

**PALOS PARK POLICE
DEPARTMENT**

ORDER NUMBER: 4.606(a)

SUBJECT: ANCILLARY SERVICES

EFFECTIVE DATE: 1 March 1998

AUTHORITY: Chief Joseph Miller

REVIEW DATE: 1 March 2013

Reviewed: October 2014

REVIEWER: Supervisor Traffic Safety Unit

INDEX AS:

61.4.1. ASSISTANCE TO HIGHWAY MOTORISTS

61.4.2. CORRECTION OF HIGHWAY HAZARDS

61.4.3. TOWING OF VEHICLES PROCEDURES

61.4.4 TRAFFIC SAFETY EDUCATIONAL MATERIALS

PURPOSE:

The purpose of this order is to establish policies and procedures related to the Department's ancillary services.

These services include providing assistance to highway users, public information and directions, identifying and reporting roadway hazards, and procedures for the removal and towing of vehicles.

ORDER:

61.4.1. ASSISTANCE TO HIGHWAY MOTORISTS

A. Disabled Vehicles.

Disabled vehicles on the roadway present a hazard both to the stranded motorists and to other roadway users. For this reason, field personnel will offer reasonable assistance at all times to motorists who appear to be in need of aid.

1. Police Department vehicles will not be utilized in any manner to "jump start" a disabled vehicle.

B. Use of Push Bumpers

Certain Department vehicles are equipped with push bumpers to promote the expedient removal of disabled vehicles that are obstructing. It is the policy of the Orland Park Police Department to utilize these patrol vehicles equipped with push bumpers to relocate certain obstructing vehicles from the roadway in accordance with the following guidelines:

1. Push bumpers will be used only to relocate disabled vehicles that are obstructing traffic to the nearest safe place not obstructing traffic (parking lot, parking area along curb, and side streets, etc.);

2. Push bumpers are not to be used to push vehicles for a long distance or used to attempt to push start a stalled vehicle;

3. Push Bumpers are not to be used to push vehicles that have an obstruction to free movement of any tire. (Locked brakes, broken wheel mounts, damage from accidents, etc.) and,

4. Disabled vehicles are to be pushed slowly and cautiously, with the pushed vehicle gear shift in neutral and steered/controlled by a driver.

5. Push bumper and bumper of pushed vehicle must match, any vehicle with a bumper that is too high will

not be pushed with any Department vehicle;

6. The only vehicles to be pushed will be cars and vehicles with a maximum vehicle registered weight of 8,000 pounds or less;

7. Abuse of the proper use of the push bumpers could result in damage to the vehicles and/or disciplinary action.

C. Information and directions.

Personnel shall freely and courteously provide information and directions when asked, and shall remain familiar with various services and facilities available to help motorists, such as 24 hour gasoline stations, 24 hour restaurants, local hotels, etc.

D. Transportation.

Field personnel may, with supervisory approval, transport stranded motorists to the nearest convenient location where assistance may be obtained.

E. Mechanical Assistance and Towing Service.

1. Anytime an officer encounters a motorist who requires the services of a tow company, the officer will all reasonable attempts to assist the motorist in placing a call from any nearby phone in the field. In the event it is impossible or impractical for the motorist to make the call the officer will;

a. Check with the motorist to ascertain if he has a preference for a local service station and request the communications dispatcher to make notification.

b. If the motorist has no preference, or the service station cannot provide timely service, the officer will advise the motorist that the

c. Department has arrangements with local tow companies to provide services.

d. If the motorist has no preference the officer will advise the communications dispatcher to contact the tow service next on the tow service rotation list.

2. When an officer finds that a vehicle is left unattended upon a street or highway in violation of any of the provisions regulating stopping, standing or parking AND constitutes a definite hazard or obstruction to normal movement of traffic, such officer is authorized to move such vehicle, or require the driver to move the vehicle, to a position off the road in accordance with the provisions set forth in General Order

62.5, Motor Vehicle Towing Procedures.

F. Protection for Stranded Motorists.

1. Stranded motorists should not be left unattended when they appear to be exposed to hazardous situations. Due consideration shall be afforded stranded motorists for factors that contribute to

hazardous conditions such as location, time of day or night, weather, and current priority of calls for service. When circumstances preclude remaining with a motorist's vehicle, flares should be placed to warn traffic and provide reasonable safety until the problem can be resolved.

2. Field personnel who assist stranded motorists should remain alert for the following possibilities:

a. The vehicle in the motorists' possession has not been authorized for their use.

b. The vehicle is in an unsafe operating condition.

c. The motorist is incapable of safely operating the vehicle.

- d. The vehicle's occupants have engaged in recent criminal activity.
 - 3. Field personnel who assist stranded motorists will communicate this to the Communications Center so an incident report number can be assigned.
 - 4. Motorists residing within a reasonable distance may, with the approval of the officer's supervisor, be transported to their residences.
 - a. If the motorist to be transported is of the opposite sex, the Communications Center is to be advised of the beginning and ending odometer reading as well as the motorist's address
 - b. If assistance cannot be obtained for the motorists, they may be transported to the lobby of the police department where a telephone is available.
 - 5. During adverse weather conditions, Department personnel shall make an effort to transport or arrange for transportation for persons who are stranded.
- G. Emergency Motorist Services.**
- 1. Officers will notify communications immediately of any emergency situation and take appropriate action.
 - 2. Provide first aid.
 - a. Personnel who encounter medical emergencies are expected to provide reasonable assistance within their capabilities to preserve life or protect property. Personnel shall notify the Communications Center to send paramedics to the scene of medical emergencies.
 - b. Department personnel are not permitted to escort civilian vehicles to emergency health facilities.
 - 3. Obtain fire assistance.

- 4. Utilize the fire extinguisher in the patrol car, when necessary.

61.4.2 CORRECTION OF HIGHWAY HAZARDS

- A. During normal patrol activities, Department personnel must remain alert for unsafe or hazardous conditions on the roadways. Hazardous roadway conditions that may be encountered include, but are not limited to:
 - 1. Debris on the roadway.
 - 2. Defects in the roadway itself.
 - 3. Lack of, or defects in, highway safety features.
 - 4. Lack of, improper, visually obstructed, damaged, or nonworking mechanical traffic control devices or informational signs.
 - 5. Lack of or defective roadway lighting systems.
 - 6. Disabled, abandoned or parked vehicles on the roadway.

- B. Upon discovering an unsafe or hazardous condition on the roadway, Department personnel shall take appropriate action which includes, but is not limited to:

- 1. Notifying the appropriate agency via the Communications Center.
- 2. Providing traffic control as needed.
- 3. Protecting the scene as appropriate.
- 4. Immediately rectifying the situation where feasible.

61.4.3. TOWING OF VEHICLE PROCEDURES

- A. A procedure governing the towing of motor vehicles by Orland Park Police Officers is found in General Order 61.5., Motor Vehicle Towing Procedures.

61.4.4. TRAFFIC SAFETY EDUCATIONAL MATERIALS

- A. The Department distributes educational materials on traffic safety, laws and regulations, drunk driving

prevention, seat belt/child restraint information, railroad crossing safety, pedestrian safety, bike/motorcycle safety, and traffic safety programs to the public.

The purpose of these traffic educational materials is to enhance public understanding of safety programs, and to support traffic enforcement efforts. With the ultimate goal being voluntary compliance with traffic laws and regulations.

B. The materials may be distributed by personnel during public appearances or the materials may be distributed by personnel working at the front desk upon request.

1. The lobby display rack contains these materials or additional information may be obtained from the Traffic Safety Unit.

PALOS PARK POLICE DEPARTMENT

Title: **HAZARDOUS MATERIAL INCIDENT**

Procedure: **4.607**

Date Issued: **MAY 01, 2002**

Reviewed: **October 2014**

PURPOSE:

To provide guidelines for hazardous material control.

POLICY:

Explosives, nonflammable and combustible liquids, gases, oxidizing materials, corrosive and disease causing agents that are stored or transported are a potential risk to both life and property. It is the goal of the Police Department to minimize the adverse effects of these hazardous materials upon the community.

PROCEDURE:

RESPONSIBILITY

1. The Fire Department will be responsible for the investigation, control, removal, and reporting of hazardous material incidents to the appropriate state and federal agencies.
2. The Police Department is responsible for the investigation and reporting of traffic accidents involving hazardous materials. The Police Department will provide other such assistance, to the Fire Department, as may be required to ensure the continuing safety and well being of the community.

HAZARDOUS MATERIAL IDENTIFICATION

1. This is usually accomplished directly or indirectly by the descriptive data in shipping documents, container markings, package labels, and vehicle placards.
2. If this information is not readily obtainable due to an incapacitated driver or

destruction of a bill of lading or other shipping papers, immediately contact the Chemical Transportation Emergency Center (CHEMTREC) 800-424-9300.

CHEMTREC provides technical expertise in handling hazardous material emergencies.

CHEMTREC also provides additional phone numbers for emergencies such as accidental poisoning.

FIRST OFFICER RESPONSE

1. Officers should not enter into the area of a spillage or leak.
2. Relay the following information to the Communications Center:
 - Type of incident (railway, highway, factory);
 - Basic description (explosion, fire, etc.);
 - Exact location;
 - Name of hazardous material and class;
 - Quantity involved.
3. Without risk of exposure or injury to the officer, an attempt to rescue persons in the hazard area should be made.
4. Avoid inhalation of all gases, fumes, and smoke. Stand upwind of scene.
5. Detour all traffic around the scene. Avoid the use of flares. Traffic cones and barricades are preferred for traffic control.

6. Stop all unauthorized personnel from entering the scene.

NOTIFICATION

1. The communication's operator shall immediately notify the following when advised of a hazardous material incident:

The Fire Department.

Additional personnel as requested by the watch commander.

Chief of Police.

3. Take measures necessary to save life, but only carry out that first aid necessary to preserve life until medical help arrives.

4. If the officer comes in contact with any of the suspected dangerous material, medical assistance should be sought immediately.

5. If clothing becomes contaminated seek medical assistance for proper disposal.

EVACUATION

1. The evacuation of persons and protection of property should be the first priority in an effected area. Careful thought should be given to what danger or hazard is posed to the people living or working in the immediate area or its proximity. To determine the proper course of action, a number of factors must be taken into account, including weather conditions, population and traffic patterns.

2. The decision to evacuate will be made by the ranking police and fire officials on the scene.

3. The evacuation area may be enlarged as conditions change and time permits.

4. Every effort shall be made to prevent outsiders and nonessential personnel from entering the evacuated area until an all clear is given by the Fire Department. To the greatest extent possible, this will be accomplished through road blocks and police patrols.

EMERGENCY FIRST AID

1. Segregate and detain those who have possibly been in contact with the hazardous materials until they can be examined. Obtain names and addresses of those involved.

2. Remove the injured from the area of the accident with as little contact as possible. Hold them at a transfer point.

PALOS PARK POLICE DEPARTMENT

Title: **TOWING VEHICLES**

Procedure: 4.608

Date Issued: **MAY 01, 2002**

Reviewed: **October 2014**

PURPOSE:

To provide guidelines for the towing, safeguarding and disposing of vehicles.

To establish guidelines for the inventory of property from vehicles searched incident to a custodial arrest.

POLICY:

Officers are encouraged to provide assistance to motorists when the need arises for towing services, and institute enforcement action when they observe illegally parked vehicles, traffic obstructions and abandoned vehicles or when towing a vehicle incident to an arrest. The towing of vehicles from Village streets is done in accordance with applicable State statutes and Village ordinances

PROCEDURE

GENERAL GUIDELINES

1. When a vehicle left unattended upon a street or highway is found in violation of any of the provisions regulating stopping, standing, or parking, and constitutes a definite hazard or obstruction to normal movement of traffic, officers may remove such vehicle, or require the driver or other person in charge of the vehicle to remove it from the roadway.

2. Officers may, with watch commander approval remove and/or impound or cause to be removed promptly to an authorized impound yard or other place of safety, any vehicle found upon a street or highway under the following circumstances:

A report has been made that the vehicle was stolen or taken without the owner's consent; or

The vehicle is so disabled as to constitute an obstruction to traffic and the person in charge of the vehicle is unable to provide for its custody or prompt removal i.e., motor vehicle crashes; or

The driver of the vehicle is taken into custody by the Police Department and the vehicle would be left unattended upon the street.

Removal of the vehicle is necessary in the interest of public safety because of fire, flood, storm, snow, or other emergency reasons.

3. For every vehicle towed or impounded, a Motor Vehicle Impoundment and Inventory report will be completed unless the tow was by owners request.

4. All vehicles towed or impounded shall be checked through LEADS and NCIC.

5. All vehicles towed without owner notification shall be entered into LEADS as towed/impounded.

6. Officers shall report to their immediate supervisor the name of any tow company who either renders poor service or is incapable of providing quality service because of inadequate equipment or personnel.

CUSTODIAL ARREST

1. Following a custodial arrest, the officer will determine if the arrestee's vehicle is to be impounded. If it is, the officer will:

Request permission from the watch commander.

Request that a tow truck be dispatched to the location.

Perform an inventory search of the vehicle, including the glove compartment, any unlocked containers, and the trunk.

A Motor Vehicle Impoundment and Inventory report will be completed.

Items of value that are not a component part of the vehicle will be listed on a Property Evidence report and placed into evidence if the owner is unable to properly secure them. Examples of valuable items are: wallets, purses, portable stereos, money, jewelry, expensive clothing.

If contraband or evidence of a crime is found, a separate Property Evidence report will be completed for these items.

2. When an officer makes a custodial arrest, and the vehicle is not to be towed or impounded, the officer may have the vehicle legally parked and locked near the scene of the arrest. The arresting officer will notify communications where the vehicle will be parked and document its location in the incident report and on the Lock Up report.

3. If the driver does not wish to leave his vehicle, or if in the officer's opinion the driver is not mentally responsible or the vehicle cannot be safely parked off the roadway so as not to cause a hazard, the officer will have the vehicle towed.

MOTORIST ASSIST

1. Anytime an officer encounters a motorist who requires the services of a tow company, the officer will:

Check with the motorist to ascertain if he has a preference for a local tow company and request the radio operator to make notification.

Advise the motorist that if their choice of a tow company cannot provide timely service, and the vehicle presents a hazard, the Department has arrangements with local tow companies to provide services.

The motorist shall have the opportunity to select the Tow Company desired from those authorized by the Department to tow vehicles.

If the motorist has no preference the officer will advise the radio operator to contact the tow service next on the list.

2. While awaiting the arrival of the tow truck, the officer will provide protection for the disabled vehicle by either having a police unit, equipped with a push bar, push the vehicle to a safe location or, position his vehicle, with emergency lights activated, between the disabled vehicle and other traffic.

3. The officer will remain in such position until a tow truck arrives or if the officer feels his presence is not necessary, he may place safety flares behind the disabled vehicle and resume patrol. Communications should be advised of the location and pending arrival of services for the disabled vehicle.

4. If necessary and time permits, the officer will provide transportation for the motorist and passengers to a place of safety.

WRECKED, NON-OPERATING and ABANDONED VEHICLES

1. No person shall abandon any vehicle within the Village and no person shall leave any vehicle at any place within the Village for such a time and under such circumstances as to cause such vehicle

reasonably to appear to have been abandoned.

2. No person shall leave any partially dismantled, non-operating, wrecked, or junked vehicle on any street or highway within the Village.

3. Any vehicle in a state of disrepair rendering the vehicle incapable of being safely driven or one that does not have a current annual vehicle license and tag purchased for it and attached thereto (except vehicles for sale by new and used motor vehicle dealers and vehicle repair shops); or other vehicles that have not been removed or used for 48 consecutive hours or more, are considered to be abandoned.

4. A police officer who observes a vehicle which is wrecked, non-operating or abandoned as defined above will:

Make an attempt to contact the registered owner to have the vehicle moved.

Initiate an Abandoned Vehicle Information report indicating the location of the abandoned vehicle, a full description of the vehicle including any license information or municipal sticker number, and any owner information obtained.

5. The report will then be forwarded to the Shift supervisor or his designee, for investigation.

6. A police officer towing an abandoned vehicle will complete a Motor Vehicle Impoundment and Inventory report.

7. The Chief of Police or his designee Will be responsible for maintaining a liaison with the tow companies and processing all Motor Vehicle Impoundment and Inventory reports. If all attempts to contact the owner fail, the vehicle will be disposed of according to law.

RELEASING IMPOUNDED VEHICLES

1. All vehicles, which are impounded and indicated as eligible for release, may be released to the owner or his agent upon showing proof of ownership.

2. Vehicles, which are impounded and indicated as NOT eligible for release, may not be released without a Towed Vehicle Release Order authorized by the officer in charge of the case, or a supervisor.

ORDER NUMBER: 4.609

SUBJECT: RESPIRATORY PROTECTION

EFFECTIVE DATE: 1 October 2003

AUTHORITY: Chief Joe Miller

REVIEW DATE: 1 March 2010

Reviewed: October 2014

REVIEWER: Unit Supervisor; Training Development and Review

INDEX AS:

46.6.1 Respirator Selection Protocol

46.6.2 Administration of Respiratory Protection Program

46.6.3 Medical Evaluation Procedures

46.6.4 Fit Testing Protocols

46.6.5 Use of Respirator

46.6.6 Respiratory Protection Training

46.6.7 Record Keeping Requirements

46.6.8 Program Evaluation

PURPOSE:

The purpose of this General Order is to establish guidelines for the development, implementation and maintenance of a respiratory protection program for employees of the Palos Park Police Department. This order shall set forth specific procedures and protocols for required respirator use.

POLICY STATEMENT:

The Department will continue to make every effort to supply members with safe and effective equipment that will enable them to provide professional police service in most situations and environments. While it is more important than ever for officers to be committed to the safety of the community they serve, officers must also understand the limitations of the equipment that is available to them. The respirator equipment (APR) provided for in this program is intended to protect members in limited and temporary conditions and as a means of escape only.

A particulate filtering mask (N-95) is also issued to all sworn personnel. Procedures governing the use of the particulate mask are covered in the order 84.3, RESPONDING TO SUSPICIOUS PACKAGES AND LETTER (Biological Agents).

DEFINITIONS:

Air-purifying respirator (APR): A device designed to protect the user by employing filters or sorbents to remove harmful substances from the air. Air-purifying respirators DO NOT supply oxygen and MUST NOT be used in oxygen deficient atmospheres or in environments where substances “immediately dangerous to life and health” may be encountered. Air-purifying respirators are designed to protect the wearer for short periods ONLY.

Atmosphere-supplying respirator: a respirator that admits breathing air to the face piece only when a negative pressure is created inside the face piece by inhalation.

Canister or Cartridge: a container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

Employee exposure: exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

Escape-only respirator: a respirator intended to be used only for emergency exit.

Fit factor: a quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.

Fit test: the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. Immediately dangerous to life (IDLH): an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual’s ability to escape from a dangerous atmosphere. Licensed Health Care Professional (LHCP): includes medical doctor, registered nurse, paramedic or EMT.

Qualitative fit test (QLFT): a pass/fail test to assess the adequacy of respirator fit that relies on the individual’s response to a test agent.

Quantitative fit test (QNFT): an assessment of respirator fit by numerically measuring the amount of leakage into the respirator.

Service life: the period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.

User seal check: an action conducted by the respirator user to determine if the respirator is properly seated to the face.

ORDER:

46.6.1 RESPIRATOR SELECTION PROTOCOL

A. The Palos Park Police Department will select and provide an appropriate respirator that is adequate to protect the health of the employee and ensure compliance with all OSHA statutory and regulatory requirements.

1. The Department will evaluate potential respiratory hazard(s) that officers may be exposed to; identify relevant factors, and base respirator selection on these factors. The following considerations shall be taken into account;

a. Correctly matching the respirator with the reasonably foreseen potential hazard and the officer’s assignment,

b. Consideration of the unit’s effectiveness to reduce exposure to the officer under all reasonably foreseen conditions,

- c. Choosing a device, which will allow officers to perform their duties with the least amount of physical burden.
 - d. Any device selected shall be a NIOSH-certified respirator and will be used in compliance with the conditions of its certification.
- 2. In efforts to select an appropriate respirator the Department will consider any available information from other sources such as,
 - a. State and federal emergency management agencies,
 - b. State, federal and local fire service personnel,
 - c. Other law enforcement agencies, including the U.S. Justice Department and the Illinois State Police.
- 3. Respirators for IDLH atmospheres.
 - a. Any APR respirator provided to personnel is intended only for escape from IDLH atmospheres.
 - b. Specially trained members of the Special Response Team may be issued an atmosphere-supplying respirator.

46.6.2 ADMINISTRATION OF RESPIRATORY PROTECTION PROGRAM

A. The Training, Development and Review supervisor is designated to administer the Respiratory Protection Program.

46.6.3 MEDICAL EVALUATIN PROCEDURES.

A. Prior to being issued an APR, employees shall complete a medical evaluation questionnaire (Appendix A). The questionnaire will be forwarded directly to the designated LHCP for review as required by OSHA/IDOL Standard.

- 1. The Midwest Environmental Medicine office is designated as the LHCP for the purposes of the Respiratory Protection Program.
- 2. The Department provides a periodic medical evaluation for each sworn employee through the Midwest Environmental Medicine office in accordance with the procedures of the Physical Fitness Program (General Order 22.3. Section 1 MEDICAL EXAMINATIONS).
 - a. This periodic medical evaluation, along with the review of the medical questionnaire, will be used by the LHCP to evaluate the employee's ability to use a respirator, before the employee is required to use the respirator in the field.
- 3. If the LHCP determines a medical condition of an employee may restrict their ability to safely wear a respirator, the LHCP will provide for the a follow-up contact with the employee.
- 4. After consulting with the employee, the determining physician will then communicate the findings, regarding the employee's ability to safely wear and use the APR, to the Chief of Police.

B. Records of medical evaluations required by this section must be completed and retained in accordance with OSHA/IDOL Standards.

46.6.4 FIT TESTING PROTOCOLS

A. Prior to the use of any respirator in the field, employees will be fit tested with the same make, model, style and size of respirator that will be used. The primary purpose for fit testing is to identify the specific

respirator, best suited for each individual user. Fit testing procedures will be performed in a manner to reinforce respirator training by having wearers review proper methods of donning and wearing this equipment.

1. The Department shall establish a record of the qualitative and/or quantitative fit test administered to each employee issued a respirator to include;
 - a. The name or identification of the employee tested;
 - b. Type of fit test performed;
 - c. Specific make, model, style, and size of the respirator tested;
 - d. Date of the fit test; and
 - e. The pass/fail results for QLFTs or the fit factor and data of the test results for QNFTs.

B. Fit Testing Procedures

All fit testing procedures shall be facilitated by a specially trained individual and done in accordance with the Fit Testing Procedure requirements found in the OSHA/IDOL Standards (29 CFR 1910.134 App A).

C. All employees issued a respirator shall be fit tested prior to initial use in the field and annually thereafter.

46.6.5 USE OF RESPIRATOR

A. Respirator Equipment Issued.

1. All sworn employees will be issued and personally assigned the following equipment as part of the Department Respiratory Protection Program;
One Avon FM 12 Respirator with harness
One Avon filter canister
One carrying pouch
One User handbook
2. Use of prescription eyewear (glasses or contacts) is not recommended for use with an APR Respirator. Personnel who wear prescription corrective eyewear, to correct their normal vision, will be provided with monocle inserts for the issued respirator.
These individuals will be provided prescription eyeglass for the monocle through an optometrist chosen by the Department, at no cost to the individual.
 - a. Personnel who require monocle inserts for corrective lenses in their respirator will make arrangements through the program administrator for production of the inserts to their prescription. Note: This Avon equipment is intended solely as an escape only respirator.

3. The Department is equipped with a limited supply of atmosphere-supplying respirator (SCBA) equipment issued only to specially trained officers of the Special Response Team.
 - 1) The Department SCBA equipment shall be stored in the Special Response Team equipment area
 - 2) The maintenance and operational readiness of this equipment shall be the responsibility of the Special Response Team Leader, or designee.

3) Only specially trained Special Response Team members will use this equipment.

B. Individually Assigned (Avon) Equipment Availability

1. All sworn personnel are firmly advised to have their respirator equipment immediately accessible to them at all times.

2. Personnel shall carry respirator equipment appropriately on their person under the following conditions;

a. When directed by the Chief of Police, or designee, or

b. When the United States Office of Homeland Security issues a warning in accordance with the Color Coded Advisory System as follows;

1) Condition Red (Severe)

C. Respirator Storage, Maintenance, and Service Life Issues.

1. Storage of Respirator Individually assigned officers shall be responsible for the storage and readiness of their respirator equipment at all times. Officers shall follow the storage guidelines provided in the user handbook to assure equipment readiness and effectiveness.

2. Service Life Issues Canisters are issued in factory sealed plastic bags. The canister is to remain sealed in the bag until needed. The normal service life of the canister sealed in the bag is ten (10) years. Once the canister is removed from the sealed bag the service life is reduced to approximately one (1) year

3. Maintenance and Inspection

1. Employees shall be responsible for cleaning the respirator after each use and replacing filter canisters when necessary.

2. Cleaning will be done in accordance with the procedures found in the handbook and discussed in training.

D. Limitations on Respirator Use

1. The Avon FM 12 respirator shall not be used for firefighting or other oxygen deficient environments.

2. The Avon FM 12 respirator is intended primarily for uses as a means of emergency escape in an incident involving nuclear, biological, or chemical hazards.

E Use of Respirators

1. Whenever sworn employees reasonably believe that an imminent threat of a nuclear, biological, or chemical nature exists they should remove the respirator and canister from the carrying case, remove the canister from the sealed bag and affix it to the respirator. They should then put on the respirator.

2. After putting the respirator on, the employee should ensure that a proper seal exists by performing a negative pressure test as demonstrated in training.

3. Employees should then, as soon as reasonably possible, remove themselves from the environment of the threat and not remove the respirator until they are reasonably sure that they are no longer in the threatened environment.

4. Employees must maintain the seal of the respirator in the event they are unable to immediately remove themselves, until the incident is resolved or they are able to escape.

46.6.6 RESPIRATORY PROTECTION TRAINING

- A. The Program Administrator shall develop and implement a training program that will be attended by all employees issued a respirator, initially and annually thereafter or more frequently, if necessary.

1. The training program will include the following information;
 - a. Demonstrations and practical exercises of methods for donning and adjusting respirators.
 - b. Discussion of the capabilities and limitations of issued respirators.
 - c. Inspection/testing of issued respirators for proper fit and seal.
 - d. Maintenance and storage of respirators.
 - e. Recognizing medical signs and symptoms that may limit or prevent the effective use of a respirator.

2. Refresher training shall be conducted on an annual basis.

46.6.7 RECORD KEEPING REQUIREMENTS

- A. The Administrator will establish and retain written information regarding medical evaluations, fit testing, and the respirator program. The record keeping practice is designed to facilitate the involvement of employees in the program, assist the Department in the evaluation of the effectiveness and adequacy of the program and provide a record for compliance with OSHA/IDOL Standards.

46.6.8 PROGRAM EVALUATION

The Respiratory Protection Program will be evaluated on an annual basis to determine the effectiveness of the program. The Program Administrator will be responsible for conducting the evaluation and recommending modifications to the program.

PALOS PARK POLICE DEPARTMENT

Procedure: 4.609(a)

RESPIRATORY PROTECTION PROGRAM

Palos Park Police Department

It shall be the policy of the Palos Park Police Department to provide officers with guidelines for the use and care of full-face respirators made available to them by the department. This equipment is to enable officers to escape from a contaminated area during a weapon of mass destruction event. This level of protection is specifically for use outside of an identified contaminated "Hot Zone Area."

This directive consists of the following numbered sections:

- I. General Policy Statements
- II. Definitions
- III. Selection of Respirators
- IV. Administration of Respiratory Protection Program
- V. Medical Evaluations
- VI. Fit Testing Procedures
- VII. Use of Respirators
- VIII. Maintenance and Inspection
- IX. Training
- X. Program Evaluation
- XI. Recordkeeping

I. GENERAL POLICY STATEMENTS

- A. It is the policy of the Palos Park Police Department to provide for the protection of members in an incident involving nuclear, biological or chemical weapons.
- B. All sworn personnel and all civilian personnel assigned to patrol

duties shall be issued an APR respirator and filtering canister, for use in any incident where it is suspected that a nuclear, biological or chemical weapon has been used.

C. All personnel will follow the procedures taught at issuance when using the respirator. In addition, the manufacturer's user handbook will be read by all personnel receiving the respirator as issued equipment.

D. For respirators maintained for emergency use, the Respiratory Program Administrator must:

- 1. Certify the respirator by documenting date of inspection, name of inspector, findings, remedial action, and a serial number or other means of identifying the inspected respirator; and
- 2. Provide this information on a tag or label attached to the respirator storage compartment, kept with the respirator, or included with inspection reports stored as paper or electronic reports.

E. It is the responsibility of the recipient of this equipment to maintain it in a clean and good working order and to report, to their immediate supervisor, any problems with the equipment or personal conditions that may affect their ability to use such equipment safely.

II. DEFINITIONS

- A. **Air Purifying Respirator (APR)** – A respirator to be used in toxic environments where the breathable level of oxygen is known to be sufficient. Air-purifying respirators are designed to protect the wearer for short periods ONLY.
- B. **Assigned Protection Factor (APF)** – The workplace level of respiratory protection that a respirator or class of respirators is expected to provide to employees when the employer implements a continuing, effective respiratory protection program.
- C. **Canister or Cartridge** – A container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.
- D. **Emergency Situation** – Any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of an airborne contaminant.
- E. **Employee Exposure** – Exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.
- F. **End-of-Service-Life Indicator (ESLI)** – A system that warns the respirator user of the approach of the end of adequate respiratory protection, for example, that the sorbent is approaching saturation or is no longer effective.
- G. **Escape-Only Respirator** – Means a respirator intended to be used only for emergency exit.
- H. **Fit Factor** – A quantitative estimate of the fit of a particular respirator to a specific individual and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.
- I. **Fit Test** – A test to ensure that an issued respirator is the proper size for the wearer and that an air tight seal is achieved between their face and the respirator in order to determine a correct respirator size and fit.
- J. **Immediately Dangerous to Life or Health (IDLH)** – An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.
- K. **Maximum Use Concentration (MUC)** – The maximum atmospheric concentration of a hazardous substance from which an employee can be expected to be protected when wearing a respirator, and is determined by the assigned protection factor of the respirator or class of respirators and the exposure limit of the hazardous substance. The MUC can be determined mathematically by multiplying the assigned protection factor specified for

- a respirator by the required OSHA permissible exposure limit, short-term exposure limit, or ceiling limit. When no OSHA exposure limit is available for a hazardous substance, an employer must determine an MUC on the basis of relevant available information and informed judgment.
- L. Oxygen Deficient Atmosphere – An atmosphere with oxygen content below 19.5% by volume.
- M. Physician or Other Licensed Health Care Professional (PLHCP) – Means an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide some or all of the health care services required under Section V of this policy.
- N. Program Administrator – The administrator of the Respiratory Protection Program.
- O. Qualitative Fit Test (QLFT) – A pass/fail test to assess the adequacy of respirator fit that relies on the individual's response to a test agent.
- P. Quantitative Fit Test (QNFT) – An assessment of respirator fit by numerically measuring the amount of leakage into the respirator.
- Q. Service Life – The period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.
- R. User Seal Check – An action

conducted by the respirator user to determine if the respirator is properly seated to the face.

III. SELECTION OF RESPIRATORS

- A. The Department selected the AVON FM-12 Air-Purifying Respirator. This respirator is also widely used by the military for respiratory protection and with the issued canister will protect the wearer from nuclear, biological, and chemical respiratory threats for a limited amount of time.
1. If air-purifying respirators are used, then the respirator must be equipped with an End-of-Service-Life Indicator (ESLI) or a filter change schedule must be implemented. This filter change schedule must be based on objective information and described in the respirator program.
2. For protection against gases and vapors, either atmosphere-supplying respirators or air-purifying respirators must be provided. If air-purifying respirators are used, they must be equipped with filters certified by NIOSH 42 CFR Part 84. Their use will be in accordance with NIOSH 42 CFR Part 84 and according to the NIOSH Respirator Decision Logic Sequence and NIOSH Flow Chart.
3. Assigned Protection Factors (APFs)
- a. Must use APFs listed in Table 1 (see below) to select a respirator that

- meets or exceeds the required level of employee protection.
- b. When using a combination respirator, e.g. airline respirators with an air-purifying filter, employers must ensure that the APF is appropriate to the mode of operation in which the respirator is being used.

³This APF category includes filtering facepieces, and half masks with elastomeric facepieces.

⁴The employer must have evidence provided by the respirator manufacturer that testing of these respirators demonstrates performance at a level of protection of 1,000 or greater to receive an APF of 1,000. This level of performance can best be demonstrated by performing a WPF or SWPF study or equivalent testing. Absent such testing, all other PAPRs and SARs with helmets/hoods are to be treated as loose-fitting facepiece respirators, and receive an APF of 25.

⁵These APFs do not apply to respirators

Table 1 - Assigned Protection Factors⁵

Type of Respirator ^{1, 2}	Quarter mask	Hinged sole style for helmets ³	Flexible escape respirators ⁴
1. Air-Purifying Respirator	5
2. Powered Air-Purifying Respirator (PAPR)
3. Supplied-Air Respirator (SAR) or Airline Respirator
• Demand mode	10
• Continuous Flow mode	50
• Pressure-demand or other positive-pressure mode	50
a. The employer must select a respirator for employee use that maintains the employee's exposure to the hazardous substance, when measured outside the respirator, at or below the MUC ₅₀	1,000
4. Self-Contained Breathing Apparatus (SCBA)	10
• Demand mode
• Pressure-demand or other positive-pressure mode (e.g., open/closed circuit)	10,000
b. Employers must not apply MUCs to conditions that are IDLH; instead, they must use respirators listed in section V. A. 2. a. of this policy.	10,000
c. When the calculated MUC exceeds the IDLH level for a hazardous substance or the performance limits of the cartridge or canister, then employers must set the maximum MUC at the lower limit.

Notes:

¹Employers may select respirators assigned for use in higher workplace concentrations of a hazardous substance for use at lower concentrations of that substance, or when required respirator use is independent of concentration.

²The assigned protection factors in Table 1 are only effective when the employer implements a continuing, effective respirator program as required by this section (29 CFR 1910.134), including training, fit testing, maintenance, and use requirements.

IV. ADMINISTRATION OF RESPIRATORY PROTECTION PROGRAM

- A. The department **[Insert title here]** is designated to administer the Respiratory Protection Program.

V. MEDICAL EVALUATIONS

- A. Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job, and workplace conditions in which the respirator is used, and the medical status of the employee.
- B. Prior to the issuing of an APR Respirator, to any employee, a medical evaluation questionnaire (Appendix 1) will be completed by the employee. The evaluation form will contain the mandatory OSHA questions.
- C. Each evaluation form will be completed and turned over to the Program Administrator who will handle the information in a confidential manner. In addition, the Program Administrator will complete a Medical Evaluation Supplemental Information Form (See Appendix 2) for each employee. The Program Administrator will then submit both forms to a licensed healthcare professional (LHCP) for review, as required by OSHA Regulation 29 CFR 1910.134 (e) (1) through (e) (7) and Appendix C of same.
- D. If the PLHCP needs to clarify any question, he/she will contact the employee directly.

E. If the PLHCP feels a medical condition of the employee may restrict their ability to safely wear and use a respirator, the employee must submit to further examination.

F. After consulting with the employee, the physician will then be requested to communicate their findings with the Chief of Police regarding the employee's ability to safely wear and use the respirator.

G. All employees who have passed the medical evaluation must be fit-tested according to OSHA standards and guidelines.

H. The medical evaluation questionnaire and PLHCP's report will be maintained, on file, with the Administration Department for the Village of Palos Park.

I. The Palos Park Police Department will, if an employee is not able to wear the respirator, per the physician, that employee will be removed from any contaminated "Hot Zone Area" and reassigned to a safe zone by the shift supervisor.

VI. FIT-TESTING PROCEDURES

- A. At the time of initial issuance and thereafter on an annual basis, a respirator fit-test shall be used to determine the ability of each member to obtain a satisfactory fit with the issued APR, as required by OSHA Regulation 29 CFR 1410.134 (f) (1) through (f) (8) (iii) and Appendix A of same.

- B. Fit testing will be conducted by a trained employee within the department.
 - C. Fit testing will be conducted using the **qualitative** method.
 - D. A written record of the fit-test will be completed (Appendix 3) and maintained by the Program Administrator of the Respiratory Protection Program.
 - E. Any facial hair must not come between the sealing surfaces of the face piece or interfere with the valve function. In order to meet this OSHA requirement, sideburns that extend to the sealing surface are prohibited, as well as any mustaches which extend beyond the lip line. Beards and goatees are prohibited as well.
- been made to the individual's eyewear prescription by an optometrist of the Department's choosing, at no cost to the individual.
- 2. Personnel who need monocle inserts for their respirators will make arrangement with the Program Administrator for production of the inserts to their prescription.
 - C. Whenever an employee reasonably believes that an imminent threat of a nuclear, biological, or chemical nature exists they should put on the respirator along with the canister that was provided with it.
 - D. Canisters are to remain in their sealed bag until needed. The normal shelf life of a canister in a sealed bag is 10 years. Once the canister has been removed from the sealed bag, the shelf life is reduced to approximately 1 year.

VII. USE OF RESPIRATORS

- A. Each sworn officer, and civilian assigned to patrol duties, will be issued the following equipment:
 - 1. One Avon FM-12 Respirator
 - 2. One NBC & Toxic Agent Filter Canister
 - 3. One Canvass bag

B. Use of Prescription Eyewear

Use of prescription eyeglasses is not recommended for use with an APR Respirator.

Personnel who wear prescription eyeglasses, to correct their normal vision, will be provided with monocle inserts for the respirator that have

E. After putting the respirator on, the employee should ensure that it has a proper seal by performing a negative pressure test as demonstrated in training, as required by OSHA Regulation 29 CFR 1910.134 (g) (1) (iii) and Appendix B-1 of same, or procedures recommended by the respirator manufacturer that the employer demonstrates are as effective as those in Appendix B-1.

F. If possible, employees should remove themselves from the area of the threat before taking off the respirator.

G. If the employee is unable to be removed from the threat area, it is imperative that the respirator remains intact and properly seals the face throughout the duration of the incident.

H. ***Palos Park utilizes the Color Coded Advisory System used by***

the US DHS below:

1. **Condition Green (Normal) and Condition Blue (Guarded):** carrying of respirators is discretionary on the part of the employee.
2. **Condition Yellow (Significant risk of a terrorism attack, but no specific threat):** which the United States has been operating under most of the time since September 11, 2001. The carrying of respirators is left to the discretion of the individual
3. **Condition Orange (High risk of terrorist attack. A credible threat to the State of Illinois has been identified):** All personnel who have been issued a respirator will include the respirator in the equipment the individual carries in their assigned vehicle.
4. **Condition Red (Severe risk of terrorist attack. An incident of Weapons of Mass Destruction has already occurred in Illinois or an attempt is imminent):** All personnel who have been issued a respirator will carry it on their person while on duty until further notice.
5. **Department**

personnel may be required to carry the respirator at other times when directed by supervisory personnel.

MAINTENANCE AND INSPECTION

A. Cleaning

Employees shall be responsible for cleaning the respirator after each use and replacing the filters when necessary.

Cleaning will be done according to the procedures set forth in the training conducted for the Respiratory Protection Program.

B. Documentation

For respirators maintained for emergency use, the Respiratory Program Administrator must:

1. certify the respirator by documenting date of inspection, name of inspector, findings, remedial action, and a serial number or other means of identifying the inspected respirator; and
- c. provide this information on a tag or label attached to the respirator storage compartment, kept with the respirator, or included with inspection reports stored as paper or electronic reports.

IX. TRAINING

All sworn personnel, and civilian personnel assigned to patrol duties, shall be trained prior to using a

respirator.

Training shall cover the proper use of the respirators, including:

A. The unit's limitations and capabilities.

B. Checking proper fit and seal.

1. Recognizing medical signs and symptoms which may limit or prevent the effective use of the respirator.

2. Putting the respirator on.

3. Putting the canister on the respirator.

4. Taking off the respirator.

5. Storage of the respirator.

6. Proper care and cleaning.

Refresher training will be conducted on an annual basis and more often if the Respiratory Protection Program Administrator deems necessary.

X. PROGRAM EVALUATION

A. The Respiratory Protection Program will be evaluated on an annual basis.

B. The purpose of the evaluation will be to determine the effectiveness of the program.

C. The Program Administrator will be responsible for conducting the evaluation

and making any changes to the program based on feedback from the evaluation.

XI. RECORDKEEPING

A. Retain records of medical evaluations and fit testing results (required by OSHA Regulations 29 CFR 1910.134 and 29 CFR 1910.1020) for at least 5 years.

B. Retain a written copy of the current respiratory protection program and all previous respiratory protection programs covering the previous 5 years.

C. Make all retained written materials available upon written request to affected employees and to the Illinois Department of Labor (IDOL), Division of Safety and Health, for examination and copying according to HIPAA.

NOTE: 2014 Palos Park Police shall utilize the 3M's Online Respirator Medical Evaluation Service,
OSHA Respirator Medical Examination Questionnaire

To the employer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee: Can you read?

(circle one)

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory) The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: _____
2. Your name: _____
3. Your age (to nearest year): _____
4. Sex (circle one): Male Female
5. Your height: _____ ft.
_____ in.
6. Your weight: _____ lbs.
7. Your job title: _____
8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): _____
9. The best time to phone you at this number: _____
10. Has your employer told you how to contact the health care professional who will review this questionnaire? (circle one)
11. Check the type of respirator you will use (you can check more than one category):
 - a. _____ N, R, or P disposable respirator (filter-mask, non-cartridge type only).
 - b. _____ Other type (for example, half- or full-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).

12. Have you worn a respirator? (circle one) Yes No

If "yes," what type(s):

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Do you *currently* smoke tobacco, or have you smoked tobacco in the last month? Yes No
2. Have you ever *had* any of the following conditions?
 - a. Seizures (fits):
 - b. Diabetes (sugar disease):
 - c. Allergic reactions that interfere with your breathing:
 - d. Claustrophobia (fear of closed-in places):
 - e. Trouble smelling odors:
3. Have you ever *had* any of the following pulmonary or lung problems?
 - a. Asbestosis:
 - b. Asthma:
 - c. Chronic bronchitis:
 - d. Emphysema:
 - e. Pneumonia:
 - f. Tuberculosis:
 - g. Silicosis:
 - h. Pneumothorax (collapsed lung):
 - i. Lung cancer:
 - j. Broken ribs:
 - k. Any chest injuries or surgeries:
 - l. Any other lung problem that you've been told about:
4. Do you *currently* have any of the following symptoms of pulmonary or lung illness?
 - a. Shortness of breath:
 - b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline:

d. Pain or stiffness when you lean forward or backward at the waist: d. Beryllium: Yes No

e. Difficulty fully moving your head up or down: Yes e. Aluminum: Yes No

f. Difficulty fully moving your head side to side: Yes f. Coal (for example, mining): Yes No

g. Difficulty bending at your knees: g. Iron: Yes No

h. Difficulty squatting to the ground: h. Tin: Yes Yes No

i. Climbing a flight of stairs or a ladder carrying more than 25 lbs: i. Dusty environments: Yes No

j. Any other muscle or skeletal problem that interferes with using a respirator: j. Any other hazardous exposures: Yes No

If "yes," describe these exposures: _____ Yes No

Part B: The following have been added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen?

If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions?

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals?

If "yes," name the chemicals if you know them:

3. Have you ever worked with any of the materials, or under any of the conditions, listed below?:

- a. Asbestos:
- b. Silica (e.g., in sandblasting):
- c. Tungsten/cobalt (e.g., grinding or welding this material):

d. Beryllium:
e. Aluminum: Yes No
f. Coal (for example, mining):
g. Iron: No
h. Tin: Yes
i. Dusty environments: No
j. Any other hazardous exposures: Yes No
..... Yes No
If "yes," describe these exposures:
..... Yes No
..... Yes No

4. List any second jobs or side business you have:

5. List your previous occupations No

6. List your current and previous hobbies. No

7. Have you been in the military services?

If "yes," were you exposed to biological or chemical agents (either in training or combat)?

8. Have you ever worked on a HAZMAT team?

9. Other than medications for breathing and lung problems, heart trouble,..... Yes No
..... blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for Yes No

reason
(including
medications)? over-the-counter
medications)? If "yes," how long does this period last
during the average shift?
..... hrs..... mins... Yes No

If "yes," name the medications if you know
them: _____

10. Will you be using any of the following
items with your respirator(s)?

a. HEPA Filters: b. Canisters (for example, gas masks): c. Cartridges: Examples of heavy work are lifting a heavy
load (about 50 lbs.) from the floor to your
waist or shoulder; working on a loading
dock; shoveling; standing while bricklaying
or chipping castings; walking up an 8-degree
grade about 2 mph; climbing stairs with
heavy load (about 50 lbs.).

11. How often are you expected to use the
respirator(s)?

(Circle "yes" or "no" for all answers that
apply to you.)

a. Escape only (no rescue): b. Emergency rescue only: c. Less than 5 hours *per week*: d. Less than 2 hours *per day*: e. 2 to 4 hours per day: f. Over 4 hours per day: If "yes," describe this protective clothing
and/or equipment:

12. During the period you are using the
respirator(s), is your work effort:

a. **Light** (less than 200 kcal per hour)? Yes No

Examples of a light work effort are sitting
while writing, typing, drafting, or performing
light assembly work; or standing while
operating a drill press (1-3 lbs.) or controlling
machines.

If "yes," how long does this period last
during the average shift?

_____ hrs. _____ mins.

b. **Moderate** (200 to 350 kcal per hour)? Yes No

Examples of moderate work effort are sitting
while nailing or filing; driving a truck or bus in
urban traffic; standing while drilling, nailing,
performing assembly work, or transferring a
moderate load (about 35 lbs.) at trunk level;
walking on a level surface about 2 mph or
down a 5-degree grade about 3 mph; or
pushing a wheelbarrow with a heavy load
(about 100 lbs.) on a level surface.

If "yes," how long does this period last
during the average shift?
..... hrs..... mins... Yes No

c. **Heavy** (above 350 kcal per hour)?.....

Examples of heavy work are lifting a heavy
load (about 50 lbs.) from the floor to your
waist or shoulder; working on a loading
dock; shoveling; standing while bricklaying
or chipping castings; walking up an 8-degree
grade about 2 mph; climbing stairs with
heavy load (about 50 lbs.).

If "yes," how long does this period last
during the average shift?

_____ hrs. _____ mins.

..... 13. Will you be wearing protective clothing
and/or equipment (other than the respirator)? Yes No
..... when you're using your respirator? Yes No
..... If "yes," describe this protective clothing
and/or equipment:

14. Will you be working under hot conditions
(temperature exceeding 77 deg. F)? Yes No

15. Will you be working under humid
conditions?

16. Describe the work you'll be doing while
you're using your respirator(s):

..... Yes No

17. Describe any special or hazardous
conditions you might encounter when
you're using your
respirator(s), i.e., confined spaces,
life-threatening gases:

that may affect the safety and well-being of others (for example: rescue, security):

18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):

Name of the first toxic substance:

Estimated maximum exposure level per shift:

Duration of exposure per shift:

Adopted _____

Name of the second toxic substance:

Estimated maximum exposure level per shift:

Duration of exposure per shift:

Name of the third toxic substance:

Estimated maximum exposure level per shift:

Duration of exposure per shift:

The name of any other toxic substances that you'll be exposed to while using your respirator:

19. Describe any special responsibilities you'll have while using your respirator(s)

SUPPLEMENTAL INFORMATION FORM

Employee:

Date: _____

Respirator Information:

Type of units: _____ Weight of
units: _____ Duration of use: _____

Expected physical work effort:

Additional protective clothing and equipment work:

Temperature and humidity extreme to be encountered:

Note: Include a copy of the written respiratory protection program and OSHA 1910.134

Prepared by:

PLHCP that report was given to:

Conducted at and by the Orland Park Police
Department
RESPIRATOR FIT TEST RECORD

A. Employee Name: _____ Date: _____

ID No. _____

B. Employer Name: _____

Location/Address: _____

C. Respirator Selected:

Make: _____

Model: _____

Style: _____

Size: _____

D. Fit Checks:

Negative Pressure 9 Pass
9 Fail 9 Not Done

Positive Pressure 9 Pass
9 Fail 9 Not Done

E. Fit Testing

9 Quantitative 9
Qualitative

Fit Factor _____ 9 Pass
9 Fail

Comments:

F. Employee acknowledgement of test results:

Employee Signature: _____

Date: _____

Test Conducted By:

Date: _____

PALOS PARK POLICE DEPARTMENT

Title: *IN-CAR AUDIOVISUAL RECORDING SYSTEM*

Procedure: 4.610

Date Issued: 09/15/17

Revised: 02/01/18

Reviewed: 03/01/22

PURPOSE:

The Palos Park Police Department (PPPD) in-car video system utilization can provide accurate documentation of events, actions, conditions, and statements made during law enforcement contacts. The use of the in-car video system shall be limited to trained employees and be in accordance with applicable laws.

Officers may operate squads with non-functional in-car video systems, when the issues have been properly documented as outlined above.

OPERATION OF THE IN-CAR VIDEO SYSTEM

PROCEDURES:

OPERATING PROCEDURES

USE AND CARE OF IN-CAR VIDEO EQUIPMENT.

1. Officers shall be responsible for the proper care and operation of the in-car video equipment installed in PPPD vehicles.
2. Officers shall not remove, dismantle or tamper with in-car video equipment.
3. At the beginning of each shift, officers shall ensure the in-car video equipment is functioning properly by completing the following procedures:
 - a. System power up upon starting the vehicle.
 - b. Confirm video recording is operational.
4. When previously undocumented problems with the in-car video system arise, officers are required to:
 - a. Send an email containing the vehicle number and the problem to the Patrol Sergeant and Patrol Commander.
 - b. Record the squad number and problem on the appropriate vehicle information.

1. Video recordings (including a 30 second video only pre-event) are initiated when:

- a. The squad's emergency lights are activated.
 - b. The record button is depressed on the back of the front camera
2. In-car video equipment shall be used to record the following:
 - a. All emergency vehicle operations.
 - b. All traffic stops

3. In-car video equipment may also be utilized to record the following:

- a. Official police contacts
- b. Person(s) the officer reasonably suspects has committed, is committing, or is about to commit a criminal offense or ordinance violation.
- c. Officers should make every reasonable effort to position the front camera to accurately capture events.

4. Once initiated, video recordings should not be terminated until the event is complete except:

- a. When a supervisor authorizes the cessation of the recording.
- b. When, in the officer's assessment, there is no evidentiary value in collecting further video.

VIDEO TRANSFER AND DOCUMENTATION

1. Officers are responsible for ensuring that video recording are transferred at least once during the course of each work shift. Exceptions to this must be approved by the Patrol Sergeant or Patrol Commander

Transfer of video may be accomplished by; Transfer of the video from the in car camera system to a PPPD issued disk, the disk than secured in its container, and placed in the case file for processing.

PPPD Support staff will capture and memorialize the video for evidence, legal proceedings, investigations, staff review and other matters deemed necessary related to the video.

2. Officers must ensure that video recording deemed to be evidence of a crime are transferred prior to the end of their shift. If the video transfer process requires the employee to be on overtime, the officer shall contact a supervisor to obtain approval.
3. In-car video recordings interrupted for some reason shall be documented within the reports and citations.

IN-CAR VIDEO MANAGEMENT

1. Evidentiary recording submitted by officers will be maintained securely until the case has been adjudicated and/or in accordance with existing PPPD policies and procedures for the handling and disposition of evidence
2. Recordings will be maintained based upon the retention schedule designated for each tag
3. Video recording may be placed on an administrative hold, preventing their disposal by:
 - a. The Chief of Police or his/her designee
 - b. A Command Officer
4. If upon receipt of a complaint concerning the conduct of an officer or other employee, the supervisor receiving the complaint determines that the event in question has been recorded, that information shall be forwarded to the Patrol Commander and the Chief of Police.

PALOS PARK POLICE DEPARTMENT

ORDER NUMBER: 4.661

SUBJECT: TRAFFIC DIRECTION AND
CONTROL

EFFECTIVE DATE: May 1, 2002

REVIEW DATE: March 7, 2007, January 4,
2010

Reviewed: October 2014

REVIEWER: Chief of Police

INDEX AS:

61.3.2. TRAFFIC DIRECTION AND
CONTROL PROCEDURES

61.3.3. MOTOR VEHICLE ESCORTS

61.3.4. ROAD BLOCK POLICY

PURPOSE:

The purpose of this order is to identify liaison and data- sharing responsibilities with various traffic engineering authorities, and to establish policies and procedures related to the Department's traffic direction and control efforts.

DEFINITIONS:

1. Uniformed police officers have the primary responsibility for the direction and control of traffic at motor vehicle crash scenes. Officers should set up perimeter traffic control points to:
 - a. Allow for the ingress - egress of police, fire and rescue equipment.
 - b. Halt or divert approaching traffic away from or around the crash scene.
 - c. Provide for a system of alternate routes to move traffic around the crash.

2. Officers should notify the Telecommunications Center of the action being taken so that they may in turn notify other jurisdictions that may be affected.
3. When it becomes necessary to close or restrict the flow of traffic, the following means of control may be used:
 - a. Flares may be used except where hazardous materials are involved.
 - b. Use of barricades may be appropriate when an entire roadway or intersection must be closed.

61.3 TRAFFIC DIRECTION AND CONTROL Page 3 of 7

- c. Traffic cones are excellent for diverting traffic from one lane to the next and are often more appropriate than flares.
- d. On a temporary closure, a marked police vehicle with activated emergency lights may be used.

B. Uniform Hand Signals For Manual Traffic Direction

All Department personnel assigned or authorized to direct traffic should use the following uniform signals and gestures to perform manual traffic direction.

1. Stopping traffic by hand.

To stop traffic, the officer should first extend his arm and index finger toward and look directly at the person to be stopped until that person is aware or it can be reasonably assumed that he is aware of the officer's gesture. The pointing hand is then raised at the wrist so that the palm is toward the person to be stopped, and the palm is held in this position until the person is observed to stop. To stop traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction while continuing to maintain the raised arm and palm toward the traffic previously stopped.

2. Starting traffic by hand.

To start traffic, the officer should first stand with shoulder and side toward the traffic to be started, extend his arm and index finger toward and look directly at the person to be started until

that person is aware or it can be reasonably assumed that he is aware of the officer's gesture. With palm up, the pointing arm is swung from the elbow only, through a vertical semicircle until the hand is adjacent to the chin. If necessary this gesture is repeated until traffic begins to move. To start traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction.

3. Right turning.

Drivers making right turns usually effect their turns without the necessity of being directed by the officer. When directing a right turn becomes necessary, the officer should proceed as follows:

- a. If the driver is approaching from the officer's right side, the extended right arm and index finger and gaze are first directed toward the driver, followed by swinging the extended arm and index finger in the direction of the driver's intended turn.
- b. If the driver is approaching from the officer's left side, the same procedure may be followed utilizing the left arm extended.

4. Left turning.

Left turning drivers should not be directed to effect their movement until the officer has stopped

oncoming traffic. The officer's right side and arm should be toward the oncoming traffic, and the left side and arm should be toward the left turning driver. After stopping the oncoming traffic by using the right arm and hand, the right hand should remain in the halt gesture. The extended left arm and index finger and the officer's gaze is directed toward the driver who intends to effect a left turn. When the left turning driver's attention has been gained, the extended left arm and index finger are swung to point in the direction the driver intends to go.

5. Use of flashlight.

A flashlight can be used to halt traffic. To stop traffic, slowly swing the beam of light across the path of oncoming traffic. The beam from the flashlight strikes the pavement as an elongated spot of light. After the driver has stopped, arm signals may be given in the usual manner with the vehicle headlights providing illumination. Orange flashlight cones may be utilized to enhance visibility.

6. Illustrations.

Examples of the procedures identified above are illustrated on Attachment A.

C. Whistle Commands

Officers who choose to utilize a whistle will do so only to get the attention of a driver or pedestrian and to direct their movements. The whistle should not be used continuously as it will lose its effect. 1. One long blast on a whistle will indicate a stop signal.

2. Two short blasts will indicate a signal to start.

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3. Several short blasts may be used to get the attention of a driver or pedestrian who does not

immediately respond to a given signal.

4. Whistle commands will be utilized in conjunction with hand and arm signals, keeping in mind that individuals such as the hearing impaired or preoccupied individuals may not always hear or understand said whistle commands.

D. Fire Scene

At the scene of a fire, the police shall direct and support the fire rescue operations. This responsibility shall include:

1. Consulting with the ranking fire official in charge of the scene to determine their needs.

2. Providing protection for the fire scene and for fire and rescue equipment.

3. Setting up perimeter traffic control points to allow for the ingress-egress of fire and rescue equipment and personnel authorized to be at the scene.

a. Such personnel shall include all persons who can identify themselves as firemen, either regular or paid-on-call by badge, identification card, or possession of regularly used fire equipment such as a helmet and coat.

b. It shall be the responsibility of supervisor officers of the Fire Department to correct any problems resulting from the above persons blocking fire lanes or retarding the efficiency of persons at the scene.

E. During Periods of Adverse Road and Weather Conditions.

The Department will continue to maintain a close working relationship with those agencies that share responsibility for coping with adverse road and weather conditions affecting traffic safety and will continue to cooperate with them in developing and

carrying out mutual assistance policies, procedures and programs to service the public as effectively as possible when such adverse conditions exist. 1. Upon discovering an adverse road or weather condition, agency personnel shall notify appropriate agencies and persons for the purpose of correcting the condition.

2. Agency personnel will provide traffic direction and control services and scene protection services in the vicinity of adverse road and weather conditions, as needed.

F. Manual Operation of Traffic Control Signals

Police officers are neither trained nor equipped to make traffic signal repairs or adjust the timing cycles. Traffic signals will not be manually controlled without the approval of a supervisor.

1. Officers may place signals on four way flash in emergency situations to temporarily alleviate a traffic control problem. When this becomes necessary, the officer will notify a field supervisor and, if necessary, request that proper notification be made for service or repair.

G. Temporary Traffic Control Devices

1. Temporary traffic control devices include moveable barriers, portable signs, traffic cones, and other similar apparatus intended for the limited use to assist in the safe and efficient movement of vehicular or pedestrian traffic.

a. When portable barricades or signs are required, they will be delivered and removed by the Village Palos Park Police Department, unless exigent circumstances require immediate

action by police department personnel all officers have traffic cones available for use when needed. These devices will be placed and removed by Department personnel when special traffic needs are identified.

2. These temporary traffic control devices may be used for, but not limited to, the following circumstances:

a. Sustained power outages which render traffic control signals inoperative.

Major intersection traffic signals are all equipped with flip down stop signs which may be utilized in the event of a signal malfunction or power outage. Sign lock keys will be on police vehicle key rings. Field supervisors will authorize an officer(s) to place the sign into the open position and lock

61-3 TRAFFIC DIRECTION AND CONTROL Page 5 of 7

them. Immediately after signals are restored to working order, the signs will be placed in the

closed position and locked.

b. Special events.

c. Traffic crashes.

d. Other situations when supervisory personnel deem it to be necessary.

H. High-visibility Clothing

The Department provides high visibility reflective vests (ANSI 107-2004 or ANSI 207-2006) to all personnel who may be assigned to perform manual traffic direction and control functions. Personnel shall wear their high visibility reflective vests in addition to the full uniform whenever performing traffic direction,

investigating crashes, and handling lane closures, obstructed roadways, and disaster within the right-of-way of any roadway.

1. It is each field employees responsibility, to have available to them the high visibility reflective vest during on-duty hours.

a. A (ANSI 107-2004 or ANSI 207-2006) raincoat or high visibility reversible jacket will suffice as reflective clothing in inclement weather.

61.3.3. VEHICLE ESCORTS

A. Emergency Escorts.

1. The escorting of other vehicles using flashing red lights and siren is an extremely dangerous practice and should be avoided.

a. Officers will not escort other emergency vehicles using the flashing red lights and siren unless it is absolutely necessary to guide them to their destination.

b. Extreme caution must be exercised, especially when crossing intersections and speed limits should not be exceeded.

c. Officers will not follow ambulances, fire apparatus, or other emergency vehicles so closely as to constitute a hazard.

2. In case of serious illness or injury, an ambulance shall be called. Sick or injured persons shall normally not be transported in Police Department vehicles.

B. Non-Emergency Escorts

1. All requests for non-emergency escorts shall be referred to the Patrol Division Commander or the shift commander.

Funeral escorts and escorts for public officials and dignitaries may be approved if circumstances and manpower allow.

2. Non-emergency escorts and escorts on non- emergency vehicles may warrant the use of flashing red lights; however, all traffic regulations must be obeyed so as not to expose the officer and the Department to civil liability if a crash should result.
3. Oversized, overweight vehicles and permit moves over State roads will comply with 625 ILCS 5/15- 301. When movement is made over County roads they will have county permits. 61.3.4. ROAD BLOCKS POLICY
 - A. Road blocks shall not be established or removed unless authorized by the Chief of Police or his designee.
 - B. Road blocks may be used for:
 1. Road Side Safety Checks (i.e. DUI enforcement).
 - a. Safety checks shall only be conducted pursuant to a written plan developed by the Traffic Safety Supervisor and approved by the Chief of Police, or designee.
 2. Department vehicles may be used as road blocks at crash scenes, using all emergency lights on the vehicle and placed in such a manner as to be noticed by other traffic.
- 61-3 TRAFFIC DIRECTION AND CONTROL Page 6 of 7
3. During natural disasters or fires, Department vehicles may be used temporarily for road blocks, using all emergency lights on the vehicle, until more permanent warning devices and/or barricades are put in place.
4. Road blocks may also be utilized on parade routes. The motoring public must have prior notice of planned route and any detour route that is planned.

PALOS PARK POLICE DEPARTMENT

Title: TRAFFIC INCIDENT MANAGEMENT
IN HAZARDOUS MATERIAL AND
DISEASE CONTROL SPILLS
IN INCIDENT MANAGEMENT

Procedure: 4.612

Date Issued: MAY 01, 2002

Authority: Joseph F. Miller

Review Date: 07 March 07, 04 January 10

Reviewed: October 2014

Reviewer: Chief of Police

PURPOSE:

Hazardous materials spills provide unique challenges to traffic incident clearance. Response personnel face the challenges posed in a typical traffic incident while dealing with chemical hazards, environmental impacts to the surrounding community, and the additional safety requirements needed to work with hazardous materials

POLICY:

Although stopping motorists on the highway for traffic violations or other purposes is often considered a routine function of patrol officers, it is one that has been demonstrated to be potentially dangerous for both officers and motorists even during apparently "routine" situations. For violators it is frequently an emotionally traumatic experience. Therefore, it is the policy of this department that motor vehicle stops shall be performed professionally and courteously, and with a view towards educating the public about proper driving procedures while consistently recognizing and taking the necessary steps to minimize the dangers involved in this activity for the officer, the motorist and other users of the highway.

PROCEDURE:

OFFICER/VIOLATOR CONTACT

1. Officers shall perform vehicle stops only when they have a legal reason to do so.

2. Once an initial decision has been made to stop a motorist, the officer shall select an area that provides reasonable safety.

3. When a location has been selected for the stop, the officer shall notify the communications center of its nature providing unit location, vehicle license number and the number of occupants. At the officer's discretion or dispatcher's request, additional information may be exchanged.

4. At the desired location, the officer should signal the operator to stop at the far right side of the roadway or at the safest shoulder by activating the overhead emergency lights and siren as necessary.

On multi-lane roads, the officer may facilitate movement to the right shoulder by gradually changing lanes behind the violator until the right side of the roadway is reached.

Should the violator stop abruptly in the wrong lane or location, the officer should instruct him to move by using the appropriate hand signals or by using the vehicle's public address system.

5. Once properly stopped, the officer should position the police vehicle about one to one and one half-car length behind the

violator's vehicle and at an off set, with the front approximately 2 feet to the traffic side of the violator's vehicle.

At night, the spotlight should not be used to direct the violator but may be used to illuminate the vehicle's interior once stopped. The patrol vehicle should use its low beams if high beams would blind oncoming motorists.

6. When exiting the patrol vehicle, the officer should be particularly alert to suspicious movements or actions of the vehicle operator or passengers.

7. Approaching from the driver's side, the officer should be observant of the passenger compartment and stop at a point to the rear of the trailing edge of the left front door in order to communicate with the driver.

Where circumstances dictate, particularly where traffic is close enough to create a potential problem, the officer may choose to approach the violator's vehicle from the passenger side and stop at the trailing edge of the front door.

When the violator's vehicle has occupants in the rear seat, the officer should approach to a point near the leading edge of the driver door, being particularly observant of the occupant's movements and choosing a path that will not allow the occupants to thrust the door open against the officer.

In two-officer police vehicles, the passenger officer shall be responsible for radio communications, note taking and relaying messages to the communications center. He will also act as an observer and cover for his fellow officer.

8. Non-uniformed officers operating unmarked patrol vehicles with concealed emergency lights and siren shall not normally make vehicle stops for traffic violations. In situations where failure to act would create unreasonable risks of injury, death or significant property damage, such personnel shall contact the communications

center to request a marked patrol unit to make the stop and may, depending upon the urgency of the situation, activate emergency lights and siren to make a traffic stop.

9. Non-uniformed officers operating vehicles not equipped with emergency lights or siren shall not make motor vehicle stops unless there is imminent danger of loss of life should they fail to act. In other less urgent cases that demand attention, officers shall contact the communications center, request that a marked patrol vehicle perform the stop, and assist in directing the marked unit to the subject vehicle's location.

10. Once the officer has stopped the violator and communications are taking place, officer/violator relations begin. The officer should:

Be alert at all times;

Present a professional image, physically and emotionally;

Base enforcement action on violator's driving behavior;

Greet the violator in a courteous manner;

Ask the violator for a driver's license, proof of insurance and any other appropriate documents;

Inform the driver of the violation and type of enforcement action intended;

Complete the forms for the enforcement action taken; and,

Explain the citation to the violator.

11. When issuing citations, conducting roadside sobriety tests or conversing with the violator, the officer and other parties shall be positioned to the side of the road, clear of the motor vehicles. Whenever possible the officer and violator should avoid standing in front of, between or behind the stopped vehicles.

12. During the stop, the officer should instruct the violator to remain in his motor vehicle while the officer writes the citation or conducts other business. Violators shall not be permitted to sit in patrol vehicles while

citations are being prepared or other police business is being conducted unless the officer is investigating a traffic crash.

13. When preparing citations, in the patrol vehicle, the officer should position paperwork and related material in a manner that allows him to maintain observation over actions of the violator and other occupants.

14. Officers will provide motorists with information explaining his rights and responsibilities concerning his arrest or citing for a traffic violation.

15. Officers should advise violators of the location, date, time of their court appearance, and whether their appearance is mandatory.

16. Offenses not requiring a mandatory court appearance or that qualify for court diversion may be prepaid according to current Court bond rules. Officers shall advise violators of this operation and the locations and restrictions on prepayment.

17. Violators shall be advised of their various bonding options by the officer.

MAKING HIGH-RISK VEHICLE STOPS

1. When planning to stop the suspect vehicle, the officer shall notify the communications center, describe the nature or reason for the stop, provide information on the vehicle, license number and number of occupants; and request appropriate assistance to make the stop.

2. An officer should not individually initiate high-risk vehicle stops unless back-up units will not be available in an appropriate amount of time or the urgency of the situation demands immediate action.

3. After selecting an appropriate location and with adequate support units in position, the officer should signal the suspect to stop.

4. Officers should position their vehicles approximately 30 feet behind the suspect vehicle, in positions that will maximize opportunities for cover and in a manner that will illuminate the interior of the vehicle to the occupants' disadvantage.

5. Once the suspect vehicle has stopped, officers should assume positions of cover.

6. The primary officer initiating the stop, or the officer with the best observation point, should issue verbal commands to vehicle occupants through the vehicle's public address system, if available. Generally only the primary officer shall issue commands.

7. The primary officer shall first identify himself and then notify the occupants of the vehicle that they are under arrest and that all instructions are to be followed without hesitation or suspicious movements.

8. The operator of the suspect vehicle should be ordered to follow all commands, such as: lower his window; remove the ignition keys with his left hand; drop them on the ground; open the door from the outside; step out of the vehicle; turn completely around; face away from the officers; walk backward until commanded to stop and lay face down on the ground with hands stretched far to the sides. All other occupants should be similarly commanded until all are in position to be handcuffed and searched.

9. With appropriate cover, officers should then approach the suspect vehicle to inspect the passenger compartment and trunk.

STOPPING OVERSIZE AND OVERWEIGHT VEHICLES

1. Select a location for the stop that provides enough room for the vehicle and sufficient stability to support the vehicle's weight, and allow the operator sufficient time and distance to make the stop.

2. Approach the cab from the rear, using the driver's outside mirror to observe the driver and activity in the cab.

3. Never climb onto the vehicle to make contact with the operator. Maintain a position to the rear of the driver's door and ask him to exit the vehicle, when necessary.

EXEMPTIONS/SPECIAL PROCESSING REQUIREMENTS

1. State Statutes affords individuals exemption from arrest under specified circumstances.

2. The following have temporary immunity, except for cases of treason, a felony or a breach of the peace:

Members of the United States Electoral College, during their Attendance at an election and in going to and returning from;

Senators and representatives during sessions of the General Assembly, and in going to and coming from;

Members of the military reserve forces and the National Guard during their attendance at official meetings, and in going to and coming from; and,

Judges, attorneys, clerks, sheriffs, and other court officers shall be privileged from arrest while attending court and while going to or returning from.

3. Officers having contact with persons claiming exemptions based on the above should attempt to verify that person's exemption through personal identification.

4. Nothing in this procedure or in the law precludes an officer from obtaining a warrant or issuing a citation at a later time for the person released.

DIPLOMATIC IMMUNITY

1. Diplomatic immunity is not a right that a foreign official has because of his position, but a privilege given by the President of the United States.

2. Diplomatic officers, their families and servants who are not nationals or permanent residents of the United States are protected by unlimited immunity from arrest, detention or prosecution, with respect to any civil or criminal offense.

3. Persons making such a claim must possess photo identity cards (not diplomatic passports) issued by the State Department and the United Nations.

4. Consuls, vice consuls, deputy consuls and some of their staff hold immunity while specifically engaged in diplomatic work. This immunity depends upon the activity of the person at that particular moment.

5. Officers having contact with a foreign official are empowered to temporarily detain any person claiming diplomatic immunity while official status is verified by the U.S. State Department. All foreign mission members and dependents are accountable for traffic violations. Stopping a foreign mission member or dependent, and issuing a traffic citation, does not constitute an arrest or detention, and is permissible. Normal procedures should be followed in the intervention of a traffic violation, even if immunity ultimately bars prosecution or a serious offense. Levels of immunity vary depending on the individual.

6. The United States Department of State, Office of Foreign Missions can provide detailed driver and vehicle information. They can advise an officer on the scene on handling, documenting, and reporting an incident involving individuals that may have a level of immunity. The officer shall document all information pertaining to the incident. The following phone numbers can be used to obtain information:

Use 202-647-4570/1404/1405 (Duty hours 8-5 Eastern Time Monday - Friday) to verify if an individual is a foreign mission member with immunity.

Use 202-895-3521 for handling, documenting and reporting procedures.

Use 202-647-7277 for all after hours questions.

JUVENILES

1. Juvenile traffic arrests should be handled in the following manner:

If necessary, a report will be completed.

The juvenile's parents will be notified if the juvenile is taken into custody.

If a cash bond is needed, the officer should allow the youth to make every effort to secure funds. If all efforts fail and the bond cannot be made, then on the approval of the watch commander, an I-Bond will be issued. The juvenile should not be detained for more than two (2) hours while arranging for bond.

Juveniles awaiting bond for FINE ONLY offenses may be placed in the lobby vestibule.

Juveniles arrested for traffic offenses where jail is a possible penalty may be confined in the juvenile detention room until bonding or release. The juvenile's parents will be notified if the juvenile is held in custody.

NONRESIDENTS

1. The State is a member of the Nonresident Violator Compact (NRVC). These States allow drivers to sign the traffic citation, for minor violations, instead of posting the required bond. This allows a motorist to accept a traffic citation and proceed without delay, and does not burden the officer with a lengthy bonding process.

2. Drivers from all other States shall be required to deposit bond for all traffic violations pursuant to Supreme Court bond rules.

PALOS PARK POLICE DEPARTMENT

Title: *TRAFFIC VIOLATOR CONTACT*

Procedure: 4.613

Date Issued: MAY 01, 2002

Reviewed: October 2014

PURPOSE:

To establish guidelines for stopping and approaching motorists in a manner that promotes the safety of the officer and the motorist.

Provide guidelines for the interaction between motorist and officer.

To establish procedures when stopping traffic violators.

To outline special processing requirements.

POLICY:

Although stopping motorists on the highway for traffic violations or other purposes is often considered a routine function of patrol officers, it is one that has been demonstrated to be potentially dangerous for both officers and motorists even during apparently "routine" situations. For violators it is frequently an emotionally traumatic experience. Therefore, it is the policy of this department that motor vehicle stops shall be performed professionally and courteously, and with a view towards educating the public about proper driving procedures while consistently recognizing and taking the necessary steps to minimize the dangers involved in this activity for the officer, the motorist and other users of the highway.

PROCEDURE:

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2. Once an initial decision has been made to stop a motorist, the officer

shall select an area that provides reasonable safety.

3. When a location has been selected for the stop, the officer shall notify the communications center of its nature providing unit location, vehicle license number and the number of occupants. At the officer's discretion or dispatcher's request, additional information may be exchanged.

4. At the desired location, the officer should signal the operator to stop at the far right side of the roadway or at the safest shoulder by activating the overhead emergency lights and siren as necessary.

On multi-lane roads, the officer may facilitate movement to the right shoulder by gradually changing lanes behind the violator until the right side of the roadway is reached.

Should the violator stop abruptly in the wrong lane or location, the officer should instruct him to move by using the appropriate hand signals or by using the vehicle's public address system.

5. Once properly stopped, the officer should position the police vehicle about one to one and one half-car length behind the violator's vehicle and at an off set, with the front approximately 2 feet to the traffic side of the violator's vehicle.

At night, the spotlight should not be used to direct the violator but may be used to illuminate the vehicle's interior once stopped. The patrol vehicle should use its low beams if high beams would blind oncoming motorists.

6. When exiting the patrol vehicle, the officer should be particularly alert to suspicious movements or actions of the vehicle operator or passengers.

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Base enforcement action on violator's driving behavior;

Greet the violator in a courteous manner;

Ask the violator for a driver's license, proof of insurance and any other appropriate documents;

Inform the driver of the violation and type of enforcement action intended;

Complete the forms for the enforcement action taken; and,

Explain the citation to the violator.

11. When issuing citations, conducting roadside sobriety tests or conversing with the violator, the officer and other parties shall be positioned to the side of the road, clear of the motor vehicles. Whenever possible the officer and violator should avoid standing in front of, between or behind the stopped vehicles.

12. During the stop, the officer should instruct the violator to remain in his motor vehicle while the officer writes the citation or conducts other business. Violators shall not be permitted to sit in patrol vehicles while citations are being prepared or other police business is being conducted unless the officer is investigating a traffic crash.

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