

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 182-A

REFERENCE STANDARDS: 11.3.3 26.3.2

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SUBJECT: Notification to Chief of Police

POLICY: It is the policy of the Hanover Park Police Department to notify the Chief of Police of matters that are of heightened significance to the agency.

PURPOSE: To provide guidelines and procedures for the prompt notification to the Chief of Police of incidents or other matters that are particularly significant to the operation or welfare of the agency.

## DEFINITIONS

- A. Complaint- A verbal or written accusation or charge brought against an officer or department employee. A complaint may be filed in person, by mail, by telephone, or any other means by any person including anonymous sources.
- B. Formal Investigation- The process of investigation ordered by any commanding officer during which the questioning of personnel of the Department is intended to gather evidence of misconduct, the content of which may subsequently lead to discipline in the form of suspension in excess of three days, discharge or demotion.

## I. IMMEDIATE NOTIFICATION (11.3.3)

- A. The Chief of Police will be notified immediately of the following:
  - 1. Any incident where an employee has allegedly performed in a manner that created an increased likeliness of death or serious injury to persons or significant loss of property.
  - 2. Any incident where there may be a question as to the agency's liability or result in heightened community interest.
  - 3. Any complaint against an agency employee that involves a felony legal violation and/or is classified as a formal investigation.

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**POLICE OPERATIONS MANUAL**

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**VILLAGE OF HANOVER PARK**

**Rescinds:**

**Auth:**

## II. TIMELY NOTIFICATION (11.3.3)

- A. The Chief of Police will be notified within a reasonable amount of time, but not necessarily immediately, of the following:
  - 1. Any complaint against an agency employee not included in I.A.3.
  - 2. Any internal investigation involving an agency employee.

## III. NOTIFICATION PROCEDURE (11.3.3)

- A. Immediate notification should be made by the employee initially aware of an incident or situation. If the employee initially aware of an incident or situation would normally immediately contact a supervisor or other employee to take action in such circumstances, the supervisor or other employee should make the notification.
- B. Timely notification can occur through the normal processing of documentation, such as complaint forms. If no such processing of documentation will occur, notification should be made by the employee who is primarily responsible for the investigation of an incident or situation.
- C. A supervisor or employee may delegate actual notification to another employee, however the original supervisor or employee remains responsible to ensure notification is made.
- D. Notification may be made by written, verbal, or other electronic means, however, the notification should be documented in some manner.

