the duration of the recruit officer's probationary period.

V. PEER SUPPORT COORDINATOR

The Peer Support Coordinator is responsible for administration and oversight of the peer support program, including the selection, assessment, and orientation of peer supporters. The police chief shall appoint the coordinator from commissioned personnel holding the rank of sergeant or above.

The duties of the coordinator are collateral to other department duties and include the following:

- Recruiting, training, and maintaining a pool of trained peer supporters
- Coordinating, scheduling and conducting peer support meetings
- Maintaining availability for peer supporters when additional assistance is needed
- Troubleshooting and fine-tuning the process when necessary
- Assigning probationary officers to a peer supporter when they are hired

VI. PEER SUPPORTERS

Commissioned Peer Supporters are key components to a successful support program within the department. They must be individuals who have a strong desire to participate in the process and are recognized by their peers as empathetic and approachable. Peer Supporters shall serve on a voluntary basis, without compensation, and any and all time expended shall not be computable under FSLA or otherwise.

A. Selection

1. Volunteer peer supporters may be selected from any division of the police department. Peer supporters shall be commissioned personnel below the rank of lieutenant with a minimum of two (2) years' experience at the department.

B. Qualifications of the position are:

1. Ability to listen, communicate, and provide appropriate responses when applicable.
2. Availability to respond to requests as needed
3. Interest in the peer support program
4. Knowledge of department policies and procedures
5. Good attendance and discipline record

C. Roles and Responsibilities of the Peer Supporter:

1. Peer Supporters responsibilities are as follows:
 - a. Respond to peer support requests as needed and, if practical, respond at any hour.
 - b. Be proactive in checking on and following up with coworkers involved in recent traumatic events.
 - c. Provide assistance and support on a voluntary basis.
 - d. Provide orientation of the program to new hires.
 - e. Be responsible for adhering to program guidelines and confidentiality rules.
 - f. Utilizes personal experiences to assist peers in creating wellness plans.
 - g. Effectively listen, communicate, and understand when meeting with peers by remaining empathetic.
 - h. Attend Peer Support Training Seminars and any additional training which may be required during the maturation of this program.
 - i. Provide knowledge and referral information as needed to direct the peer to appropriate outside resources when necessary.
 - j. Meeting with the recruit officer before their start at a police academy and then at regular intervals determined by the peer support coordinator.
 - k. Providing encouragement and positive reinforcement to probationary officers that are assigned to them throughout the duration of the police academy and their time in the FTO program
2. Requesting and notifying the proper persons when leave time for treatment of an officer in need is appropriate.
3. The Peer Supporter is not exempt from federal, state, or local laws, or the rules and regulations of the Department. When necessary, contact with the Peer Support Program Coordinator will be sought for further assistance and guidance.

VII. REQUEST FOR PEER SUPPORT

1. Peer support may be requested by:
 - Reaching out to a peer support team member
 - Third-Party Request – Employees can request support for a co-worker by contacting a department peer support team member.
2. The assigned peer supporter will make contact with the requesting person. The supporter is authorized to use department facilities or an agreed upon location outside the department to meet with the requesting officer. When the meeting is done on duty time, the peer

supporter shall obtain permission from their supervisor, unless exigent circumstances exist. No names or personal identifiers will be given to the supervisor.

3. Participation by the peer supporter and the requesting person is voluntary. No overtime or compensatory time will be authorized during the performance of the peer supporter's duties unless authorized by the Peer Support Coordinator or Administration.

VIII. DISCIPLINE AND INTERNAL INVESTIGATION INVOLVING OFFICERS IN NEED

1. There may be situations where the peer supporter is assisting a peer who is, or becomes, the subject of an internal investigation. The peer supporter shall adhere to the confidentiality guidelines of the Peer Support Program. Peer Supporters shall not volunteer any information received in confidence; however, they shall also not hamper or impede the investigation or attempt to act as a representative of the employee during the course of the investigation.
2. The peer supporter's role in disciplinary situations is one of support and assisting the peer through the times of stress they may be facing during the disciplinary process. If peer supporters have any questions or concerns during these situations, they shall consult with the Peer Support Program Coordinator.

IX. VOLUNTARY AND INVOLUNTARY SEPARATION

1. Peer supporters who wish to separate from the Peer Support Program are asked to submit their request to separate from the program, in writing, to the peer support coordinator.
2. Failure to fulfill the duties or a peer supporter, breach of confidentiality, violation of department policy or applicable laws may result in removal from the program and/or discipline.

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**PEORIA POLICE DEPARTMENT
PEER SUPPORT TEAM
CONFIDENTIALITY AGREEMENT**

As a member of the Peoria Police Department's Peer Support Team, I agree to maintain a high level of professionalism at all times. By participating as a Peer Supporter in the Peoria Police Department's Peer Support Team, I agree to maintain confidentiality which includes, but is not limited to, any information obtained during a peer support meeting as well as any confidential information surrounding the Peer Support Program. I further understand there are consequences for any violation of this confidentiality. A Peer Supporter who breaks confidentiality shall be removed from the Peer Support Team and may be subject to disciplinary action.

I agree not to reveal to any person or persons except an authorized Peoria Police Department Peer Support Team Program Coordinator or a licensed clinician any specific information obtained during a peer support intervention or contact. I further agree not to reveal to any third party any confidential information of the Peoria Police Department's Peer Support Team, except as required by law.

The undersigned agrees to maintain confidentiality while being a member of the Peer Support Program, and in the event that he/she is no longer affiliated with the Peer Support Program, he/she will continue to maintain confidentiality.

Dated this _____ day of _____, 20_____

Peoria Police Department Peer Support Team Member Date

Peoria Police Department Peer Support Program Coordinator Date